

# **Sun City Cycling Club Bylaws**

*(Updated December 5, 2025-Approved by Membership)*

## **Article I Declaration**

**Section A.** The name of this organization shall be Sun City Cycling Club, hereinafter referred to as SCCC.

**Section B.** SCCC is operated as a non-chartered, non-profit organization and shall be operated in accordance with these SCCC Bylaws and Policies adopted by the Board of Directors and/or membership as appropriate.

## **Article II Mission and Purpose**

Sun City Cycling Club's mission is to provide and promote safe bicycling events and activities for the Sun City, AZ residents and neighbors, provide opportunities to enjoy the comradery of group bicycling activities while teaching safe bicycling skills and techniques. Additionally, Sun City Cycling Club will seek opportunities to partner with local groups and organizations to better the Sun City Community and neighboring communities where and when appropriate.

## **Article III Membership**

**Section A.** Membership is open to any person who supports the mission and purpose of the SCCC as stated in these Bylaws and SCCC Policies.

**Section B.** Individuals may join SCCC by competing and submitting a membership form, submit the required dues and signing the Acknowledgment of Responsibility, Express Assumption of Risk, and Release of Liability (hereinafter referred to as Waiver of Liability) thereby releasing SCCC, its elected and appointed officers, and the appointed organizers and leaders of its activities from all liability for injuries, accidents and damages sustained in conjunction with those activities.

**Section C.** Guest privileges are specified in the SCCC Policies. Guests must sign the Waiver of Liability before participating in a SCCC event or activity.

**Section D.** Membership may be terminated by a unanimous vote of the Board of Directors for gross misconduct while attending club activities or if a member's physical or mental condition might seriously endanger him/her or others. If that member is also on the Board of Directors a majority vote of the other membership shall be required.

**Section E.** Annual dues are in an amount established by the Board of Directors. Timely payment of dues by each member shall be required for membership in good standing.

**Section F.** The SCCC fiscal year for membership shall start October 1 of each year and run for 12 consecutive months. A two-month grace period will be extended ending December 1 each year for members to renew their membership. During the grace period all rights and privileges of membership will be available to the individual. The fiscal year for legal and accounting purposes shall start January 1 of each year and run for 12 consecutive months ending on December 31 each year. (Approved 12-6-24)

## **Article IV. Board of Directors**

The Board of Directors shall have overall governing authority over SCCC consistent with the provisions of these Bylaws and shall authorize all committees necessary to carry out the purposes and objectives of the SCCC. The Board of Directors may be assisted by the chairperson of such committees necessary to carry out the SCCC's function and purpose.

The Board of Directors may at its discretion create general policies and procedures governing the day-to-day operations of SCCC. These policies and procedures must be in harmony with SCCC Bylaws and the SCCC mission and purpose.

### **Section A. Qualifications of Board of Directors**

SCCC Board Members shall be SCCC members in good standing.

### **Section B. Composition of the Board of Directors**

The Board of Directors shall always be composed of an odd number of SCCC voting members of never less than 3 members. ~~or more than 9 members~~ (Approved 12-6-24)

The Board of Directors shall consist of four elected officers, a Chairman, Assistant Chairman, Secretary, Treasurer (if needed a single Board of Director may hold two positions at one time if). The immediate past Chairman shall be a voting member of the Board of Directors. The elected officers may appoint ~~an~~ additional ~~four~~ voting Board members to either 1-year or 2-year terms as they deem necessary to effectively conduct the business of SCCC.

### **Section C. Term of Office**

Elected Board members shall serve two-year terms, except as indicated in Section D below.

### **Section D. First Board of Directors**

The first Board of Directors is appointed by the original organizers and shall be as follows:

Chairman: 2-year term

Assistant Chairman: 1-year term

Treasure: 2-year term

Secretary: 1-year term

After the original Board is established all future elections will be for two-year terms.

## **Section E. Elections**

Officers shall be elected for two-year terms at the December annual meeting.

The Chairman, Assistant Chairman, Secretary and Treasurer shall be elected by majority vote of members present at the December annual meeting. ~~The Chairman and Secretary Treasurer are elected in even years and the Assistant Chairman and Treasurer Secretary are elected in odd years.~~ (Approved 12-6-24)

**The election for Officers in December of 2025 will be:**

1. Elect a Treasurer and Assistant Chairman for a two-year term.
2. Elect a Secretary for a one-year term.

**Going forward, the Chairman and Secretary are elected for a two-year term in even years, and the Assistant Chairman and Treasurer are elected for a two-year term in odd years.** (Approved 12-5-25)

## **Section F. Duties and Responsibilities**

### **(a) CHAIRMAN:**

The Chairman shall preside over all SCCC meetings and be accountable for the administration of SCCC business and shall carry out the direction and policies established by the Board of Directors. In the event of vacancies on the Board of Directors the Chairman shall appoint, with Board of Directors approval, interim replacement members to the Board of Directors until official elections are held. The Chairman shall be a ex-officio of all committees and meetings except the Nominating Committee.

The Chairman shall have the authority to execute legal documents on behalf of the club.

### **(b) ASSITANT CHAIRMAN:**

The Assistant Chairman shall perform all duties of the Chairman in the event of the Chairman's absence or inability to perform his/her duties. He/she shall also perform other

such duties and responsibilities as may be assigned, with Board of Directors approval, from time to time by the Chairman. The Assistant Chairman shall: 1. chair a Bylaws Review Committee every odd numbered year, 2. shall review the Treasurer's financial records annually, reporting the results to the membership at the annual business meeting, 3. chair a SCCC Policies Review Committee on a yearly basis.

**(c) SECRETARY:**

The Secretary shall keep the club records, issue notices of all meetings of the Board of Directors and General Membership meetings, and shall keep minutes thereof. The Secretary shall process all correspondence relating to the SCCC's business. The Secretary shall maintain a current and up-to-date list of membership.

The Secretary shall maintain and update as necessary a notebook of Board members, to include but not limited to the Club Bylaws, General Policies, Major SCCC events, the annual Financial Statements and current budget of the fiscal year. He/she shall also maintain a list of Board members' duties and a SCCC principle phone and email list. He/she may with Board of Directors approval delegate this responsibility to an appointed Board member or other committee person, but still maintain the overall responsibility of fulfillment.

**(d) TREASURER:**

The Treasurer shall be the custodian of club funds, receive and deposit all monies due to SCCC and pay all obligations that may be incurred by SCCC in the regular course of its business. The Treasurer shall keep an up-to-date accounting of all financial transactions and provide financial reports as may be required at all meetings of the Board of Directors, and/or General Membership. The Treasurer shall prepare an annual budget to be reviewed and approved by the Board of Directors by January 31 of each year.

The Treasurer shall maintain a bank checking account at a local Sun City bank branch.

**Section G. Additional Members of the Board of Directors**

The Board of Directors may appoint other voting members to the Board of Directors (~~total Board not to exceed 9 voting members~~) and non-voting members as club needs may require. (Approved 12-6-24)

**Section H. Removal from Office**

A Board member may be removed by a two-thirds vote of the voting Board of Directors members. Removal from the Board does not automatically terminate the individuals SCCC membership.

## **Section I. Vacancies**

Vacancies on the Board of Directors shall be filled by appointment by the Chairman with Board of Directors approval. Individuals so appointed shall serve the remaining time of the person's term they were appointed to fill.

## **Article V. Nominating Committee**

**Section A.** The Board of Directors shall select a Nominating Committee of at least 3 members by the end of June for the following election year. The Nominating Committee shall invite club members to submit the names of persons suitable for elective office. This Committee shall prepare a slate with at least one nominee for each office. That slate will be distributed to members no later than six weeks before the annual business meeting. All nominees must be surveyed as to their willingness to serve. No member of the Board of Directors shall serve on the Nominating Committee.

**Section B.** Nominations of those willing to serve may also be made from the floor at the annual business meeting. Those nominations will be added to the official slate and the elections will then be held.

## **Article VI. Meetings**

### **Section A. Membership Meetings**

The annual business meeting will be held in last quarter of each year, preferably in December. The meeting may be postponed in cases of unusual circumstances

### **Section B. General Meetings**

General meetings may be called by the Board of Directors or, in an emergency, by the Chairman alone. A general meeting shall also be called if requested in writing by any five (5) SCCC members in good standing. Notice of any such meetings of which the business of the club is conducted shall be provided to members via email at least five (5) days prior to the meeting and posted on the Website and Facebook page.

### **Section C. Board of Directors Meetings.**

The board of directors shall meet at least quarterly. These meetings shall not exclude other interested parties from attending. Such attendance, however, must be on a non-interfering basis as to the conducting of club business. Board meetings dates should be published on the club web site and Facebook page at least 7 days before the meeting.

## **Article VII. Quorum**

**Section A.** A quorum at a Board of Directors meeting shall consist of a majority of the current Board members. A majority of those present at the Board Meeting and voting shall be sufficient to take action.

**Section B** A quorum at the December annual business meeting or any general meeting at which business is conducted shall be defined as those present at the meeting, either in person or electronically or by proxy held by a SCCC member in good standing. Business will be approved by a majority vote of the quorum.

## **Article VIII. Amendments**

These Bylaws may be amended by a simple majority vote of those present at the annual business meeting, or any other general meeting. The notification for the meeting shall contain the text of the proposed amendment(s), with a statement that they are to be voted upon.

## **Article IX. Fiscal Year**

The SCCC fiscal year for membership and accounting purposes shall start January 1 of each year and run for 12 consecutive months ending on December 31 each year.

## **Article X Dissolution**

In the event of dissolution the SCCC the Board of Directors shall determine distribution of the SCCC assets to such charitable and educational organizations in the community which are tax exempt from federal income tax, or to a successor organization with the same general purpose and mission as SCCC.

## **Article XI Parliamentary Authority**

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws or other specific or customary rules of procedure adopted by SCCC.