

How to Start a Bicycle Club or Advocacy Organization



This manual is intended to help you take the first steps in organizing a bicycle club or advocacy organization. It also aims to improve the organization of your existing group. In outlining these steps, we hope to take out some of the guesswork involved and make the process more enjoyable. Our affiliated clubs and organizations are vital for the League of American Bicyclists' success, and we are proud to support your current and future efforts for bicycling.

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1. Overview: Steps to Starting a New Bicycle Club

Your Decision to Organize a Bicycle Club

- Are you already riding with a group? Yes?— If so, then consider if you would like/need to:
 - Increase participation
 - Sponsor an event
 - Expand the choices of ride types
 - Protect yourself from liability
- No?—Check with local bike shops to see if they already organize rides, or advertise a ride through the shop or local media to gauge interest.

Defining Your Purpose and Initial Organization

Before you decide on any formal structures, you should have a core group of people committed to common goals for the organization and the means by which to realize them.

- **The First Meeting**—This meeting is to make the initial decision to start a club and establish its general purpose. These goals can, of course, be polished later on when the clubs' by-laws are developed.
- **Ride**—Start a regular ride and invite others along. In order to understand the needs of your community, ask them for their input on what purposes a club can serve and ways for the club to get even more people involved.

Sponsorship

Do you want to be sponsored by a bike shop, company or other entity? If so, this will impact the rest of your organizational plans. Check with both a lawyer and an accountant before you make the final decision. If you decide to remain unsponsored, contact the office of your state Secretary of State in order to learn how to incorporate as a nonprofit corporation. Doing so will limit the legal liability of your new club's officers. (More on incorporation as a 501 c 3 later).

Establish Financial Management

The following are ways to establish sound financial management within your organization:

- **Keep good records.** Establish a record keeping system for the organization's official records including corporate documents, board meeting minutes, financial reports, and other official records that must be preserved for the life of the organization.
- **Find someone with expertise.** Hire a CPA with experience in non-profit financial management to establish an accounting system that meets both current and anticipated needs.
- **Prepare a budget.** Important steps in budgeting include the following:
 - Reviewing program and management achievements and fiscal performance over the year ending
 - Reviewing objectives achieved
 - Comparing budget to actual figures
 - Looking at the number of people served in each program
 - Estimating the costs required to achieve your objectives, including staff, supplies, and other resources.
 - Estimating revenues with some degree of accuracy based on past experience
 - Comparing and balancing revenue and expense projections
 - Perform an audit. Have your CPA test the accuracy and completeness of information presented in an organization's financial statements. Some non-profits are legally required to obtain audits.

- Charitable Registration Requirements. You should contact the Secretary of State or Office of the Attorney General for regulations in those states where you raise money (see #4 below).

For a breakdown of budgeting for a club, check out the League's Club Leadership Training page at www.bikeleague.org/members/clubs

2. Selecting Officers

In order to get your club started, you may choose to appoint temporary officers who will act as a temporary Board of Directors. They should include at least a president, secretary, and treasurer. Depending upon the wishes of the membership, the election of officers may be carried out orally at the first meeting, or nominations made, and more formal voting by ballot held later. In choosing officers, select the persons who exemplify the highest degree of leadership.

Duties of the Board of Directors include the following:

- selecting the Executive Director
- assessing his or her performance
- reviewing and authorizing goals and direction
- ensuring compliance with legal and contract requirements
- evaluating the organization's work
- developing resources through fundraising and membership development

Position Descriptions

The President shall be the principal executive officer of the organization and take charge of its business subject to the direction of the Board of Directors. The Board of Directors may assign other duties.

The Recording Secretary shall record the minutes of the meetings of both the general members and the Board of Directors; see that all meeting notices are given; and perform other duties incident to the office and as may be assigned by the President or Board of Directors.

The Treasurer shall be the principle accounting and financial officer of the organization and shall be responsible for the maintenance of adequate books of account; have charge and custody of all the organization's funds and be responsible for the receipt and disbursement thereof; and perform all duties incident to the office and other duties as may be assigned by the President or by the Board of Directors

3. Develop By-Laws for Your Club (see Appendix for draft by-laws)

Before you begin club activities, you need to draft bylaws as a framework for conducting them. Early on it is advisable to keep them fairly simple and only later to amend them as the club's purposes and needs develop.

Writing by-laws for a new club (or making necessary revisions for an existing club) will not only create a document you may need for structural or logistic purposes like incorporating or applying for nonprofit status, but also will also help the club's direction and provide a framework for its management.

Items that by-laws should address, and points to consider, include:

- I. Club Name
 - a. Will name reflect geographic area served?

- b. Is club affiliated or associated with any other organization?
 - c. Will it be a corporation? If so, contact the Secretary of State in your state to learn how to go about incorporating.
 - d. For potentially large clubs, also address where the club's main office will be located if satellite offices are allowed.
- II. Purposes and Objectives
- a. Touring, racing, mountain biking?
 - b. Bicycle safety education?
 - c. Advocacy?
 - d. All of the above?
- III. Membership
- a. What's required? (Interest in bicycling, application, annual fee, etc. Require parent's signature for minor.)
 - b. Classification of memberships? (Individual, Family, Student?)
 - c. Annual dues.
 - 1. How are the annual dues determined?
 - 2. When are dues to be paid? (Will all renewals be on a calendar year basis or will renewals be dues based on the anniversary of the original application?)
 - d. Removal of members (Failure to pay dues, conduct, etc.)
- IV. Meetings of Members
- a. General description of when and where (don't be too restrictive, possibly monthly).
 - b. Annual meeting (Specify the time of year).
 - c. Required Notice.
- V. Voting
- a. Quorum required?
 - b. How many votes does a family membership get?
 - c. Absentee ballots / voting when not present.
- VI. Executive Committee or Board of Directors
- This may be irrelevant for a new club whose decisions will be made by the entire membership.
- a. "The affairs of the bicycle club shall be managed by its Board of Directors." (Or the Executive Committee as you choose.)
 - b. Number and content (what officers or other members make up the Board or committee).
 - c. Meetings.
 - d. Quorum.
 - e. Vacancies.
 - f. Serve without compensation.
- VII. Officers
- a. What officers will the club have? (List each with a brief position description).
 - b. How are they chosen and what is the term? Generally, most clubs vote on officers from the membership with one or two year terms. A nominating committee usually develops a slate with additional nominations from the floor. The President, or Chairmen may select some positions, such as committee chairs or board members-at-large. Another approach is for the membership to elect a Board and for the Board to choose its own officers.
 - c. Delineate a time line for election process.
 - d. Develop procedures for removal of officers.
- VIII. Contracts, checks, deposits, and funds.
- a. Authority may be granted by the governing body for particular officer(s) to enter into contracts on behalf of the club.
 - b. Decide how many and whose signatures are required on checks.

- c. Funds should be deposited in a bank or savings and loan chosen by the governing body. If the by-laws require funds to be deposited in an interest bearing account, it should have a provision that allows working cash (as in a checking account to pay current bills).
- IX. Books and records
 - a. You have to have them.
 - b. You may want to consider an annual audit, even if informal.
- X. Fiscal Year Calendar Year is recommended
- XI. Amendments
 - a. Decide on the mechanism and the necessary majority to approve change if vote required.
 - b. Procedure for notification of changes to membership.
- XII. Use of Earnings
 - a. Bylaws should include a statement as to the permitted use of earnings (i.e. prohibiting members, officers, or employees sharing in corporate earnings) and include a statement such as “all other uses not specified herein are expressly forbidden.”
 - b. Bylaws should plan for the distribution of remaining funds in case of dissolution of club

*Because the needs of different clubs and the laws of different states vary, we recommend that your club’s bylaws be reviewed by an attorney before official adoption.

4) Obtaining Federal Identification Number and Non-profit Status

Obtain a Federal Employer Identification Number

The first step for a new organization is to obtain a Federal Employer Identification Number (EIN). An EIN is to an organization what a Social Security Number is to an individual. First and foremost, you need it to open a bank account, whether or not you ever plan on having employees.

To get an Identification Number, you must file an “Application for Federal Employer Identification Number,” (Form SS-4) with the Federal Internal Revenue Service. Once you get the EIN, the IRS may start sending you employer reporting forms for income withholding and Social Security taxes. These forms must be returned even if you have no employees and every category on the form is zero or “not applicable.”

Incorporate as a Non-Profit Organization

The second step for a new club is to incorporate as a non-profit corporation in your state. Each state has its own regulations and procedures for doing so, and your state’s Secretary of State Office has all of the necessary documents for this procedure. See the Appendix for the contact information of all 50 Secretary of State (SOS) offices, or the appropriate office in your state.

5) Liability Issues & Insurance

A frequently asked question from new bicycle clubs is whether it is necessary to obtain liability insurance and if they are liable for injuries suffered by riders on one of the club-sponsored events. In this litigious society, it is worthwhile to investigate this subject more thoroughly. Liability insurance is important because it protects officers from financial liability and adds peace of mind during recreational club rides and invitations.

Several insurance companies will underwrite a liability policy for bicycle clubs, and sometimes at very modest rates, depending upon the number of riders on a club. It would benefit your club to find a member who has some experience in insurance policies to oversee the needs of the club and research insurance policies that are available.

Where to purchase insurance?

The League of American Bicyclists offers its member clubs an insurance program through American Specialty Insurance Company, Inc. Please feel free to contact the League office for enrollment information and forms by calling (202) 822-1333 or going to www.bikeleague.org/members/club.

What kind of insurance?

Typical bicycling club/advocacy organization policy includes the following coverage:

General Liability
Participant Accident
Non-Owned/Hired Auto Liability
Workers' Compensation/Employers' Liability
Property/Electronic Data Processing/Crime
Directors and Officers Coverage

If an accident occurs at a club event:

If/when an accident occurs at one of your bicycling events, you should take the following steps:

- Seek appropriate medical attention immediately
- Designate a spokesperson and direct all inquiries to that person
- Record names and telephone numbers of witnesses
- Document what occurred including the name, injury, how it happened and the actions taken in response
- Report the incident to your insurer

Liability Waivers (see Appendix for example)

Most participants in club activities and their families are covered by their own family insurance policies but most club insurance plans require release forms. The waiver is not a legal document but it does reduce liability to your club and informs the rider of potential risks that may occur. Waivers should be incorporated in your membership application and should be included in your club sponsored ride application form.

6. Establish a Regular Meeting Schedule

Regular meetings allow members to discuss club business and socialize, as well as to introduce new members to the club. They also provide a sense of continuity between events and rides. Early meetings will be organizational, deciding on ride and meeting schedules, officers, bylaws, newsletter, etc. However, after the structure of the club has been established, begin having meetings that are enjoyable and informational in order to attract new members and to provide a service to existing members.

Ideas for attracting members to a meeting:

- Plan interesting, fun, and informative programs
- Publicize the meetings with press releases to local news providers (online and print), TV, your own website and newsletter, etc.
- Have door prizes—something donated by a local bike shop?
- If you have a business meeting, keep it brief; if the Board is authorized to make decisions, the membership meeting need not be a formal business meeting
- Make sure members know how they can become more involved
- Plan a social meeting at a local restaurant

Program Ideas:

- Information on League education classes – Traffic Skills 101, youth riding class, etc - www.bikeleague.org/programs/education
- Recruit fitness experts and cycling instructors to offer tips on training

- Invite local elected officials to discuss your area's bicycling environment
- Invite local celebrities and/or local bicycle/pedestrian coordinators from your community to speak

7. Develop Membership & Retention Strategies

How should an organization acquire new members? How does it maintain current members?

For a successful membership campaign, you need the following elements:

- A positive attitude toward e-marketing and online recruiting tools
- A compelling recruitment package, including a carrier envelope, a personalized letter that's easy to read, a reply form, and a return address envelope
- A source of good mailing lists: Ask board members and volunteers, trade lists for one-time use with similar organizations, rent/exchange lists from other organizations in your area, and rent local portions of national lists which support causes similar to what your group does.
- A systematic way to test what motivates donors to give money to your cause, such as which lists you are mailing and the price you are asking
- A reasonable budget. Answer the following questions to determine how much money you should budget in case you lose money in acquisition of new members (which often happens):
 - What does is cost you now to acquire a new member?
 - How much does the average member give over three years?
 - What is the average number of gifts per member each year?
 - How much is the average gift?
 - What is the average number of total gifts per member's lifetime?
 - What does it cost to maintain your member?
 - How many members do you want next year?
 - Is the answer to the first question too low?

For a successful retention campaign, you need:

- A 1-page renewal letter that reminds membership that their membership is about to expire
- 1-page renewal letter that reminds members of their benefits
- A 1-page renewal letter that reminds members of their previous gifts
- An online renewal schedule, plus a mailing schedule of 4-5 mailings (set 5-8 weeks apart)

8. Fundraising

Why do people give money to an organization? What are ways I can use to bring money into this organization? Some of the reasons people give to organizations consist of the following:

- Feels good
- Gives back' to society
- Admires the person or the organization asking for the money
- Believes in the cause
- Gets something in return for the money
- Receives a tax-deduction for a 501(c)3 organization
- Is generous
- Knows the money will be well used

Some different ways to raise funds consist of the following:

- Email and direct mail
- Members of the Board of Directors
- Major donor programs
- Planned giving programs
- Grants from foundations

- Corporate sponsorships
- Government grants
- Special bicycling events
- Employer matching gift programs
- Join a friend campaign
- Stocks and mutual funds

9. Communications

Keeping in touch with both your members and your community is essential for the continuing health and future growth of your organization. Below are some suggestions on how to reach your audiences.

- **External:** Establish a website that provides prospective members details on the club's activities, its membership and goals. A website is the best way to attract new, younger members (update frequently!). Also consider using other social networking tools, such as Facebook, Twitter, etc. Publish press releases and distribute them to local media, businesses and community centers. Carry membership brochures with you and distribute them to other cyclists, health and transportation advocates, etc. you meet.
- **Internal:** Your web site is the best tool to communicate with current and prospective members. Events, rides, contact information, advocacy issues, education, and other information can easily be disseminated this way. It is also a good way to create a sense of community within the club by sharing stories of ride experiences, videos, photos, member anecdotes, tips, etc.

10. Organizing Rides & Volunteers

Rides

Many people join a local bike club in order to learn new routes, ride with others, and get some exercise. Regular rides allow members to accomplish these goals as easily as possible, with a minimum of scheduling confusion. These schedules should be well publicized, either in your newsletter or on your web site. If non-members are allowed on club rides, check with your insurance provider beforehand to ensure that you do not expose yourself to unexpected liability.

Volunteers

Volunteers are often at the heart of a club's activities, staffing ride rest stops, manning registration tables, and making arrangements from t-shirts to start times. A common question for clubs is how to secure the necessary people power to accomplish all of the club's goals. For a great guide to gathering and organizing volunteers, check out the League's Club Leadership page at www.bikeleague.org/clubs/members.

Steps to Organizing Volunteers:

Step 1. Review your club's rules of operation and create a volunteer program mission statement that is consistent with the club's general mission. Having a 'mission' for the Volunteer Program provides its reason for being and a focus for its activities.

Step 2. Conduct a survey of other bicycle club volunteers—contact other bicycling clubs in your area to inquire about their volunteer programs. You can save time, effort, and money by using what has been successful for other clubs in involving members as volunteers. Consider contacting the Twin Cities Bicycling Club in Minneapolis, MN for good ideas – www.biketcbc.org.

Step 3. Conduct an overall volunteer program needs assessment—it is important to find out what motivates members to volunteer as well as what motivated members to stop volunteering for the club. Conducting a needs assessment could mean having informal discussions with people one-to-

one, in group settings, or as a simple written and/or online survey. (We suggest Survey Monkey— a free online survey tool—www.surveymonkey.com).

Step 4. Present to the Board of Directors the findings and recommendations

Once the results of the survey have been presented, the club's Board of Directors must approve and implement the plan that the Volunteer Program members have assembled.

To Keep Current Volunteers Active:

- Create a list of volunteer opportunities that are currently open or will be within the current riding season. Email this list every week or two to members, or keep it current on your website.
- Write job descriptions for each of these opportunities, stating: date(s) needed; time commitment needed; what needs to be done; what skills, resources, knowledge or abilities are needed; the number of volunteers needed; location; the resources donated by the club for the project; and what the benefits to the volunteers will be if they participate.
- Actively recruit members for the open opportunities through: newsletter ads; web site listings; a volunteer telephone hotline; announcements during club events and rides; personal requests for member participation from those who have expressed interest in the past; e-mail announcements to club members.
- Visibly acknowledging current volunteers and show appreciation by regularly recognizing them in both public and private ways. You can't thank your volunteers enough!

11. Advocacy and Your Community

The Basics of Bicycle Advocacy

- **Establish Goals for your Organization**—What are the issues that you want to address? Do they involve access (on and/or off-road), facility accommodations, safety and education, ridership or some combination of these issues? Clearly define the goals of your group and then develop a coordinated approach towards realization.
- **Understand the Process**—A successful approach to advocacy is similar to doing a home improvement project in that you should understand the steps necessary for success before you begin work. Well-coordinated efforts will save time and resources. Answer questions like how, when and who is making the decisions affecting your goals. What are the timeframes? Which levels of government have oversight and influence over your priorities? Under what conditions do various levels of government work?
- **Identify the Decision Makers**—Become familiar with the officials who have oversight over projects that affect your locality. It is important to understand that you will have several avenues through which to generate support. While you may find roadblocks in some areas, you will discover opportunities in others. Examine every potential resource and get to know the players.
- **Organizational Framework**—Do organizations already exist that can address your goals, or do you need to establish an organization to focus on relevant issues? The advantage of working with an established group is that you will not have to spend resources developing an organization. However, some clubs and organizations may not want to address issues you find important. In those cases it may be necessary to create a new advocacy organization to work towards realization of these goals.
- **Build Constituency**—It is important to establish a network of individuals who share your goals. Politicians react to constituent interests. If you generate a network of people who lend support to your goals, you will be much more successful than acting as an individual, no matter how worthy your project may be.
- **Timing**—It is important to understand not only how the political process works, but also when it works. You have to know when opportunities will arise, and time your efforts accordingly. Most legislative bodies have established schedules. Know things like when and where your local

Metropolitan Planning Organization (MPO) meets and when relevant committees of your local, state and federal governments meet.

- **Allies and Adversaries**—A successful advocate will have a sound understanding of potential allies and adversaries. You should work together, where appropriate, with groups that support your goals. Adversaries must be recognized. It is important to try to best appreciate the point of view of potential opponents. Work to find common ground where possible.
- **Get Busy!**—It is easy to complain about a lack of facilities or a hazardous intersection, but making a difference is the real challenge. Your incentive for change must be harnessed with a well-coordinated effort. Making a difference in your community will not be easy, but your success will be worth the effort.

Forming, Sustaining, and Growing your Advocacy Organization

- **Define your purpose**—What are the issues the organization wants to tackle? What do you need to get the job done? To start a successful organization, you need the following: a clear, agreed-upon mission statement; a strong, competent executive director; a dynamic board of directors; an organization-wide commitment to fundraising.
- **Choosing Issues**—Advocates must consider several things, including: the needs of bicyclists in your community; potential resources that can be tapped to meet such needs; the feasibility of realizing success; what efforts on the issue have been made in the past; the political environment in which you will be working; potential pitfalls to pursuing various goals; and the costs of taking on issues.
- **Community Needs** – Make a thorough assessment of what needs to be done in your community. Perhaps you may wish to study a "model community" and then assess what your community would have to do to realize the model's characteristics.
- **Potential Resources** – Find out what has been done in the past in your community and what other communities have done to realize goals. Develop a thorough understanding of how your local, state and federal governmental entities contribute to the environment that you are trying to affect. Treat issues individually, and cater to specific issue needs.
- **Feasibility** – Avoid taking on issues that lack feasibility. Your focus should be on a needs-based approach, but keep in mind what is attainable. Taking on issues that are impossible to solve will be hard on group moral. Small, continuous steps in the right direction are more efficient than trying to leap ahead but failing to make progress.
- **Issue History** – Examine prior efforts that have been made in your community. If you are tackling something new, find out if there have been similar efforts elsewhere and learn from such efforts. While you can learn from examples, you can also adapt new techniques/approaches to your issue and possibly lead the way for others to follow.
- **Political Environment** – Educate yourself as to the type of environment under which you will be working. It is essential to have an appreciation for constraints under which governmental entities operate. What is the budget environment? Is there a surplus or deficit? Is it a zero sum game where for all new spending there must be a cut in existing spending? Are there existing accounts that could be tapped to help solve your problem/issue? If it is a legal issue, is there precedent? Show that you have done your part by answering all the questions you can possibly answer before meeting with officials. Exhaust existing opportunities before asking for something new. If existing programs are not working, make suggestions to improve them instead of simply complaining that they do not work.
- **Potential Pitfalls** – Before taking on a new issue, consider all of the possible ramifications. Will there be adverse reactions within the community. Build upon small victories.
- **Issue Costs** – One must fully consider the cost of taking on various issues. How much time will be devoted to a particular issue? What are the costs of running the issue campaign, including hours of work, materials, and contracted work. Will a particular issue lead to other time

consuming challenges that you may not want to take on? Consider the potential cost of realizing success on an issue that in the long run is deemed a failure. For instance, if you get a facility built that is underutilized, will your efforts undermine future facility enhancements?

Develop a Strategic Plan

Steps to develop a strategic plan should include the following:

- Formulate the organization's advocacy mission statement considering the short term and long-term issues the organization aims to tackle. Do some of those issues include facilities, safety and education, and/or increased government relations? How do you accomplish these goals? Who are the beneficiaries of your work?
- Develop a strategy to achieve the mission. Make a list of critical issues that demand a response from the organization, prioritizing the most important issues.
- Preparation—It is essential to make a good first impression when approaching community leaders. Be prepared, be friendly and have a positive attitude. Remember that you are one among many vying for their attention and support. If you do not pay respect to demands on their schedules and positions, then they will likely choose to lend support to other causes.
- Listening—Listen to what leaders have to say. If you gain understanding of the parameters under which they work, you will likely have a better chance at advancing your agenda to fit within such parameters.
- Facilitating Working Relationships—Try to accommodate before getting accommodations. It is always advantageous to provide something before asking for something in return.
- Focus on the Big Picture—Know your issue inside and out, but begin by touting your ideas/plans through a general approach. Leaders are usually generalist types, with a working knowledge of many issues, but true expertise in perhaps only a few. Prepare for detail, but sell your issue in general terms. If you are asked for detail, give it.
- Honesty Is a Must—Never stretch the truth. If you are not sure about a question or issue raised, then admit it and promise to get back in touch with more information. Your credibility is a major part of your reputation. Never put it in jeopardy.
- Always be Flexible—Politics is often a game of compromise. If you seem unable to meet halfway on an issue, you may likely get nothing instead of a considerable amount.
- Be Aggressive, but Considerate—Ask for a lot with the expectation that you won't get everything. If you don't ask, you will hardly ever receive.
- Persistence Pays—Advocacy is like sales. Never give up. Don't be discouraged by people who tell you no, just be determined and find the people who share your goals, those that will say yes.
- Focus Your Efforts—It is better to achieve small victories than to fight many battles with no beneficial outcomes. Narrow, specific focus is a good way to realize success.
- Be Ambitious—While focusing on specifics is essential, it is important nonetheless to aim high. Have an organized strategy, but do not limit capabilities by selling your team short on expectations.

12. Resources

League of American Bicyclists – www.bikeleague.org

- Club Leadership presentations – www.bikeleague.org/members/club
- Insurance – www.bikeleague.org/members/club
- Find It! – www.bikeleague.org/cogs/resources/findit
- Advocacy – www.bikeleague.org/programs/bikeadvocacy

American Specialty Insurance – www.amerspec.com

Where to go to incorporate your club, listed by state:

Alabama

Office of the Secretary of State
PO Box 5616
Montgomery, Alabama 36103-5616
334-242-7200
<http://www.sos.state.al.us/>

Alaska

Department of Community and
Economic Development
Division of Banking, Securities and
Corporations
P.O. Box 110808
Juneau, AK 99801-0808
(907) 465-2530
(Alternative Alaska contact)
3601 C Street, Suite 724
Anchorage, AK 99501
(907) 269-8140
<http://www.dced.state.ak.us/bsc/corps.htm>

Arizona

Office of the Secretary of State
1700 West Washington St.
Phoenix, AZ 85007-2888
(800) 458-5842
www.azsos.gov/

Arkansas

Office of the Secretary of State
State Capitol, Rm. 256
Little Rock, AS 72201
(501) 682-1010
<http://www.sosweb.state.ar.us/>

California

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 653-6814
www.sos.ca.gov/

Colorado

Office of the Secretary of State
1560 Broadway, Suite 200
Denver, CO 80202
(303) 894-2200
<http://www.sos.state.co.us/>

Connecticut

Secretary of the State's Office
30 Trinity Street
Hartford CT 06106
(860) 509-6212
<http://www.sots.state.ct.us/>

Florida

Florida Department of State
PL-02, The Capitol
Tallahassee, Florida 32399-0250
(850) 414-5500
<http://www.dos.state.fl.us/>

Georgia

Office of the Secretary of State
214 State Capitol
Atlanta, GA 30334
(404) 656-2881
<http://www.sos.state.ga.us/>

Hawaii

Department of Commerce and
Consumer Affairs
Business Registration Division
PO Box 40
Honolulu, HI 96810
(808) 586-2744
<http://hawaii.gov/dcca/breg/>

Idaho

Office of the Secretary of State
700 W Jefferson, Room 203
PO Box 83720
Boise ID 83720-0080
(208) 334-2300
<http://www.idsos.state.id.us/>

Illinois

Office of the Secretary of State
213 State Capitol
Springfield, Il. 62706
(800) 252-8980
<http://www.sos.state.il.us/>

Indiana

Office of the Secretary of State
State House, Rm. 210
Indianapolis, IN 46204
(317) 232-6531
<http://www.state.in.us/sos/>

Iowa

Iowa Secretary of State
Statehouse
Des Moines, IA 50319
(515) 281-8993
<http://www.sos.state.ia.us/>

Kansas

Kansas Secretary of State
First Floor, Memorial Hall
120 SW 10th Ave.
Topeka, KS 66612-1594
785-296-4564
<http://www.kssos.org/>

Kentucky

Secretary of State
700 Capital Avenue
Suite 152, State Capitol
Frankfort, KY 40601
(502) 564-3490
<http://kentucky.gov/Pages/home.aspx>

Louisiana

Secretary of State-State Capitol
P.O. Box 94125
Baton Rouge, LA 70804-9125
(225) 342-4479
<http://www.sec.state.la.us/>

Maine

Department of the Secretary of State
Division of Corporations
101 State House Station
Augusta, ME 04333-0101
(207) 287-4195
<http://www.state.me.us/sos/>

Maryland

Office of the Secretary of State
State House
Annapolis, Maryland 21401
(888) 874-0013
<http://www.sos.state.md.us/>

Massachusetts

Office of the Secretary of the
Commonwealth
Corporations Division
One Ashburton Place, Room 1717
Boston, MA 02108-1512
(617) 727-2850
<http://www.magnet.state.ma.us/sec/>

Michigan

Secretary of State's Office
Lansing, MI 48918-9900
<http://www.michigan.gov/sos>

Minnesota

Office of the Secretary of State
Business Services
180 State Office Building,
100 Constitution Avenue
St. Paul, MN 55155
(651) 296-2803
<http://www.sos.state.mn.us/>

Mississippi

Business Services Division
Box 136
Jackson, MS 39205
(800) 256-3494
<http://www.sos.ms.gov/>

Missouri

Corporations Division
James C. Kirkpatrick State Information
Center
P.O. Box 778
Jefferson City, Missouri 65102
(573) 751-4153
<http://www.sos.mo.gov/>

Montana

Office of the Secretary of State
PO Box 202801
Helena, Montana 59620-2801
(406) 444-2034
<http://sos.state.mt.us/>

Nebraska

Office of the Secretary of State
Corporate Division
Room 1305
State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608
(402) 471-4079
<http://www.nol.org/home/SOS/>

Nevada

Office of the Secretary of State
101 North Carson St. Suite 3
Carson City, NV
(775) 684-5708
<http://sos.state.nv.us/>

New Hampshire

Office of the Secretary of State
107 North Main Street
Concord, NH 03301-4989
(603)271-3242
<http://www.state.nh.us/sos/>

New Jersey

Office of the Secretary
PO Box 300
Trenton, NJ 08625-0300
(609) 984-1900
<http://www.state.nj.us/state/>

New York

NYS Department of State
41 State Street
Albany, NY 12231-0001
(518) 474-0050
<http://www.dos.state.ny.us/>

North Carolina

Corporations Division
Department of the Secretary of State
PO Box 29622
Raleigh, NC 27626-0622
(919) 807-2225
<http://www.secstate.state.nc.us/>

North Dakota

State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck, ND 58505-0500
(800) 352-0867 ext. 4284
<http://www.nd.gov/sos/>

Ohio

Ohio Secretary of State
Business Services Division
180 E. Broad St., 16th Floor
Columbus, Ohio 43215
(877) SOS-FILE
<http://www.state.oh.us/sos/>

Oklahoma

Secretary of State Office
Business Filing Department
2300 N. Lincoln Blvd., Room 101
Oklahoma City OK 73105-4897
Telephone (405) 522-4560
<http://www.sos.state.ok.us/>

Oregon

Corporation Division
Public Service Building Suite 151
255 Capitol Street NE
Salem OR 97310
(503) 986-2200
www.sos.state.or.us/

Pennsylvania

Department of State
Corporation Bureau
PO Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
<http://www.dos.state.pa.us/>

Rhode Island

Corporations Division
100 North Main St., 1st Floor
Providence, RI 02903-1335
(401) 222-3040
<http://sos.ri.gov/>

South Carolina

Edgar Brown Building
Capitol Complex
1205 Pendleton Street
Suite 525
Columbia, SC 29201
803-734-2158
<http://www.scsos.com/>

South Dakota

Secretary of State
Capitol Building
500 East Capitol Avenue Ste. 204
Pierre SD 57501-5070
(605) 773-4845
<http://www.sdsos.gov/>

Tennessee

Tennessee Department of State
Division of Business Services
312 Eighth Avenue North
6th Floor, William R. Snodgrass Tower
Nashville, TN 37243
(615) 741-2286
<http://www.state.tn.us/sos/>

Texas

Office of the Secretary of State
P.O. Box 12887
Austin, TX 78711-2887
<http://www.sos.state.tx.us/>

Utah

Department of Commerce
Division of Corporations and
Commerical Code
160 E. 300 S.
Salt Lake City, UT 84111
(877) 526-3994
<http://www.utah.gov/index.html>

Vermont

Office of the Secretary of State
Redstone Building
26 Terrace Street
Drawer 09
Montpelier, VT 05609-1101
(802) 828-8263
<http://www.sec.state.vt.us/>

Virginia

Virginia State Corporation Commission
Office of the Clerk
1300 E. Main St.
Richmond, VA 23218
(804) 731-9733
<http://www.state.va.us/scc/division/clk/index.htm>

Washington

Office of the Secretary of State
Legislative Building
PO Box 40220
Olympia, WA 98504-0220
(360) 753-7115
<http://www.secstate.wa.gov/>

West Virginia

Secretary of State
Corporations and Business Records
Bldg. 1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305-0770
(304) 558-8000
<http://www.sos.wv.gov>

Wisconsin

Office of the Secretary of State
P.O. Box 7848
Madison, WI 53707-7848
608-266-8888
<http://www.wisconsin.gov/state/index.html>

Wyoming

Office of the Secretary of State
State Capitol Building
Cheyenne, WY 82002
(307) 777-7378
<http://soswy.state.wy.us/>

13. Appendix

- Sample Waiver
- Medical Refusal Form
- Incident Investigation Report Form
- Sample Cue Sheet
- Safe Road Riding
- Draft By-Laws

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AND PARENTAL CONSENT AGREEMENT

(“AGREEMENT”)

IN CONSIDERATION of being permitted to participate in any way in _____ sponsored Bicycling Activities (“Activity”) I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of Bicycling Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further acknowledge that the Activity will be conducted over public roads and facilities open to the public during the Activity and upon which the hazards of traveling are to be expected. I further agree and warrant that if, at any time, I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. FULLY UNDERSTAND that: (a) BICYCLING ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH (“RISKS”); (b) these Risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.
3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE _____, their administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the “RELEASEES” herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE “RELEASEES” OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

PRINTED _____ NAME _____ OF _____
PARTICIPANT: _____

ADDRESS: _____
(Street) (City) (State) (ZIP)

PHONE: _____

PARTICIPANT’S SIGNATURE (only if age 18 or over): _____ I HAVE READ THIS RELEASE _____

DATE: _____

MINOR RELEASE

AND I, THE MINOR'S PARENT AND/OR LEGAL GUARDIAN, UNDERSTAND THE NATURE OF BICYCLING ACTIVITIES AND THE MINOR'S EXPERIENCE AND CAPABILITIES AND BELIEVE THE MINOR TO BE QUALIFIED, IN GOOD HEALTH, AND IN PROPER PHYSICAL CONDITION TO PARTICIPATE IN SUCH ACTIVITY. I HEREBY RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS EACH OF THE RELEASEE'S FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON THE MINOR'S ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS AND FURTHER AGREE THAT IF, DESPITE THIS RELEASE, I, THE MINOR, OR ANYONE ON THE MINOR'S BEHALF MAKES A CLAIM AGAINST ANY OF THE RELEASEES NAMED ABOVE, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES FROM ANY LITIGATION EXPENSES, ATTORNEY FEES, LOSS LIABILITY, DAMAGE, OR COST ANY MAY INCUR AS THE RESULT OF ANY SUCH CLAIM.

PRINTED NAME OF
PARENT/GUARDIAN: _____

ADDRESS: _____
(Street) (City) (State) (ZIP)

PHONE: _____

PARENT/GUARDIAN SIGNATURE (only if participant is under the age of 18): _____ I HAVE READ THIS RELEASE

DATE: _____

FORM NO. AMSP-

WR-LAB-SPEC (5/99)

Medical Assistance Refusal Form

Location _____ Date _____ Time _____
(indicate AM or PM)

Name _____ Rider # _____ Sex ____ Age ____

Address _____ Zip _____

Phone number _____

Describe incident and treatment offered:

I acknowledge that I have read this form and description of the incident, that I have been offered medical treatment for this incident, and that I decline such medical treatment.

Signature of Bicyclist

Signature of Person Taking Report

The purpose of this form is to list pertinent information of those incidents which occur in which the rider does not desire first aid treatment.

Incident Investigation Report

General Information

First Aid Incident Report # _____ Rider # _____

Zone/Area of Incident _____

Bike Event Coordinator Notified _____

B.E. Coordinator's Address & Phone _____

Event Attendance _____ Time of Incident _____ am/pm

Number of people involved in incident _____

Weather Conditions: ___ Clear ___ Cloudy ___ Rain ___ Temp.

Light Level ___ Daylight ___ Dusk ___ Dark ___ Dawn

Location ___ Road AM ___ Road PM ___ Rest Stop

___ Lunch ___ Finish ___ Registration

Closest town _____

Type of Incident: ___ Fall ___ Over-exertion

___ Motor Vehicle ___ Hyperthermia

___ Bodily Action ___ Hypothermia

___ Road Hazard ___ Collision non-motor
vehicle

___ Animal/insect bite ___ Other _____

Incident Information

Rider's name, address, phone, and rider #

1. _____ Rider # _____
2. _____ Rider # _____
3. _____ Rider # _____

Witness's name, address, phone, and rider # (if participant)

1. _____ Rider # _____
2. _____ Rider # _____
3. _____ Rider # _____

Related party's name, address, phone and rider # (if participant)

1. _____ Rider # _____
2. _____ Rider # _____
3. _____ Rider # _____

Staff/volunteers working or responding to incident (name, address, etc.)

1. _____ Rider # _____
2. _____ Rider # _____
3. _____ Rider # _____

Were photographs taken? () Yes, Date taken _____ () No

Taken by _____

Scene Coordinator's Signature _____ Date _____

Witness Report

Name _____

Address _____

Phone number _____

Sample Cue Sheet

Leonardtown to Largo

0.0		L	SS	Rt. 5
4.2		L		Rt. 234 (CAUTION)
16.1	4.0			store at intersection of Rt. 236
20.7	2.9			Trinity Episcopal Church
23.7	3.0	S		X Rt. 6 on to Oliver Shop Rd. store
28.2	1.3			School Rest Stop
32.3	2.9	R	SS	Aquasco (left is Dr. Mudd's house)
35.0	1.3	L		Horsehead Rd.
35.7	0.7	S	SS	TRO Horsehead Rd.
38.3	2.6	L	SS	then R TRO Horsehead Rd.
39.1	0.9	R	SS	Baden-Westwood
43.0	3.8	L	SS	Croom Rd.
44.2	1.2			Store
49.2	2.2	L		Croom Station Rd.
49.6	0.4			RR Caution

R	right turn		
L	left turn	Column 1	cumulative mileage
S	straight	Column 2	distance since last cue
BL	bear left	Column 3	action to take
BR	bear right	Column 4	traffic control device
X	cross		
TRO	to remain on		
SS	stop sign		
TL	traffic light		

Lightning Safety Tips

Avoid: Open areas, water, metal, wire fences, overhead wires, isolated trees, elevated ground
Seek: Garages, barns, houses, stores, buildings, dense woods, low lying areas, inside automobiles

Medical Emergency

Call 911

SAG Service

Call XXX-XXXX

League Guidelines for Safe Road Riding

Bicycle safety on the road is your responsibility. As a bicyclist you have the same rights and responsibilities as other road users. Be predictable, be alert, and be responsible.

1. Ride predictably, just as you would if you were operating a motor vehicle. Blending in with the normal traffic flow is the safest way to ride.
2. Always ride on the right side of the roadway, with the flow of traffic. Riding on the left significantly increases your chances for being involved in a crash, especially at intersections, where motorists won't expect you to be. **RIDING ON THE RIGHT IS THE LAW.**
3. Obey all traffic signs, signals, and other traffic control devices.
4. Always yield to overtaking traffic, and then signal before turning or changing lanes.
5. Ride single file, unless the law and traffic conditions allow you to ride two abreast.
6. Yield to other vehicles and pedestrians when traffic law requires you to do so.
7. Be highly visible. Wear light, bright-colored clothing in daylight. At dusk and when it's dark, be sure to use a bright white headlight and a red rear reflector. To make yourself even more visible at night, use additional reflectors on your bicycle and consider wearing reflective material on your body.
8. Always look behind you before turning or changing lanes. If you use a mirror, remember to look back, too, so you don't miss seeing an overtaking vehicle in your mirror. It is your job to see that the way is clear before turning or changing lanes.
9. Maintain your bicycle regularly so it is safe and dependable.
10. Carry all cargo on a rack, in bike bags or in panniers. A backpack may also be used for light loads but make sure the straps are pulled tight so the bag doesn't dislodge while riding. **DO NOT** hang packages off the handlebars or carry them in your lap.
11. Choose your route carefully, using a bike map if available. If possible, choose wider roads with less traffic and slower speeds. Always choose roads that are within your skill level (training, experience, competence).
12. Give your full attention to traffic and the road surface. Beware of such road hazards as rocks, potholes, gravel, and dogs.
13. **WEAR A HELMET.** All of the above safety will help to prevent a crash or fall. A helmet and gloves will protect you in the event that a crash or a fall cannot be avoided.

Draft By-Laws (contents below)

1. Draft Bylaws for the Beginner Bicycle Club
2. Draft Bylaws for an Unincorporated Bicycle Club

1. Draft Bylaws for the Beginner Bicycle Club

Article I: Purpose

The purpose for which the corporation is organized is as follows:

- a. To promote the use of bicycles.
- b. To promote bicycle use in a safe manner.
- c. To promote public awareness of bicyclists' rights and responsibilities on public roads.
- d. To protect and defend the rights of bicyclists.
- e. To promote a statewide bicycle system.
- f. To provide instruction as to the care and proper use of bicycles.
- g. To provide an opportunity for members to socialize with others who have an interest in bicycles.

Article II: Membership

Section 1. Qualifications – A member is anyone who is at least twelve years old and has paid the annual dues required by the Board of Directors. A failure to pay the annual dues, when assessed, automatically terminates membership in the club.

Section 2. Dues – Membership dues shall be determined from time to time by the Board of Directors of the club. There shall be individual membership dues and there shall be family membership dues. All members of a family who are twelve years of age or older shall be members of the club. All dues increases shall be approved by the membership present at the annual meeting by a majority vote of those present.

Section 3. Discipline – A member may be suspended for thirty days from all member rights, privileges, and activities including voting rights by a four-fifths vote of the then elected and qualified Board of Directors. The member facing suspension shall be notified of pending Board action by certified mail at least forty-eight hours before commencement of the meeting. Any members shall be allowed to attend the disciplinary Board meeting. Grounds for discipline may be disregard for safety on club rides, misuse of club funds or property, or misrepresentation of club policy.

A member may be expelled for one year or permanently from all membership privileges and activities, including voting rights by a vote of a majority of members present at the annual meeting. Expulsion may not be voted upon by the membership unless placed before the membership by a four-fifths vote of the then elected and qualified Board of Directors and after announcement in the club newsletter that expulsion of the named member on specified grounds shall be considered at the next annual meeting.

Article III: Meetings of membership

Section 1. Place of meeting – Meetings of the membership shall be held at a place and time designated by the Board of Directors.

Section 2. Monthly meetings of membership – Regular meetings of the membership shall occur on the last Thursday of each month commencing at *:00pm unless the Board of Directors shall designate a different date and time. Meetings during the winter may be bimonthly at the discretion of the Board of Directors.

Section 3. Special meetings of the membership – A special meeting of the membership may be called at any time by a majority of the then elected Board of Directors, or by a petition signed by not less than ten percent of the membership.

Section 4. Annual meeting of the membership – An annual meeting of the membership shall be held each year on a regular meeting date in _____ for the purpose of electing directors, and for any other such business that may come before the meeting. If the annual meeting is not held on the designated date the Board of Directors shall cause the meeting to be held as soon thereafter as is reasonable.

Section 5. Notice of the meeting – Notice of the time, place, and object of the meeting of the membership may be given personally, by first class mail or email addressed to each member entitled to a vote, or may be given by being prominently displayed in the newsletter, emailed or mailed postage prepaid, and addressed to the last known address of each member entitled to vote at the meeting.

Section 6. Quorum of members – For all meetings a quorum shall consist of 10% of the qualified members, or _____ members, whichever is less, voting in person or by proxy.

Article IV: Membership / Voting, proxies and elections

Section 1. Voting Rights – Each member shall have one vote on each matter submitted to the vote of the members. A vote may be cast either orally or in writing.

Section 2. Manner of Acting – When an action, other than the election of Director is to be taken by vote of the membership, it shall be authorized by a majority of the votes cast by the members entitled to vote thereon, unless a greater plurality is required by the Articles of Incorporation or by the law. Except as otherwise provided by the Articles of Incorporation, the Directors shall be elected by plurality of the votes cast at an election of Directors. All election results shall be published in the next issue of the newsletter, listing all candidates, both write-in and published, along with total votes received.

Section 3. Proxies – Members of record may vote at any meeting, either in person, or by proxy, if the proxy is in writing, is executed by the member, and is notarized. No proxy shall be valid after thirty days after its execution date. All proxies must be filed with the Secretary of the meeting before being voted. Such proxies shall entitle the holders thereof to vote at any adjournment of such meeting, but shall not be valid after the final adjournment thereof.

Section 4. Voting by mail or email – Where the Directors are to be elected or removed by members, such election or recall may be conducted by mail in such a manner as the Board of Directors shall determine.

Section 5. Fixing of the record date – For the purpose of determining members entitled to notice of or to vote at any meeting of members or an adjournment thereof, or members entitled to receive the allotment of rights, or for the purpose of any other action, the Board of Directors may fix a date as the record date for such determination of members, such date to be not less than ten days nor more than sixty days before the date of the meeting or any other action to be taken.

If the record date is not fixed than the record date for determination of members entitled to notice of or to vote at a meeting of members shall be the close of business on the day next preceding the day on which notice is give, or if no notice is given, the day next preceding the day on which the meeting is held. The record date for determining members for any purpose other than that specified in subsection shall be the close of business on the day on which the resolution of the Board relating thereto is adopted. When a determination of members entitled to notice of or to vote at any meeting of members has been made as provided in this section, such determination shall apply to any adjournment thereof, unless the Board fixes a new record date under this section of the adjourned meeting.

Section 6. Nomination and election of Board of Directors and officers – At the annual meeting of membership, the members shall elect _____ individuals to the Board of Directors. These individuals shall also be the officers of the club and the members shall elect each Director to fill a particular office. The officers of this club shall be as follows: President, Vice President, Secretary, Treasurer, Events Director, Directors-at-large.

Candidates for these positions shall be nominated by the Nominating Committee, or by the motion of one member and the support of two other members, whether in writing to the Secretary thirty days before the annual membership meeting, or from the floor of a monthly membership meeting the month before the annual membership meeting. Nominations will close at those times and cannot be reopened, except upon

the petition, or the affirmative vote of the majority of the membership. The person receiving the highest number of votes cast for any one position shall be elected.

Section 7. Waiver of notice – Attendance of a person at a meeting of members, in person or by proxy, constitutes a waiver of notice of the meeting, except when the member attends the meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting was not lawfully called or convened.

Article V: Board of Directors

Section 1. General Powers – The business and affairs of the club shall be managed by its Board of Directors.

Section 2. Qualifications, number and term of Directors – Directors shall be members in good standing of the club. There shall be ____ Directors. Each Director shall hold office for the term for which she/he was named or elected, and/or until her/his successor is elected and qualified, or until her/his resignation or removal. The Director shall be elected President, Vice President, Secretary, Treasurer, Events Director, and ____ Directors-at-large.

Section 3. Duties – The President shall act as Chairperson of the Board, shall have authority for the general and active management of the club, shall preside over all membership meetings, and shall prepare and deliver an annual report of past club activities at the annual membership meeting. The President shall act at the direction of the Board, when fulfilling her/his role as stipulated in all contracts entered into by the club. The Vice President shall act in the President's absence and perform all such other duties as delegated by the President. The Secretary shall record and file the minutes of all meetings, shall prepare and conduct all elections of Directors, and shall perform such other duties as delegated by the Board. The Treasurer shall have control of and be responsible for the funds and financial records of the club, shall prepare and deliver an annual accounting at the annual membership meetings, and shall perform such other duties as delegated by the Board. The Events Director shall be responsible for preparing and conducting all club rides and events held, shall deliver monthly reports to the Board, and shall deliver an annual report at the annual membership meetings, shall keep account of all bills and receipts, and shall perform other duties as delegated by the Board. The ____ Directors-at-large shall have no specified duties, but shall have full voting rights as members of the Board of Directors. In addition, the officers of the corporation shall be charged with such duties as, and authority as usually pertains to such officers in a corporation, except that said duties may be varied or added to by the Board of Directors.

Section 4. Power to appoint other officers and agents, and establish committees – The Board of Directors shall have the power to appoint and subsequently remove such other officers and agents as the Board may deem necessary for the transaction of the business of the Association, and also the power to establish committees.

Section 5. Power to appoint committees of the Board – The Board shall have the authority to appoint and subsequently remove members of the following standing committees: Safety Committee, Publications Committee, Ride Program Committee, Club History and Archives Committee, Membership Committee, and Nominating Committee. The Board shall have the authority to appoint and subsequently remove members of any committee if this is deemed necessary by the Board. The President, or any other member of the Board, can serve on any committee.

Section 6. Regular meetings – Regular meetings of the Board shall be held with notice, except at such times when immediate Board actions taken shall be published in the next issue of the club's newsletter. Other regular Board meetings shall be published in the last issue of the club newsletter preceding the meeting. All club members shall be allowed to attend and speak at all Board meetings. Board meetings may only be closed to the membership to discuss matters relating to personnel employed by the club.

Section 7. Special meetings – Special meetings of the Board can be held upon the request of any member of the Board, or the presentation to any member of the Board of a petition of at

least ____ members requesting such a special meeting. Notice of special meetings shall be made by first class mail or email to all club members at least three days prior to the meeting, except as exempted in Section 6. Attendance of a Director at such a special meeting constitutes a waiver of notice of the meeting, except where the Director attends the meeting for the express purpose of objecting to the transaction of any business the meeting is not lawfully called or convened.

Section 8. Participation by communications equipment – A member of the Board may participate in the meeting, by means of conference telephone, or similar communications equipment, by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this method constitutes presence in person at the meeting.

Section 9. Quorum – A majority of members of the Board then in office constitutes a quorum for the transaction of business. A vote of the majority of the members present at a meeting at which a quorum is present constitutes action of the Board.

Section 10. Vacancies – Vacancies of the Board of Directors shall be filled by the remaining members of the Board and each person so elected shall be a Director and officer until his/her successor is elected by the members at the next annual membership meeting, or at any special meeting called for that purpose.

Section 11. Action without a meeting – Action may be taken by the Board without a meeting if all members of the Board, either severally or collectively, consent thereto in writing. The written consent shall be filed with the minutes of the proceedings of the Board and shall be published in the next issue of the club newsletter. All such action of the Board shall be subject to rejection by the membership present at the next regularly held membership meeting. By majority vote members present shall make null and void any Board action taken without a meeting.

Section 12. Removal of directors – A majority of the Board of Directors, or ten percent of the membership, by petition or by vote at a meeting may demand a recall election of any Director. The Secretary shall prepare ballots with the following proposition: “Shall _____ (name of Director) be removed from the office of _____? Check one: _____ yes, _____ no.” The Secretary shall establish a recall voting date not less than fifteen nor more than sixty days after demand and shall mail or personally deliver to the record date membership the ballots not less than ten nor more than sixty days before the voting date. The names and addresses of the members as of the record date shall be available to any member without charge. A Director may be removed by a majority of votes cast by members in person, or by proxy, at a membership meeting at which a quorum is present.

Section 13. Compensation – No Director shall receive compensation for service, but any Director or member may receive reimbursement for costs and expenses in the pursuit of the club’s business, upon resolution for reimbursement by the Board.

Section 14. Rules of order – Unless otherwise stated in the bylaws, the protocols established in Roberts Rules of Order shall be followed at all meetings.

Section 15. Executive Director and other employees of the club – The Executive Director and other employees of the club, should they be employed, shall be selected, employed, and supervised by the Board which shall determine the terms of employment. The Executive Director shall not be a member of the Board.

Article VI: Fiscal Year

The club’s fiscal year shall be determined by the board from time to time.

Article VII: Amendments

These bylaws may be altered or amended by the members present at the annual membership meeting, or by the Board of Directors. All amendments enacted by the Board must be ratified by the membership at the annual membership meeting by a five-sevenths vote of the members present.

Article VIII: Seal

The club may have a seal of such design as the Board may adopt. If so adopted, the custody of the seal shall be with the Secretary and he/she shall have authority to affix the seal to all instruments where its use is required and authorized by the Board.

Article IX: Conflict of Interest

No Director shall participate or vote on any matter which would involve a conflict of interest. Whenever a Director or committee member has cause to believe that a matter to be voted upon would involve them in a conflict or a possible conflict, he/she shall announce the conflict and shall abstain from both participating in and voting on such a matter. The Board shall decide by majority vote whether a Board member is in conflict when the member in question refuses to abstain from voting or participation in such a matter.

Article X: Records and reports

All summaries, notes, minutes, and records of the club shall be open to the inspection of any club member. Copies shall be provided at cost to the member. The Board shall prepare an annual report and summary of the annual meeting which shall be distributed to the membership.

Article XI: Discrimination

This club shall not discriminate against any potential member, or member based on race, color, religion, sex, national origin, age, marital status, sexual orientation or disability, unless such a member has received discipline as noted in Article II, Section 3. This club shall not discriminate on any of the above grounds when hiring, contracting, or engaging in any business outside the club.

Draft Short Form Bylaws for Unincorporated Club

Article I: Purpose

The purpose of this club is: a. to have fun bicycling; b. to promote the use of bicycles, and rights of bicyclists; c. to protect the rights of bicyclists; d. to _____ (fill in the blank).

Article II: Membership

Section 1. Qualifications – Anyone that pays the dues is a member, until they fail to renew. Then they are no longer members of the club.

Section 2. Dues – The membership shall set the dues by majority vote at the first meeting of the year. If such vote is not taken then the previous years' dues shall be in effect for another year.

Section 3. Discipline – The membership can remove any member by a majority vote at any meeting of the membership.

Article III: Meetings of the Membership

Section 1. Place of meeting – Meetings will be held where possible. With the exception of the first meeting of the year, which will be the first meeting after the start of the fiscal year.

Section 2. Monthly meetings – From March to September the club shall have a monthly meeting. The winter meetings shall be held at the discretion of the Board.

Section 3. Notice of meeting – Notice of the meeting in the club newsletter shall be considered sufficient.

Section 4. Quorum of the members – A majority of the members present at any meeting shall be a quorum.

Section 5. Special meetings – This club shall have no special meetings, other than Board of Directors meetings.

Article IV: Membership and voting rights

Section 1. Voting rights – any member in good standing has the right to vote at any meeting of the membership.

Section 2. Manner of action – A majority of the members voting at a meeting, or a majority of the Board at a board meeting, shall constitute a lawful action of the club.

Section 3. Proxies – Proxies are permitted only at the annual meeting.

Section 4. Voting by mail – Only the election of the Directors may be done by mail.

Section 5. Fixing the record date – The record date is the day preceding the meeting.

Section 6. Nominations – Any member of the club can nominate any other member for any position.

Section 7. Waiver of notice – If you attend the meeting you waive notice, unless you want to raise a concern about how the meeting was called. If you do raise a concern, the meeting is cancelled and no action can be taken.

Article V: Directors

Section 1. The Directors can do anything they want, subject to the disapproval of the membership at the next meeting of the membership.

Section 2. There shall be at least three, but not more than 100 Directors. Those three being: President, Vice President, Secretary/Treasurer.

Section 3. Committees – The Board shall establish any and all committees provided they have a volunteer to head the committee and do all of the work. Any Board member can be on a committee or head same.

Section 4. Meetings of the Board – The Board shall meet whenever it wants to.

Section 5. Special Meetings – All Board meetings shall be “special.”

Section 6. Quorum – A majority of Board members constitute a quorum.

Section 7. Vacancies – The Board can fill any of its vacancies up until sixty days prior to the election of Directors.

Section 8. Removal of Directors – A majority vote of those present at a membership meeting is sufficient to remove a director from office.

Section 9. Compensation – No director can be paid. They can be reimbursed for expenses involved in operating the club.

Article VI: Fiscal Year

The Board shall set the fiscal year from time to time.

Article VII: Amendments

These bylaws can be amended by a majority vote of the members present at the annual membership meeting.

Article VIII: Records and reports

The Directors shall keep records of all meetings, decisions, minutes, contracts, and receipts to be used to prepare an annual report for the membership at the annual meeting. All records shall be open to all club members.

Article IX: Ratification

These bylaws will be considered ratified by a majority vote of the first called meeting of the club.

Article X: Bylaws

These bylaws can be changed by a majority vote at the annual membership meeting.

Article XI: Annual meeting - The annual meeting shall be the first meeting of the fiscal year