

BYLAWS OF SUN CITY CYCLISTS CLUB

ARTICLE I - GENERAL

Section A Name.

The Name of the Club is "Sun City Cyclists Club" (the “**Club**”) and also known as "SCCC."

Section B Purpose.

The purpose of the Club is to share the joy of bicycle riding on the streets and roads of our community, city, county and state to meet and join other cyclists for fellowship and social activities, including meetings to share information and educate Sun City residents about the joys of cycling and organize social events for Club members (the “**Membership**”), guests and non-cycling spouses/partners.

Section C Compliance.

These bylaws will comply with the Association's Governing Documents (Documents) and the Policy for Chartered Clubs (Policy). In the event of a conflict between these bylaws and the Documents or Policy, the Documents or Policy will prevail. For purposes of these bylaws, the “**Association’s Governing Documents (Documents)**” or “**Association’s Documents**” shall be the Governing Documents as defined by Sun City Texas Community Association Policy for Chartered Clubs Section 3.1. For purposes of these bylaws, “**Association**” shall mean the Sun City Texas Community Association.

Section D Non-Profit Club.

This organization shall be operated as a non-profit Club in accordance with applicable statutes and the Association's Documents.

ARTICLE II – MEMBERSHIP

Section A Non-Discrimination.

Membership shall be open to any Association member and renter in good standing (sometimes referred to as a “Qualified Person”), without discrimination as to race, religion, color, gender, sexual orientation or national heritage. A Qualified Person can register as a Club member by agreeing to the “Hold Blameless and Indemnity Form”, and paying Club dues via the Association website or in person at the CA office. Memberships are effective for a calendar year.

Section B No Precondition for Membership.

There shall be no precondition for Membership, nor will Club members be required to join affiliated national, state or regional organizations.

Section C Guest Cyclists.

A guest (sometimes referred to as a “**Guest Cyclist**”), who signs the ”Hold Blameless & Indemnity Form” provided by a Club ride leader at the beginning of the ride, is permitted to ride on any Club Sponsored Group Ride. For purposes of these bylaws, a “**Club Sponsored Group Ride**” is a ride communicated to the general Membership. Open Road Policy: a person who refuses or fails to sign the ”Hold Blameless & Indemnity Form” on or before a Club Sponsored Group Ride, but still rides along with Club members, does not secure the status of Guest Cyclist. Such a person is and shall be considered and treated by the Club as a separate and independent cyclist and not as part of the Club Sponsored Group Ride.

Resident Guest. A resident guest is a resident of Sun City Texas (“**SCTX**”) who has not yet joined the Club, but is qualified to do so. A qualified renter is entitled to the same rights as a resident.

Non-Resident Guest. All other individuals who are accompanied by an Association member, or otherwise sponsored by a Club member are considered non-resident guests. Unlike resident guests, this category does not qualify for Membership.

Developer Guest. During the period of community development, and as long as the developer has the capability to annex land into the community, Vacation Getaway (“VG”) visitors, prospective home buyers, and developer employed sales associates are considered developer guests. VG visitors may be accompanied by sales associates or identify themselves with a VG Visitor Card.

Section D Dues.

Dues shall be set by the Board. Dues shall not be prorated but dues received in December shall be regarded as Membership dues for the remainder of the current year plus Membership dues for the following year.

ARTICLE III - THE BOARD

Section A Board Members.

The Board shall consist of the elected officers of the Club, the elected chairs of the standing committees of the Club, and a maximum of three elected members-at-large.

- (1) The elected officers of the club (“**Officers**”) shall be:
 - (a) President,
 - (b) Vice President,
 - (c) Secretary, and
 - (d) Treasurer.
- (2) The elected chairs of the standing committees shall be:
 - (a) Web Master,
 - (b) Membership,
 - (c) Social,
 - (d) Publicity & Communications, and

(e) Public Relations.

- (3) In addition, the Club may elect a maximum of three members-at-large to serve on the Board.

Section B Election of Board members.

All Board members shall be elected by a vote of the general Membership and shall serve without compensation.

Section C Terms of Office and Responsibilities.

The Board members shall be elected annually as provided in Section D below. The term of office shall begin January 1 and end December 31. Upon election, incoming and outgoing Board members shall work together to achieve a smooth transition.

- (1) The Board shall have the responsibility for the overall administration of Club activities in the fulfillment of the Club's purpose;
- (2) The President shall act as the principal liaison between the Club and the Association and shall represent the Board in the administration of day-to-day matters of the Club and shall appoint chairs of special committees from the Membership as needed to further the purpose of the club;
- (3) The Vice President shall perform the duties of the President in the event the President is not available to do so;
- (4) The Secretary shall record and post the minutes of Board meetings on the Club page of the Association website and keep Club records with the exception of those items related to the responsibilities of the Treasurer as defined in sub-section (5) below;
- (5) The Treasurer shall:
 - (a) Receive all monies which will be turned in to the Association within a reasonable period, to be determined by the treasurer based on the frequency or amount of collections;
 - (b) Request disbursement of club funds in timely payment of all bills owed by the Club in the following: Treasurer is able to authorize payments of expenses up to \$100; with an approval budget or approval of the Board, Treasurer is able to authorize payment of expenses of \$100 to \$1,000; and for amounts exceeding \$1,000, an approved budget or approval of the Board and the signature of two Officers is needed. All requests shall be recorded in Club financial records, including copies of invoices and receipts;

- (c) Maintain appropriate accounting records reflecting the financial transactions of the Club and reconcile these with the Association monthly reports;
 - (d) Furnish the Association with reports as may be called for;
 - (e) Report to the Membership on the financial condition of the Club at all business meetings and at other times as the President may direct;
 - (f) Be the custodian of the Club financial records; and
 - (g) Assist the Membership Chair in keeping a current Membership roster.
- (6) The Web Master shall maintain the Club web site(s) and place information related to club activities on the web site(s) provided by other Club members, e.g. social planners, ride leaders;
 - (7) The Membership Chair shall promote the Club by attending events such as the Association New Resident Orientation Meeting and Club socials and shall keep a current Membership distribution list;
 - (8) The Social Chair shall be responsible for scheduling and planning all non-bike riding social activities of the Club;
 - (9) The Publicity & Communications Chair shall promote the Club via social media by securing publicity in such things as the Sun Ray magazine, Williamson County Sun, other publications, and electronic media; and
 - (10) The Public Relations Chair shall maintain a communication link with public leaders in matters pertaining to cycling and community/road development, especially as it pertains to safety.

Section D Nomination and Election Procedures.

The Board members shall be elected by electronic ballot. Results shall be announced at the Annual Meeting. Not less than 45 days prior to the Annual Meeting, the Board shall appoint a Nominating & Elections Committee of not less than three members. Members of the Nominating & Election Committee shall not be members of the Board.

Step 1. The Nominating and Elections Committee shall elect a chairperson, propose a slate of Board members for the coming year and present the proposed slate of Board members to the Secretary for publication on the Club page of the Association website. Each candidate must have confirmed that they agree to run for and serve in their respective office before he or she may be placed on the slate.

Step 2. The slate of candidates proposed by the Nominating and Election Committee shall be posted on the Club page of the Association website and sent via email to all Club members with email addresses of record with the Club at least 30 days before the Annual Meeting of the Membership. Nominations from the Membership can be made by return mail within 5 days of email notification and shall include confirmation that the nominee agrees to run for and serve in the office. These nominations shall be placed on the official ballot.

Step 3. At least 15 days prior to the Annual Meeting of the Membership, the Secretary shall prepare an official ballot and make the ballot available for Membership consideration through the Club page on the Association website for a vote by the Membership. If a Club member is unable to vote electronically, provisions shall be made for that Club member to submit a paper ballot prepared by the Secretary directly to the Nominating Committee. Voting shall be closed 2 days before the Annual Meeting. The Secretary or the Secretary's designee shall receive results of the election and submit those results to the Nominating & Elections Committee for validation.

Step 4. The candidate receiving the most number of votes for an office shall be elected to that office.

Section E Vacancies and Recall of Officers.

Vacancies in Club Board members positions shall be filled by the Board from the general Membership and serve until the next election.

ARTICLE IV –MEETINGS

Section A Meetings of the Board.

The Board shall hold at least two meetings per year. One Board Meeting shall be held in the Second Quarter and one shall be held in the Fourth Quarter.

- (1) The President can call a meeting of the Board at any additional time with adequate notice to all Board members, including an agenda. Any Board member can ask the President to call a Board meeting. Any two Board members can call a meeting of the Board with adequate notice to all Board members, including an agenda.
- (2) Board meetings are open to the entire Membership.
- (3) The President via the Secretary shall provide the entire Membership with notice of each Board meeting including the proposed agenda and shall request a response from each Board member who plans to attend.
- (4) A majority of the Board shall constitute a quorum.

Section B Roberts Rules of Order.

Unless the Club writes its own written guidelines to ensure orderly meetings, Roberts Rules of order shall be used.

Section C Annual Meeting of the Membership.

The Club shall have an Annual Meeting of the Membership in the Fourth Quarter.

ARTICLE V – GRIEVANCE PROCEDURES

Section A Grievance Procedures and Forms.

A Club member who has a grievance against the Club's policies, procedures or actions, should consult Section 5.2.4 in the Association Policy for Chartered Clubs for procedures and forms to use when filing a grievance.

ARTICLE VI – FINANCIAL CONTROLS AND PROCEDURES

Section A Compliance with the Policy for Chartered Clubs. Financial procedures for collection, deposit and expenditure of funds will comply with the procedures outlined in the Association Policy for Chartered Clubs.

- (1) The accounting or fiscal year of the Club will be the same as the fiscal year of the Association.
- (2) A Board member may authorize purchases with Club funds not to exceed one thousand dollars (\$1,000) per expenditure without prior approval of the Board, provided the expenditure of such funds is authorized within the approved annual budget.
- (3) The President, Vice President, Secretary and Treasurer will have authority to approve Association payment requests to be drawn on the Club's account with the Association. For a payment in excess of one thousand dollars (\$1,000), two of these four officers must sign the payment request.

- (4) An Officer shall not approve an Association payment request in which that Officer or a member of that Officer's household is the payee.

Section B Budget.

The Treasurer shall present an annual operating budget (the "**Budget**") to the Board for approval at a meeting of the Board. The Budget will be submitted to the Association and will be made available to the Membership.

ARTICLE VII –AMENDMENTS TO THE BYLAWS

Section A Amendment by Simple Majority of Members Who Voted.

Any Club member can propose amendments to the bylaws. If approved by a majority vote of the Board, the proposed amendment to the bylaws or proposed new bylaws shall be posted on the Club page of the Association website for a vote of the Membership. Club members shall be allowed 14 days to register their vote. These bylaws may be amended or new bylaws adopted by a simple majority of the Membership who voted, provided at least fifteen percent (15%) of the Membership votes. The Secretary shall report the results to the entire Membership via email.

Section C Bylaws Amendment History

Amended and Restated on May 28, 2018.

Amended on January 27, 2020.

Amended on November 7, 2020.

Section D Publication of Bylaws

Bylaws and any amendments shall be published on the Club page of the Association website.

ARTICLE VIII – CLUB DISSOLUTION

Upon Club dissolution, all Club assets (monies, inventory and equipment) will remain assets of the Association.

FOR THE CLUB:

FOR THE ASSOCIATION:

Name

Name

Signature

Signature

Date

Date