

Butler University Cycling Club Constitution and Bylaws
07/05/06

Article I. (Club Name)

The official name of the university team will be Butler University Cycling Club

Article II. (Objective, Aims, and Purpose of Organization)

It shall be the purpose of the Butler University Cycling Club to provide a means for all university cyclists (both experienced and not) to train, race, and promote cycling on and off campus.

Article III. (Membership and Eligibility Criteria)

- A. Terms of acceptance and eligibility. Membership is open to any Butler University student or faculty, though faculty may not race in collegiate sponsored events unless registered in a minimum of one university class at Butler University. Students wishing to race in collegiate sponsored events are required to pay extra fees up front as required by the NCCA (National Collegiate Cycling Association). These extra fees will be reimbursed, club funds permitting, provided if proper documentation is present. These fees exclude reimbursement for team uniforms, gear, hardware, etc.
- B. Must maintain a minimum GPA of 2.0 to be an active member in good standing.
- C. Dues will be voted upon year to year whether or not deemed necessary.
- D. Social misconduct at any function while representing the Butler University Cycling Club or at anytime while wearing/riding anything associated with the Butler University Cycling Club is grounds for immediate dismissal by a majority vote from the executive board.
- E. The Butler University Cycling Club is in compliance with the Butler University non-discrimination policy.

Article IV. (Voting)

- A. All club decisions are decided upon by a majority vote from the Butler University Cycling Club active members.

Article V. (Officers)

- A. The Butler University Cycling Club shall have a President, Vice-President, Secretary, and Treasurer. These officers comprise the executive board.
- B. All officers must be active members in good standing with academic policy of the Butler University Cycling Club
- C. The term of office is effective upon the date of election to the next year's election.
- D. All club members will be notified of the officer election two weeks prior to the date. Nominations including self-nomination are acceptable. Nominated members are elected by majority vote, done by ballot. The Secretary from the

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year prior will be in charge of the voting process (as long as they have not graduating and left).

- E. Any officer may be removed by majority vote of the executive board. Any officer removed may appeal to the general membership. Said officer may be reinstated with approval of 2/3 approval of club members and approval from the Club Advisor (must have a total of more votes than the executive board to be overturned).
- F. Any vacant officer position will be appointed by the president. If the vacant position happens to be the president, the vice-president will adopt the duties.
- G. Additional officers of captain and co-captain for both male and female cycling teams of the club will be elected based on skill and performance determined by the coach.

Article VI. (Officer Duties)

A. President

- 1. Must comply with all stipulations set forth by the Butler University Student Organization Handbook.
- 2. Must be available either by e-mail and/or voicemail with a response within 24 hours.
- 3. The President will be the chief executive officer of the Butler University Cycling Club.
- 4. The president is the face of the club during all cycling on- and off-campus events and will be held to higher responsibilities than any other active member.
- 5. Is the keeper of the crank arm gavel.
- 6. Has official duty of conducting meetings, with the responsibility of reminding members of meeting dates: AKA *jefe del club*.

B. Vice- President

- 1. Must comply with all stipulations set forth by the Butler University Student Organization Handbook.
- 2. Must be available either by e-mail and/or voicemail with a response within 24 hours.
- 3. The vice-president will take upon the duties in the absence of the president.
- 4. Will be the liaison of the executive board, meaning that all organization requirements under the responsibility of other officers will be monitored by this position: AKA *the task master*.

C. Secretary

- 1. Must comply with all stipulations set forth by the Butler University Student Organization Handbook.
- 2. Must be available either by e-mail and/or voicemail with a response within 24 hours.

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3. Responsible for taking meeting minutes and saving a copy for submission into the archives prior to the end of the season.
4. Responsible for filing all end-of-the-year paperwork to keep the organization in good standing with the university.
5. Responsible for having copies of liability/medical waivers to sign prior to each function when necessary, and has to collect and keep emergency contact/insurance information, bringing copies to each race.
6. The secretary is the keeper of the archives: AKA *the binder mistress/matador (with a red binder)*.

D. Treasurer

1. Must comply with all stipulations set forth by the Butler University Student Organization Handbook.
2. Must be available either by e-mail and/or voicemail with a response within 24 hours.
3. Shall bring a copy of the current budget standings to each club meeting to be filed in the archives.
4. Shall keep a current record of all financial transactions of the club and all records must be given to the binder mistress/matador. ¡Olé!
5. The treasurer, with approval from 2/3 of the executive board, directs and controls the club budget activity.
6. Only the treasurer/vice-president may remove club funds at any-time after approval from executive board but any person whether dead or alive may make a deposit.
7. Shall perform other duties as directed by the task master: AKA *perra del task master*.

Article VII. (Duties of the Advisor)

- A. Shall assist group in their execution of roles and responsibilities.
- B. Shall provide feedback to the organization regarding its operation and function.
- C. Shall serve as a resource for alternatives regarding decision making or ideas.
- D. Should be aware of the organization's status and all financial transactions.
- E. Should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
- F. Is not liable for any actions taken as a result of what is advised unless advice is cruel and unusual.

Article VIII. (Duties of the Coach/Co-Coach)

- A. Shall assist group in their execution of roles and responsibilities.
- B. Shall provide feedback to the organization regarding its operation and function.

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- C. Shall serve as a resource for alternatives regarding decision making or ideas.
- D. Should be aware of the organization's status and all financial transactions.
- E. Should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
- F. Keeping up-to-date records of parameters of team members or club members as requested.
- G. Is not liable for any actions taken as a result of what is advised unless advice is cruel and unusual.

Article IX. (Notice of Meetings)

- A. The time for regularly scheduled meetings shall be determined at the beginning of each semester in compliance with the most agreeable schedule.
- B. At least 48 hour notice will be given for each regular business meeting.
- C. Special or emergency meetings will be called by the executive board.
- D. Meetings include official business and deposition of minutes.

Article X. (Parliamentary Authority)

- A. *Roberts Rules of Order Newly Revised* shall govern all proceedings of the Association, the Board of Deans and all Committees and all Councils to the extent not otherwise provided for in these Bylaws.