

WESTERN NEW YORK MOUNTAIN BICYCLING ASSOCIATION BY-LAWS

PURPOSE:

The purpose of the Western New York Mountain Bicycling Association (WNYMBA) is

- to promote, preserve, and protect access to appropriate trails for mountain bicycling in Western New York
- to educate mountain bicyclists on proper riding etiquette to ensure the ecological sustainability of the trails and the environment through which they pass.
- to design, develop, and provide maintenance on Western New York trails while fostering constructive working relationships with any/all land manager(s)
- to promote the sport of mountain bicycling, emphasizing the responsibilities of mountain bicycling

MEMBERSHIP:

Membership is open to all people interested in mountain bicycling. Members are required to pay dues to remain in good standing. Individual and Family memberships are available. The WNYMBA membership database is the source of truth for membership data. In addition, all members are encouraged to participate in trail maintenance workdays. All members are required to ride in a responsible manner at all times and follow the IMBA rules of the trail.

OFFICERS:

The association shall have five officers: president, vice-president, secretary, treasurer, and media director. All officers are elected to two-year terms. To aid in continuity of organizational goals officer elections will alternate year to year. President, Treasurer, Media Director, 3 Advisory positions in opposite calendar year from Vice President, Secretary, and remaining 3 advisory positions.

The duties of officers are as follows:

President: The president is ultimately responsible and shall conduct meetings, appoint committees, ensure that the duties of the other officers are being performed. The president's responsibilities also include setting and monitoring of goals and stakeholder relationships. The outgoing president shall serve as an ex-officio officer on Advisory board for one term following their term in office.

Vice-president: The vice-president shall conduct meetings in the absence of the president and assist in facilitating the club's activities. Meeting scheduling will be performed by Vice President and approved by the Executive board. Meeting information will be passed to Director of Media with the goal of as much advance notice as possible to stakeholders.

Secretary: The secretary will keep the minutes of each meeting to record the proceedings. The previous month's minutes shall be presented for approval at each meeting. They will also update the by-laws when approved by the membership. Meeting agenda and general email inquiries administration are responsibility of the secretary.

Treasurer: The treasurer shall have general charge of the finances of the club. They shall keep complete and accurate records of all expenditures, filing of required tax forms, and receipts belonging to the club and present a general report of these activities at each meeting. They own the relationship for the organization's liability insurance and manages certificates of insurance for trail systems/land managers.

Media Director: The Media director duties will encompass overseeing and managing all aspects of media (email, website, social, print) development, design, and maintenance for the organization. They will also keep outgoing information about the club up to date. Media Director will work with Executive board to enhance content of all media for the organization.

****In the event of an absent officer, all duties and powers of that officer shall be performed by the officer next in rank.**

****Any vacancies occurring between annual elections shall be filled by the majority vote of the members present at the next meeting.**

EXECUTIVE ADVISORY BOARD:

The Executive Board is to function as an additional source of input involving decision-making by the current WNYMBA Officers in lieu of a monthly meeting. The Executive Board will be utilized to advise the current Officers of WNYMBA on purchases in excess of \$750 as well as direction in any event or request affecting WNYMBA. This Executive Board will be (6) members serving a (2) year term comprised of willing and able past Officers (President, Vice President, Treasurer and Secretary) of WNYMBA or any member in good standing is eligible for nomination by club members in attendance and will be nominated in November and elected in the general January meeting along with Officers.

- WNYMBA Officers remain as the governing body and shall remain responsible to set policy and make decisions regarding WNYMBA's operations and purchases. Any actions involving the Executive Advisory Board and the Officers of WNYMBA in lieu of a general membership meeting involving purchases and or WNYMBA policy will be reported at the next general membership meeting.
- The method of communications amongst Officers and Executive Advisory Board Members will be that of email, phone calls, virtual meetings, as needed, a meeting of available WNYMBA Officers and Executive Advisory Board members.

MEETINGS:

Meeting notification: All members will be notified at least one week in advance of all meetings.

Regular meetings: Regular meetings will be scheduled by the Vice President and approved by Executive Board.

Special meetings: Special meetings can be called by the president or by a majority vote of the membership at any meeting

Parliamentary procedure: All meetings will be conducted according to *Roberts' Rules of Order*, Revised.

Amendments and repeal of by-laws: Any amendment, repeal, or addition to the by-laws may be proposed by a member in writing and given to the secretary. All members attending the meeting in which the by-law change is proposed may vote. A majority vote among those present is needed to pass any change to the by-laws.

TREASURY AND EXPENDITURES:

All WNYMBA money is to be held in a commercial bank. The treasurer will be responsible for depositing WNYMBA funds. All club expenditures must be approved by the majority of members attending the meeting at which proposals for the expenditure are voted upon.

FISCAL YEAR:

The fiscal year, and term of office for the officers, shall be February 1-January 30.

THIS DOC DATED 10/27/2011 ON A CD GIVEN TO JIM ALLEN WITH OTHER WNYMBA RECORDS (FROM BEN CLAUSS) IN JAN. 2013

Updated Jan 2024