

REDFORD TOWNSHIP UNICYCLE CLUB BY-LAWS

Article I. Name

The name of this association is the "Redford Township Unicycle Club." It was formed in 1975 and the club filed with the State of Michigan as a non-profit corporation on August 15, 1977. All officers and committee members shall serve the club without compensation. If the club disbands, all monies and property will be donated to the Unicycling Society of America, Inc. or to another appropriate non-profit organization.

Article II. Purpose

The principal purposes and functions of this club shall promote the healthy sport of unicycling, improve unicycling ability, compete in national and international events, be a social club and to provide entertainment and parade units for local communities.

Article III. Membership

Section 1, Application: Any person wishing to become a member must file an application form provided by the club, pay the annual dues and be an active paid member with the Unicycling Society of America, Inc.

Section 2, Dues: Each year's membership dues are covered in the standing rules. Dues are to be determined from year to year by a quorum of the Executive Board.

Article IV. Meetings

Annual General Meeting: A general business meeting shall be held once per year at a time and place designated by the Executive Board. The general meeting shall be called the Annual Meeting at which time the Executive Board for the coming year shall be elected.

Article V. Elections

Section 1, Nominations: Nominations shall be made from the floor at the annual meeting.

Section 2, Voting: Election shall be a simple majority of those members present at the annual meeting.

Section 3, Terms: The members of the Executive Board elected at the annual meeting shall hold office for one year.

Section 4, Special Elections: Special elections may be held when the need arises. Special elections may take place at a General meeting or a Special meeting called for that purpose. The membership must be notified two weeks in advance of such a Special meeting.

Article VI. Executive Board

Section 1, Executive Board: The Executive Board shall consist of the following officers: one President, one Vice President, two Jr. Presidents, Recording Secretary, Corresponding Secretary and Treasurer. It shall also consist of the following Chairpersons: Events Coordinator, Class Coordinator, Membership Coordinator, Equipment Manager, and other chairpersons as the Executive Board sees fit. Each chairperson is appointed by the president and approved by the Executive Board.

Each elected Board position shall have one vote, except the meeting chairperson who only has a vote to break a tie. Chairpersons shall be nonvoting members at Board meetings. This board shall establish general policy and the budget for each year.

Section 2, Meetings: There shall be regular, at a minimum one per year, meetings of the Executive Board at times and places to be determined by the Board. Any two members of the Board may call special meetings of the Executive Board. Two-thirds of the Executive Board shall constitute a quorum for special meetings of the Executive Board. If a quorum is not present, the members may discuss issues but not conduct business.

Section 3, Terms: The officers elected at the annual meeting shall hold office for one year unless other provisions are decided upon in the interim.

Section 4, Ex-officio members: There shall be one ex-officio member of the Board, the immediate past President. This member may attend Board meetings, but attendance is not required. He/she is a voting member of the Board when in attendance.

Section 5, Vacancies: The Vice President shall fill a vacancy in the office of the President; the Treasurer shall fill a vacancy in the office of the Vice President. The Executive Board shall fill any other vacancies.

Section 6, Board Job Sharing: A board position may be shared between two individuals at the discretion of the Executive Board. There will be one vote per board position regardless of the number of individuals sharing the responsibilities.

Article VII. Duties of the Officers

Section 1, President:

presides at all meetings of the Board and/or the membership.

be a member ex-officio of all committees.

be personally familiar with the status of all committee work to assure that the programs are being carried forward effectively.

assist junior presidents in their duties.

have the power to call emergency meetings of the Board.

be responsible for initiating, proposing to the Board and organizing the annual meeting.

Section 2, Vice President:

in the absence of the President, preside at meetings of the Board and/or the membership.

be a member ex-officio of all committees.

have the power to call emergency meetings of the Board.

assist in organizing the weekly practices and communicate with the equipment manager, practice leader(s) and class coordinator to assure that all necessary equipment and volunteers /staff are available for an organized and efficient practice session.

Section 3, Jr. Presidents:

assist in organizing the weekly practices and communicate with the equipment manager, practice leader(s) and class coordinator to assure that all necessary equipment and volunteers /staff are available for an organized and efficient practice session.

chair at least one practice meeting per year.

be responsible to check uniform compliance at all events.

be members ex-officio of all committees.

be personally familiar with all committee work to assure that the purposes of the organization are being carried effectively.

Note: the purpose of this position is to ensure that the club youth are represented; therefore, the Jr. Presidents must be non-graduating high school aged students.

Section 4, Recording Secretary:

record and keep the minutes of the annual meeting and Board meetings.
provide a copy of said Board minutes to each Board member and be the custodian of minutes of all previous meetings of the club.
have Board meeting minutes and General meeting minutes on display at the annual meeting.
keep an up-to-date record of newly adopted policies and have them on hand for reference at Board meetings.

Section 5, Corresponding Secretary:

answer all verbal and written inquiries about the Club.
forward all correspondence to the appropriate board members immediately upon receipt.
send notification of Board meetings to all Board members.

Section 6, Treasurer:

keep full and accurate financial records of the club.
receive funds and deposit such funds in a bank designated by the Executive Board.
make all disbursements by club checks signed by the Treasurer.
prepare a quarterly financial statement for the general membership to view.
provide an annual itemized financial report for the annual meeting.
prepare and file all appropriate documents with the State of Michigan.

Article VIII. Duties of Chairpersons

Section 1, Events Coordinator:

create and correspond with an Invitation Committee to determine which events to accept.
present to the membership a schedule of parades, exhibitions and other event invitations for the year and be responsible for all details pertinent to such events.
publicize and recruit participants, in advance, for all events in which the club participates.
keep a file of all club events.

Section 2, Class Registrar:

be responsible for scheduling and promoting the annual unicycle beginner class.
coordinate class schedule with instructor(s) and the equipment manager.
maintain complete records of all student participants including signed consent.
create beginners' class distribution materials.

Section 3, Membership Chairperson:

maintain a current, accurate list of the membership.
be responsible for distribution of yearly membership lists or directories to the membership.
make provisions to encourage and accept memberships at all club activities.
assist in development, updating, and distribution of membership resources.
act as liaison between RTUC membership records and USA, Inc. membership records.

Section 4, Equipment Manager:

be responsible for maintaining an accurate and current record of all club equipment.
maintain complete records of all equipment loans.
maintain/seek help to keep equipment in proper working condition.
follow the guidelines stated in the equipment loan and return policy statements.

Section 5, New Merchandise Chairperson:

organize the RTUC design, sales, ordering, and distribution of T-shirts and other club-related merchandise.

Section 6, Historian:

be responsible for the content of the club's scrapbooks under the direction of the Executive Board.
maintain the historical files and records of the club.

Section 7, Web Master:

maintain the club web site (<http://www.rtuc.org>) in a current status, including any membership resources, under the direction of the Executive Board.
promptly forward all emails received from the web site to the appropriate Board member.
moderate any current or future email groups to facilitate communication between members and notification of club events, practices and meetings.

Section 8, Ex-officio members:

immediate past President shall act in an advisory capacity.

Section 9, Directors:

must be an active member of both RTUC and USA, Inc.

Section 10, Formation Uniforms Chairperson:

maintain records/monies associated with RTUC formation uniforms.
order uniforms/helmets as necessary.

Section 11, Facilities Chairpersons:

be responsible for opening and closing practice venues, when necessary.
be responsible for inspecting the venue's condition prior to leaving each practice/event and taking appropriate action.

Section 12, Snack Chairpersons:

be responsible for food and drink signups at practices and the Annual Meeting.
be responsible for providing water and paper products at practices.

Section 13, UniMoney Chairperson:

be responsible for handing out UniMoney at parades and practices in the quantity determined by the Executive Board.

Article IX. Parliamentary Procedure

The rules contained in the current edition of Roberts Rules of Order shall govern the club in all cases to which they are applicable and in those instances where they are not inconsistent with these By-Laws or any special rules of order the club may adopt.

Article X. Revision of By-Laws

These By-Laws, or portions thereof, may be amended, revised or repealed and new ones adopted by a simple majority vote of the active RTUC members, after one-month notice.