

# Bylaws of Waukegan BMX

## Article I – Association Name

The name of this association shall be Waukegan BMX Organization.

## Article II – Purpose

**Section 1:** The purpose of Waukegan BMX Organization shall be to maintain a premier racing facility, provide a safe environment and a fun competitive atmosphere for racers and their families.

**Section 2:** The activities of the Organization shall include the maintenance and improvement of the Waukegan track, promotion of Bicycle Motocross (BMX) racing, granting of suitable awards to BMX participants, informing the public of the benefits of BMX participation, and performing other services deemed helpful.

**Section 3:** The Waukegan BMX Organization will operate as a not-for-profit entity that provides and supports BMX racing.

## Article III – Membership

Each rider and parent of a rider under the age of 18 who has an active membership in any BMX sanctioned organization shall automatically be a member of this Organization. However, to become a voting member he/she must meet one of the following:

- (a) Parents or legal guardians of the currently registered riders who claim Waukegan BMX as their home track (racing a minimum of 6 times during the current season), or
- (b) Currently registered Waukegan BMX riders who have reached their 18th birthday and who have raced a minimum of 6 times during the current season, or
- (c) Adult volunteers who have signed up and volunteered a minimum of six (6) times within the current racing season at the Waukegan BMX track.

❖ Only one vote no matter the number of membership.

## Article IV – Association Finances and Fiscal Year

Funds of the organization shall be kept in a checking account. These funds will come from registration fees, gifts, sponsors, and fundraising.

The fiscal year of the Organization will be January 1<sup>st</sup> through December 31<sup>st</sup>. By February 1<sup>st</sup> the previous year's financial report will be made available for review. The financial records shall be reviewed by an independent auditor.

## Article V – Meetings and Elections

**Section 1:** The **Organization Meeting** will meet on the first Thursday of each month at a designated Waukegan Park District Facility. In case of inclement weather the meeting will be rescheduled and held on the following Thursday.

**Section 2: Quarterly Board Meetings** shall be held on the first Wednesday of the first month of each quarter of the year (January, April, July, October) and all meetings will consist of at least three board members. Meetings will be held at a designated Waukegan Park District facility. Meetings shall be held in an orderly fashion, conducted by the President.

**Section 3:** The **Annual Membership Meeting** of the Organization shall be held on the first Thursday in November each year at a designated Waukegan Park District facility. The Secretary will publicize the location and time of the meeting at least one month prior to the meeting.

**Section 4:** Elections for Officers and Representatives for the coming 1 or 2-year terms shall be made at the annual November membership meeting. Nominations should be open from the October Quarterly Board Meeting until Annual Membership Meeting. Elections will be held before the annual meeting is adjourned. All properties of the Organization must be surrendered to the Organization upon leaving office. In the event the Track Operator resigns, the election of the new Track Operator will be at the discretion of the Board. A board member may not be elected into the same office for more than two consecutive terms.

At all meetings, except for the elections of the Board of Officers, all votes shall be by voice or by the raising of hands. At election meetings ballots shall be provided.

All new business to be discussed should be submitted to the Secretary so it may be put on the next meetings agenda.

Robert's Rules of Order will prevail for all meetings.

#### **Article VI – Order of Business**

**Section 1:** The order of business for Board Meetings of the organization shall be as follows:

1. sign in
2. review and approval of the minutes of the preceding meeting
3. treasurer's report
4. old and unfinished business
5. reports of officers
6. committee reports – if necessary
7. new business
8. next meeting date

**Section 2:** The order of business for Membership Meetings of the organization shall be as follows:

1. sign in
2. old and unfinished business
3. committee reports – if necessary
4. new business
5. next meeting date

#### **Article VII – Board Members**

Board members are voting members and consist of the following seven (7) positions:

1. President - shall preside over meetings, oversee membership functions, and act as a liaison with the Waukegan Park District. Office is a 2-year term and will be up for reelection on odd years.

2. Vice President - shall perform the duties of the President in his/her absence and shall be chair of the public relations committee. Office is a 2-year term and will be up for reelection on even years.

3. Secretary - shall keep a permanent, accurate record of all Organization meetings and activities, do roll call, take minutes, furnish copy of minutes to each member present, brings incoming correspondences to the Board, keep permanent record of all Organization meetings and activities, notify members of all regular and special meetings. Office is a 2-year term and will be up for reelection on odd years.

4. Treasurer - shall collect and disburse all money handled by the Organization. The Treasurer shall keep a permanent record of fiscal transactions and shall provide a brief written report on Waukegan BMX finances as needed quarterly. Office is a 2-year term and will be up for reelection on even years.

5. Parent Representative - shall act as a liaison for Organization members to present ideas, suggestions, and complaints to the Board. Must be a parent of a registered BMX rider. Office is a 2-year term and will be up for reelection on odd years.

6. Youth Representative - shall act as a liaison for Organization members to present ideas, suggestions, and complaints to the Board. Must be a registered BMX rider 14-years-old or older. Office is a 1-year term and will be up for reelection on every year. This is a non-voting board member.

7. Track Operator - shall be directly responsible for the on-going maintenance and running all sanctioned events as per the Track Operators Manual. The Track Operator (TO) will communicate with the Board regarding any non-track concerns. The TO works with the approval of the Board on any track maintenance items. Office is a 2-year term and will be up for reelection on even years.

8. Clerk of Course – shall be responsible for the licensing, registration and classification of all participants in all WBMX events, for scheduling the day's races on the appropriate forms, and for submission of all race reports within forty-eight (48) hours of each event to the home office of the National Bicycle League. Office is a 2-year term and will be up for reelection on odd years.

**Article VIII – Voting**

A quorum must be present for the Board to address a matter and vote. Member must be present to vote.

**Article VIV – Removal/Resignation of Officers**

In the event an office becomes vacant due to a resignation the President will appoint a replacement. This person will fill the vacancy for the unexpired term. Any elected officer of the Organization who misses three consecutive meetings may be voted on for removal of office.

**Article X – Code of Conduct**

All members of the Waukegan BMX Organization shall accept and abide by this Code of Conduct.

1. Follow ALL Park District rules, regulations, and the ordinances regulating the use of the parks and property owned or controlled by the Waukegan Park District.
2. No alcohol and drugs.
3. No offensive behavior or language.
4. Rules will be strictly enforced.
5. Failure to abide by the above Code of Conduct may be grounds for removal, suspension or termination of membership.

**Article XI – Amendments to Bylaws**

These bylaws may be amended by a majority vote of the voting members at the annual meeting. Amendments must be presented at least one meeting prior to action.

Amendment Proposal Process: The Board shall recommend Bylaws changes to the members using any appropriate means. The Bylaws shall be amended by a majority of members casting votes by means of a mail, fax or electronic ballot.

2/1/07

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