

# PORTLAND WHEELMEN TOURING CLUB

## CONSTITUTION AND BY-LAWS

### PREAMBLE

The aim of this organization shall be to promote the general interests of cycling in all its phases; to encourage and facilitate touring, rides, cycle outings and all forms of recreational cycling activities; to defend and protect the rights of cyclists; to secure a better understanding and recognition of the need for safer riding conditions; to encourage the allocation of facilities for cycling on public lands; to cooperate with the public authorities in the observance of all traffic regulations; and to promote the regulation and recognition of the bicycle as a vehicle used for pleasure, health and transportation.

The main purpose of this Club will be bicycle riding and promotion of bicycle related activities in the community.

### ARTICLE ONE

#### NAME:

The name of this organization shall be the Portland Wheelmen Touring Club, hereinafter referred to as “The Club”. The official colors shall be red, white, and blue.

### ARTICLE TWO

#### MEMBERSHIP:

Anyone who has an interest in bicycling is eligible for membership.

### ARTICLE THREE

#### DUES:

Club dues shall be governed and reviewed annually every June by The Executive Board, hereinafter referred to as “The Board”. These shall be payable annually to The Club.

## ARTICLE FOUR

### OFFICERS:

The following officers shall be elected by the general membership:

- 1) President
- 2) Vice-President
- 3) Recording Secretary
- 4) Membership Secretary
- 5) Treasurer
- 6) Road Captains (2)
- 7) Four Members-at-Large

The Board shall consist of all elected officers.

### DUTIES OF THE PRESIDENT:

Conduct all Club meetings and Board meetings. Represent the Club in the community as necessary. Appoint committees; conduct elections; be a standing member of all committees; appoint a temporary Board member if one resigns.

### DUTIES OF THE VICE-PRESIDENT:

Act as the President pro-tem in the absence of the President. Assist the President as necessary to facilitate meetings. Represent the Club at functions and serve on committees as needed.

### DUTIES OF THE RECORDING SECRETARY:

Maintain a written record of all Executive Board and General Membership Club meetings.

### DUTIES OF THE MEMBERSHIP SECRETARY:

Process new members' applications; maintain the membership files; prepare an annual report on membership to be presented to the membership during the 1<sup>st</sup> quarter of each year.

### DUTIES OF THE TREASURER:

Manage Club finances; prepare and/or arrange for filing of all necessary tax reports or returns; provide the Board with a financial report at least quarterly; prepare and submit to the membership an annual financial report during the 1<sup>st</sup> quarter of each year.

### DUTIES OF THE ROAD CAPTAIN:

Solicit, receive, and review Club sanctioned rides. Maintain and oversee Ride Calendar. Disburse Rider's Digest as necessary. Oversee ride leaders and promote adherence to rules of the road and ensure ride leaders have materials needed such as ride sign-in sheets and envelopes. Recruit and train ride leaders. Maintain catalog/database of rides. The Board may, by a majority vote, cancel any proposed ride.

## DUTIES OF THE FOUR MEMBERS-AT-LARGE:

Serve as a conduit between the Board and Club members.

## APPOINTED OFFICERS AND DUTIES:

The positions of Editor, Publicity Chairman, Program Coordinator, Refreshment Coordinator, Librarian, Website Administrator, Statistician and Historian shall be appointed by the President with the approval of the elected members of The Board.

### 1) DUTIES OF THE PUBLICITY CHAIRMAN:

Provide the media with information on Club-sponsored events; see that Portland area bicycle stores have PWTC information available to their customers.

### 2) DUTIES OF THE HISTORIAN:

Maintain a historical record of Club newsletters, past elected officers, minutes of Club meetings and any other items of historical interest to the general membership.

### 3) DUTIES OF THE PROGRAM COORDINATOR:

Arrange for the entertainment program portion of the regular monthly Club meetings.

### 4) DUTIES OF THE REFRESHMENT COORDINATOR

Make all necessary arrangements for refreshments to be served at the general membership meetings.

### 5) DUTIES OF THE LIBRARIAN:

To purchase, maintain, and make available to the general membership books, magazines, tapes or any other appropriate forms of information.

### 6) DUTIES OF THE EDITOR(S):

To collect information of interest to the general membership of The Club and publish on a monthly basis the official Club Bulletin, which shall be known as the "Quick Releases."

### 7) DUTIES OF WEBSITE ADMINISTRATOR(S)

Oversee and maintain the Club's web site, including but not limited to, ensuring that the web servers, hardware and software are operating correctly, designing the website, generating and revising web pages, replying to user comments, examining traffic through the site and providing periodic reports to the Board.

### 8) DUTIES OF THE STATISTICIAN

Maintain an accurate account of accumulated Club mileage for each member and provide quarterly reports for publication. An annual reporting for the previous year will be provided to the Awards Committee in a timely manner at the beginning of each year.

## ARTICLE FIVE

### ELECTIONS OF OFFICERS:

The President, Vice-President, Recording Secretary, Membership Secretary, Road Captain and Treasurer shall be elected at the regular Club meeting in December and serve a one-year term beginning the following January.

Two Members-At-Large shall be elected in June and two in December, each serving one-year terms beginning in July and January, respectively.

Additionally one Road Captain will be elected in June for a one-year term.

### THE MECHANICS OF THE ELECTIONS PROCESS SHALL BE AS FOLLOWS:

At the March and September Club meeting the President shall appoint a Club Member in good standing to be the Nominations Committee Chairperson. This Chairperson shall then choose a committee consisting of from three to seven Club members in good standing, including the chair.

The Nomination Committee shall recommend to The Board a slate of candidates for the next election of officers. The recommendations of the committee shall be presented at the April and October Board meetings.

The Committee shall then present the candidates at the May and November Club meetings, and accept and make note of any additional nominations from the floor.

The Committee shall submit the list of candidates to the Quick Releases staff for publication in the June and December issues of the Quick Releases.

Additional nominations from the floor will be accepted on the date of the elections. All candidates shall be elected by a plurality of the total votes cast for each office. If however, a candidate is running unopposed, the members present may choose to elect that candidate by unanimous acclaim.

Any Club member in good standing may introduce a motion for a vote of confidence for any elected officer. The motion shall be presented at one meeting, published in the next issue of the Quick Releases, and voted on at the following regular Club meeting. If said elected officer loses the vote of confidence by two-thirds of the total votes cast, the officer shall be replaced immediately by nominations from the floor, and by a vote of the membership present.

In the event that any elected officer, except the President, resigns or is unable to serve a complete term of office, the President shall appoint a temporary replacement, and a permanent replacement for the balance of that officer's term shall be nominated and elected at the next regular Club meeting.

In the event that the President resigns or is unable to serve a complete term off office, the Vice-President shall immediately assume the office of President, and the vacant office of Vice-President shall be filled as per the preceding paragraph.

## ARTICLE SIX

### MEETINGS:

Regular meetings of the Club's general membership shall be held on a weekday during the first week of the month. If special meetings are required, the President may schedule such a meeting after consulting with the Board.

Executive Board meetings shall be held at least six times a year, at a time and place to be determined by the Board with the proviso that at least one meeting shall occur during each quarter of the calendar year. The Board may reschedule meetings which conflict with holidays or other events.

## ARTICLE SEVEN

### ORDER OF BUSINESS:

The order of business at regular meetings shall be:

- 1) Approval of minutes of previous meetings.
- 2) Treasurer's report.
- 3) Report of Officers and committees.
- 4) Old business.
- 5) New business.
- 6) Announcement of new members and guests.
- 7) Announcement of rides, special meetings, etc...
- 8) Announcement of program- The Board and /or President, for the sake of convenience or courtesy to guests, may schedule entertainment or educational programs to take place before or after the regular business meeting.
- 9) Adjournment.

## ARTICLE EIGHT

### COMMITTEES:

The committees of this organization shall be appointed as needed by The President and The Board.

### DUTIES OF COMMITTEES:

Committee chairman shall keep a written history of, organize and direct the activities of the committee, make regular reports of the committee's activities to The Board, and maintain a complete financial record of the committee's activities.

## ARTICLE NINE

### EXPENDITURES:

The following people are authorized to sign checks and/or possess and use Club credit or debit cards:

- 1) President.
- 2) Treasurer.
- 3) Event Coordinator.
- 4) Other individuals as determined and regulated by the Board.

With the exception of administrative funds, i.e., secretarial supplies, the procedures to be used for all expenditures will be regulated and set by The Board.

## ARTICLE TEN

### RULES OF ORDER:

Robert's Rules of Order shall govern The Club in all questions of parliamentary procedure.

## ARTICLE ELEVEN

### AMENDMENTS:

Amendments to this constitution may be proposed by any member of The Club and may be incorporated into this constitution if approved by two-thirds vote of the membership present at the regular meeting at which the vote is taken. The proposed amendment must be presented at a previous meeting and be printed in The Club Bulletin prior to the meeting.