# Sun City Palm Desert Community Association (SCPDCA)

## Bylaws of the SCPD Cyclists
## A Chartered Club

Authorized by SCPDCA Board Resolution dated May 2007
Revised as of *February 4, 2014*

### Article I – General

Section A – Name of Club. SCPD Cyclists

Section B – Purpose of Club. Promotion of bicycling by education, training and providing organized rides for riders of all levels of interest and expertise.

Section C – Compliance. These Bylaws will fully comply with the SCPDCA Articles of Incorporation, Bylaws, and Chartered Club Rules and Regulations. In the event of a conflict between these Bylaws and the above-stated governing documents of the Community Association, the SCPDCA documents shall prevail.

Section D – Other. This organization shall be operated as a nonprofit association.

### Article II – Membership

Section A – Membership. Membership shall be open to all Residents with a valid SCPDCA membership card or a valid Renter's card, and rosters of paid members shall be submitted annually to the Association.

Section B – Affiliations. Other than that mentioned in Section A, there shall be no precondition for membership. Members will not be required to join any national, state or regionally affiliated organization.

Section C - Guest Privileges. Guests are welcome to participate in scheduled rides.

Section D – Discipline. Disciplinary procedures shall be in compliance with Section XIV of the Chartered Club Rules and Regulations, as may be amended from time to time by the SCPDCA Board of Directors.

Section E – Dues shall be collected annually from each member. Dues shall be set by vote of the Executive Board of the Club

Section F – Other. All riders will be required to sign a waiver of liability form/statement and abide by all club rules, regulations and protocols and support the ride leadership in the application and enforcement of these guidelines for a secure and safe riding experience during scheduled club rides.

All riders not in compliance will be excluded by the ride leaders from participation in scheduled SCPD Cyclists club rides.

Club Ride Schedules are posted on the SCPD Cyclists web page.

## Article III – Officers

Section A – Election. On expiration of terms, all officers will be elected by a vote of the general Club membership and shall serve without compensation. In the election process, no member can be a candidate for more than one office at a time.

Section B – Terms. Terms of office shall be one year. Terms in office shall begin October 1 and end September 30. Term limits of four years are suggested. *[Note: Clubs establishing staggered two year terms may set one year terms initially for some offices.]*

Section C – Recall. Any one or all officers may be recalled upon presentation of a recall petition signed by at least ten percent of the members to either the president or vice president. The majority vote at a recall meeting, which must be held within forty-five days of receipt of the petition, will determine if the recall is successful.

Section D – Officers and Responsibilities. The Executive Board shall consist of the following officers with responsibilities as described.

| Officers | Responsibilities |
|---|---|
| President | Conduct meetings and represent the Club to the Association. |
| Vice-President | Assume any officer's duties as needed. Compose and draft monthly article for *News & Views* Magazine. Check official club mailbox at the SCPD offices and handle/route correspondence as appropriate. Maintain a continually updated roster of membership. |
| Secretary | Take and maintain minutes of meetings |
| Treasurer | Collect and deposit all funds, pay all bills, maintain financial records, prepare Financial Report and annual budget |
| Social Director | Shall be responsible for the TGIW monthly or semi-monthly meetings. Frequency of the meetings to be determined by vote of the membership. In addition shall have the responsibility of the organization of the annual "Welcome Back Party", the Christmas Party, the "End of the Season Party" and any other social functions as sanctioned by vote of the membership. |
| Webmaster | Shall provide communications to the membership through the Club website and email system. |

Section E – Vacancies. If a vacancy should occur on the Executive Board for any reason including as a result of recall by members, the remaining members of the board shall decide the make-up of the board and may fill the vacancy from the Club membership. The designee shall

serve until the next election of officers. Appointees should be confirmed by club membership; otherwise they may attend governing unit meetings, but without a vote.

## Article IV – Meetings

Section A – Frequency of Meetings. General meetings open to the membership will be held and/or as needed. Special meetings may be called by the Executive Board or by 10% of the membership. Meetings are dark in May, June, July, August and September. *[Note: A minimum of two general meetings, open to the membership, must be conducted each calendar year.]*

Section B – Provisions for Announcing Meetings. Notice of general meetings shall be placed in the *News & Views* as well as through emails. Clubs may place flyers in the racks in the clubhouses and also request the Events Office to post flyers in the display cases in the clubhouses. Additionally the SCPDCA website may be used for publicizing club activities.

Section C – Minutes. Minutes will be taken to document the business segment of all meetings. Minutes, as well as other pertinent administrative records, will be retained for a period of three (3) years.

Section D – Attendance. Attendance figures for all meetings will be reported monthly to the SCPDCA.

Section E – Voting and Quorum Requirements.

1. A quorum, required to conduct a recall or an election, is considered to be twenty-five percent (25%) of the entire membership.

2. Business items at a general meeting shall be approved by a majority vote of those members in attendance.

## Article V – Financial

Section A – Record Retention. Financial records shall be retained for a period of not less than seven (7) years.

Section B – Bank Accounts. This Club operates as a part of the SCPDCA, which is a nonprofit mutual-benefit California Corporation. Any and all bank accounts should be opened using the SCPDCA Federal Identification number 943200731. Revenue other than dues must be accounted for separately or placed in a special bank account. A copy of the monthly bank statements must be forwarded to the SCPDCA Finance Department.

Section C – Financial Reporting.

1. The Club Treasurer is responsible for preparing an annual budget. The budget must include any expenditures for recognition of officers and/or members. The budget's availability for review must be announced to the members.

2. On a fiscal year basis, the Financial Report (Form CA-11) of this Club shall be submitted to the SCPDCA Finance Department. The fiscal year shall begin on July 1 and end on the last day of June. The Club's Executive Board is expected to manage revenues and expenditures in such a way that funds collected during a year are expended in

accordance with planned operations. If the Club has need to carry forward funds in excess of $500.00, the Club must notify the SCPDCA Finance Director.

3. On a calendar year basis, the Disbursement Recap (Form CA-12) shall be submitted to the SCPDCA Finance Department.

Section D – Donations must be approved in advance by the General Manager. (Honorariums paid to speakers are not considered to be donations).

Section E – The SCPDCA and/or any member of the Club, with minimum notice, shall have unrestricted access to all of the books and records of the Club.

Section F – Payments. All payments, whether for goods or services, shall be made by check, credit card, or debit card, which must provide a paper trail. The SCPDCA Finance Department requires that Clubs obtain the tax ID number of each payee who receives $600 or more for services within the calendar year, to be reported on Form CA-12. For some payees, the ID number is their Social Security Number. Club members being reimbursed may incur a tax liability and the issuance of a 1099 form; this can be avoided by using the Club's checking account or credit card for Club expenditures.

Section G – Sales Policies. Refer to Chartered Club Rules and Regulations Sections VII and VIII.

Section H – Contracts. All clubs must use an approved contract form, either CA-13, Service Provider Agreement, CA-14, Artist Provider Agreement, or CA-15, Instructor Agreement, for all outside services. The SCPDCA General Manager must countersign all contracts with a value of more than $5,000.00, and determine insurance requirements.

## Article VI – Committees

Section A – Committees. Committee chairpersons shall be appointed by the Executive Board.

Section B – Standing Committees. Permanent (standing) committees will, at a minimum, include a Financial Review Committee and a Nominating Committee. *[Note: A Safety Committee and others shall be added as required.]*

Section C – Financial Review Committee. The President will establish a Financial Review Committee from the general membership. An elected Club officer or other committee chairperson may not be a member of this committee. *[Note: Suggested term of office is one year or at the discretion of the Club President.]*

1. The Financial Review Committee is under the direction of the Executive Board.

2. The Financial Review Committee will examine the Treasurer's accounting and/or report of Club funds on an annual basis, in time to be reported to the SCPDCA. This examination may include vouchers, bank statements, cash and other records as required.

3. The Financial Review Committee will submit its report on Form CA-11 to the President for signature and forward the report to the SCPDCA Finance Director.

Section D – Nominating Committee. The Nominating Committee Chairperson shall select a committee to establish a slate of officer candidates for election. Nominations from the floor shall initially be solicited at a Club meeting where the slate is first presented.

Section E – Safety Committee. The Safety Committee will follow procedures as outlined in the Chartered Club Rules and Regulations.

**Article VII – Amendments**

To amend the Bylaws of this Club requires a two-thirds (2/3) vote of the membership present at a meeting specifically called for such purpose, a quorum sufficient to conduct business being present. Any amendments approved by the Club membership must be submitted to the SCPDCA Board for final approval.

**Article VIII – Dissolution**

Prior to Club dissolution (after all debts are satisfied), all Club-owned property and assets shall be transferred to the SCPDCA or in accordance with the wishes of the Club and with the approval of the SCPDCA Board of Directors.

**Required Approvals**

Submitted for Approval: Heather Gehring
Club President

1-08-14
Date

Heathee Gehring *[print]*

Membership Approval:
Club Secretary

Wesley McNeel

1/21/14
Date

Wesley McNeel *[print]*

Recommend Approval: Sheila Davis
Association Documents Committee

Jan 6, 2014
Date

Sheila Davis *[print]*

Approved: Steve Campbell
General Manager

JANUARY 22, 2014
Date

Steve Campbell *[print]*