



BY LAWS OF THE NORTHERN ALLEGHENY MOUNTIAN BIKE ASSOCIATION

1 Identity

- 1.1 The name of the club shall be the NORTHERN ALLEGHENY MOUNTAIN BIKE ASSOCIATION.
- 1.2 The purpose of the club shall be to promote responsible and safe practices in environmental conservation, trail construction, trail maintenance and riding.
- 1.3 The club shall be affiliated with and closely align our practices with the International Mountain Bike Association (IMBA).
- 1.4 The emblem of the NORTHERN ALLEGHENY MOUNTAIN BIKE ASSOCIATION shall be indicated on the top of the first page of the by-laws. Said emblem shall be the official logo of the club.

2 Government

- 2.1.A The government of the club shall be by an Executive Board.
- 2.1.B The Executive Board shall consist of the Executive officers, the chairmen of standing committees, and the immediate past president
- 2.1.C The Executive Board shall be composed of club members in good standing.
- 2.1.D The duties of the Executive Board shall be to construct and implement club policy. It shall also be responsible for implementation of

programs and activities to support the Mission Statement of the club.

- 2.1.E On items requiring approval of the Executive Board, a simple majority of all Board members shall be required.
- 2.2.A The Executive Officers of the Club shall be a President, a Vice-President, a Secretary/Treasurer.
- 2.2.B The elected officers shall be elected annually at the February club meeting to serve terms commencing March 1 and ending the 28th (29th) of the following February
- 2.2.C The Duties of the President shall be to preside over the monthly and special meetings, to preside over the meetings of the Executive Board, to appoint Committee Chairmen, and to ensure the success of the club programs and activities.
- 2.2.D The Duties of the Vice-President shall be to preside in the absence of the President, to assist the President in the direction of the club activities.
- 2.2.E The Duties of the Secretary shall be to take minutes of all club and Executive Board meetings, to maintain a file of all club correspondence, to keep records of club activities, to supervise elections.
- 2.2.F The Duties of the Treasurer shall be to accept payment of dues, to maintain an accurate account of club income and expenditures, to pay all bills approved by the Executive Board, to report the state of the club finances on a monthly basis, to supervise elections. The Treasurer shall also oversee the production of an annual budget.
- 2.3 Should the Presidency become vacant, the Vice President shall assume the Presidency. A vacancy in any other office shall be filled by special elections at the monthly club meeting following the occurrence of the vacancy.
- 2.4 An officer may be removed at anytime either by a vote of two-thirds majority of the members, or by unanimous vote—excluding the officer concerned—of the members at a meeting containing a quorum.

3. Elections

- 3.1.A The President shall appoint a Nominating Committee prior to the 1st of January each year.

- 3.1.B The Nominating Committee shall prepare a slate of officers at the January meeting at which time the slate shall be opened to nominations from the floor.
- 3.1.C The Slate of Nominees shall be mailed to the members on the roster at least fifteen days prior to the November club meeting.
- 3.1.D A simple majority of the members present and voting at the February club meeting will elect each Officer.

4. Membership

- 4.1 Membership shall be open to anyone supporting the Mission Statement of the club. The only standing requirement of membership be that the individual be a responsible steward and advocate of mountain biking.
- 4.2.A The amount of annual dues shall be set by a majority of members in attendance at he February club meeting becoming effective the following March. Initial club dues shall be set at \$10.00 US funds.
- 4.2.B Membership dues shall cover a period of one year beginning with the first day of the first full month of active membership and extending to the last day of the month at the end of that one year period.
- 4.2.C Renewal dues shall be charged at the full annual rate.
- 4.2.D Dues paying members shall be considered Voting Members and have the right to present an opinion and vote on all orders of business brought before the club at monthly or special meetings.
- 4.2.E Non-dues paying members shall be considered Email Members and shall have the right to attend all functions of the club including group rides, trail building and monthly meetings. Email Members shall not have the right to vote on any issues brought before the club.
- 4.2.F Additional fees may be assessed for other activities or requirements. Additional fees must be approved by a majority of the Executive Board.
- 4.2.E Requests for the refund of club dues shall be made in writing to the Executive Board. The Executive Board shall determine whether the request for refund is honored.
- 4.3.A Single memberships shall be made available to anyone of legal age or a minor having the written permission of his/her parent or legal guardian to join the club and participate in club activities.

4.3.B Family memberships shall be made available to an immediate family. The cost is \$10 for the first family member and \$5.00 for each subsequent member up to 3 and the remaining are free.

4.4.A The Executive Board shall be responsible for suspending or revoking the membership of any member for any reason deemed necessary by the Board, with emphasis on those things that reflect on the club in a negative manner.

4.4.B The Executive Board shall be required to send written notice of pending suspension or revocation of the membership to the concerned party at his/her last known address. The written notice shall include specific reference to the allegations being made that led to the action.

4.4.C The member concerned shall have fourteen (14) days to respond to the allegations, or request a hearing before the Executive Board.

5 Meetings

5.1 Club meetings shall be held monthly at a time approved at the previous monthly meeting.

5.2 The order of business at a meeting shall be governed by Robert's Rules of order.

5.3 The President or the Executive Board, shall be able to call special meetings.

5.5 A club meeting shall be considered a quorum and deemed official if four (4) voting members and two (2) members of the Executive Board are present.

5.6 Minutes of meetings shall be maintained and made available to all members.

6. Committees

6.1.A The Standing Committees of the Club shall be Trails, Land Access, and Membership.

6.1.B Trails Committee shall be responsible for directing and supervising trail construction and maintenance at any site where the NORTHERN ALLEGHENY MOUNTAIN BIKE ASSOCIATION has responsibility for construction and maintaining trails. The Committee shall also be responsible for the education of members on techniques for proper trail construction and maintenance, organization of monthly trail maintenance days and upkeep of all club owned equipment used for trail building and

maintenance.

6.1.C Land Access Committee shall be responsible for gaining and maintaining access to lands for the development of mountain bike trail systems and acting as the liaison between the club and the various organizations that are involved in access issues.

6.1.D Membership Committee shall be responsible for receiving and processing the membership applications, maintaining an up to date Roster of Members, and promoting membership throughout the Mountain Biking Community. The Committee shall also be responsible for maintaining a mailing list of participants in club sponsored or affiliated races and events.

6.2.A Special Committees shall be created by the Executive Board or membership at large as the need arises.

6.2.B The President shall appoint all Committee Chairmen.

6.2.C Committee Chairmen shall be responsible for selecting their committee members and completing the tasks assigned to them.

7. Expenditures

7.1.A Expenditures or reimbursements in excess of fifty dollars (\$50.00) and less than five hundred dollars (\$500.00) must have prior official approval of the Executive Board. Certain classes of expenditures may be given approval by the Executive Board before they come due.

7.1.B Expenditures in excess of five hundred dollars (\$500.00) must be approved by a majority vote of members present at an official monthly club meeting.

7.1.C Appropriate expenditures less than fifty dollars (\$50.00) shall be reimbursed by the Treasurer. The Treasurer shall have sole responsibility for determining the appropriateness of expenditure under \$50.00.

8. Disbanding

8.1 If the club is disbanded, the remaining funds shall be used to satisfy any outstanding debts. Any remaining balance of club funds shall be provided to the International Mountain Bike Association or organization with similar goals of Supporting and forwarding the cause of mountain biking and land access.

9. Amendments

9.1 Amendments to these By-Laws shall be made as necessary upon approval of a majority of all Voting Members in good standing in attendance at an official monthly meeting.