

California Polytechnic State University
San Luis Obispo
Cal Poly Wheelmen Bylaws

Article I. Preamble

Section A We hereby declare this organization known as the Cal Poly Wheelmen as a Sports Club Cycling Team at California Polytechnic State University in San Luis Obispo.

Section B It is the intent of this organization to abide by pertinent State, University and ASI regulations.

Article II. Purpose

Section A The Wheelmen provide Cal Poly students the opportunity to experience a fun and healthy cycling lifestyle. We promote recreational riding, commuter transportation, collegiate cycling competition, and interaction with the greater cycling community and general community of San Luis Obispo. The Wheelmen help our members establish a lifelong love for cycling and involvement in furthering the cycling lifestyle and the cycling community.

Section B Goals
1. We wish to promote the sport of cycling in all of its forms to the Cal Poly and greater San Luis Obispo community.

Article III. Identification

Section A The Wheelmen is a co-ed club that competes in the collegiate circuit regionally and nationally. The Wheelmen compete as members of the West Coast Cycling Conference in the United States Cycling Federation. Mountain bike race season extends from September through November and road bike race season from February through May. Membership varies from 100-150 participants per year. Racing is optional and members can enjoy fitness rides, fun rides, socials, sponsorship deals, and much more--year round. No experience is necessary to join!

Section B We are an active Cal Poly Sports Club.

Article IV. Membership

Section A Membership Requirements
1. The Wheelmen do not discriminate between or choose members. Members must meet the following requirements, but no more than the

requirements listed here. All members will take either an active or a passive status in the club

2. All registered students that pay dues will constitute the active membership. Active members retain certain privileges as long as they remain in good standing with the Club.
3. Any member, who continuously or flagrantly violates the objectives of the Club as set forth in Article II, will bring a case before the Executive Committee. The executive Committee must vote on a motion to suspend the member from the club. As dictated by the sports club council, incidents must be reported within 48 hours to student life and leadership with an appropriate incident form.

Section B Membership Classifications

1. Active membership
 - a. Registered Full-Time Students
 - b. Full-Time Graduate Students
2. Passive membership
 - a. Graduates of California Polytechnic State University
 - b. Passive members have fewer privileges and may not race, run for office, vote, debate, or represent the Club.

Section C Only active members may participate in meetings, be elected to office, debate or represent the organization.

Section D Honorary membership shall not exceed 10% of the active membership.

Section E There shall be no membership discrimination on the basis of race, sex, religion, national origin, or sexual preference.

Section F This organization or any of its members shall not conspire to commit any act which causes or is likely to cause, bodily danger or physical or emotional harm to any member of the campus community.

Article V. Officers

Section A Officer positions

1. President
 - a. Presides over all meetings
 - b. Acts as chairman at Executive Committee meetings.
 - c. Responsible to and for the club in all matters.
 - d. Organizes and coordinates activities of all officers and special committees
 - e. Acts as or appoints liaisons to groups and organizations that interact with the club.

- f. Responsible for annual paperwork pertaining to: Cal Poly Club Charter, USA Cycling Membership, and SLO Bicycle Club Scholarships
- g. Acts as "Owner" for all club e-mail listserves.
- 2. Vice President
 - a. Assumes the presidential responsibilities in the President's absence.
 - b. Assists with all of the President's duties pertaining to the club.
 - c. Responsible for ordering, selling, and maintaining the inventory of team uniforms and merchandise.
- 3. Secretary
 - a. Keeps minutes at all Executive and general club meetings and assures these minutes are available to all club members.
 - b. Maintains membership roster and membership files.
 - c. Notifies club members of meetings.
 - d. Responsible for club archives.
 - e. Assists with preparation all written documents for the club.
 - f. Keeps a record of all club members' volunteer hours for each quarter.
 - g. Assists with preparation of all written club documents.
- 4. Treasurer
 - a. Responsible for all financial matters.
 - b. Maintains a budget for the club.
 - c. Collects membership dues.
 - d. Reports to the Executive Committee and the members weekly on club finances.
- 5. Road Coordinator
 - a. Schedules group rides throughout the year.
 - b. Keeps records of participants at all road races.
 - b. Ensures that racers pre-register for road races when applicable.
 - c. Facilitates organization of a Road National Team.
 - d. Completes all necessary paperwork for race weekends.
 - e. Responsible for distribution, storage, and maintenance of all club loaner road bikes.
- 6. Mountain Coordinator
 - a. Schedules group rides throughout the year.
 - b. Keeps records of participants at all mountain races.
 - c. Ensures that racers pre-register for mountain races when applicable.
 - d. Facilitates organization of Mountain National Team.
 - e. Completes all necessary paperwork for race weekends.
 - f. Responsible for distribution, storage, and maintenance of all club loaner mountain bikes.
- 7. Road/Mountain Race Directors
 - a. Responsible for organizing Parkfield/Cal Poly Classic.
 - b. Parkfield Coordinator to be chosen during Fall quarter/Road Race Coordinator chosen during regular elections.

- c. Handles all paperwork with USAC, the school and all other affiliates.
 - d. Works to run a profitable race.
 - e. Organizes committees to help with different aspects of the event.
 - f. Responsible for keeping good relations with involved landowners.
 - g. Responsible for all safety considerations.
8. Social/Recruitment Director
- a. Organizes club socials and events that promote club unity.
 - b. Organizes Mountain and Road Banquets at the end of each respective season.
 - c. Responsible for recruiting new club members by way of events, flyers etc.
 - d. Organizes the 'Death Ride' twice a year, fall and spring.
 - e. Coordinates with Community Outreach for events like Open House and Week of Welcome.
9. Sponsorship Director
- a. Maintains contact with current sponsors to ensure positive relations and support.
 - b. Seeks sponsorship from companies and local businesses.
 - c. Organizes club sponsor orders.
10. Women's Coordinator
- a. Plans wheelwomen socials and rides to strengthen the women's club.
 - b. Works to encourage women membership and involvement.
11. Community Outreach Coordinator
- a. Attend meetings from local organizations including CCCMB, SLOBBC, UPD Commuter Access Services, and Rideshare to help plan and organize events.
 - b. Report to the club and/or officer core about pertinent things discussed at these meetings and encourage input from the team to bring to these organizations.
 - c. Help plan and encourage the Wheelmen to participate in community events.
 - d. Organize club booths for events including Week of Welcome, Open House and Farmers.
 - e. Communicate with local media about club happenings (Mustang Daily, SLO Tribune, etc.).
12. Fundraising Director
- a. Responsible for the weekly on campus bike fix.
 - b. Organizes fundraising events throughout the year (including Farmers, raffle, century, etc.).
13. Webmaster
- a. Responsible for maintaining existing graphics and other files.
 - b. Responsible for posting to and maintaining the clubs website.

Section B Nominations and elections
1. Nominations

- a. Nominations shall be taken for all elected positions, at least one week prior to the election.
2. Elections
 - a. Elections for officers on the Executive Committee will be held no later than the sixth week of the Spring Quarter, and formally announced at the beginning of Spring Quarter. The Election Night will be held during a weekly General Club Meeting.
 - b. All active members present during Election Night are eligible to vote.
 - c. A majority vote of all active members present during Election Night shall determine the elected position.
3. Term of office shall be 1 academic year.
 - a. Each term shall begin the week following election and will expire once an appropriate transition period has passed.
4. Recall
 - a. A two thirds majority vote is required from the Executive Committee or from the active membership to impeach an officer.
 - b. Either the Executive Committee or the Active Membership can vote to recall an officer.
 - c. A two thirds majority vote is required.
5. Vacancies
 - a. If a vacancy occurs in any office, an election will be held to determine a successor with at least one weeks notice to the general club.

Section C Officer requirements

1. Officers must have at least a 2.0 Cal Poly cumulative GPA at the time of nomination and election, and must maintain at least a 2.0 GPA while in office
2. All officers must act as active members of this organization during their term of office and for at least one year prior to taking office.

Article VI. Meetings

Section A Special meetings

1. The President and Vice President shall have the power to call special meetings within 48 hours by e-mail, 24 hours by phone.

Section B The Executive Committee must host a general meeting every week of the Fall, Winter and Spring Quarters. General meetings shall be held once a week for the same duration. The Executive Committee may cancel any meetings that do not precede a race weekend.

Section C The Executive Committee must hold a meeting every week of the Fall, Winter and Spring Quarters. Executive Committee meetings shall be held once a week for the same duration. The Executive Committee may cancel

any meetings that do not precede a race weekend. All Executive Committee meetings shall be open and made known to all active members.

Section D Roberts Rules of Order shall be referred to for all parliamentary procedures not covered in these bylaws.

Section E Quorum shall be 67 % of the active membership

Article VII. Committees

Section A Standing committees

1. Mountain Race Committee
 - a. This committee will be formed at the discretion of the Mountain Race Coordinator.
 - b. Membership of the Mountain Race Committee will be determined by the Mountain Race Coordinator.
2. Road Race Committee
 - a. This committee will be formed at the discretion of the Road Race Coordinator.
 - b. Membership of the Road Race Committee will be determined by the Road Race Coordinator

Section B Special committees

1. Formation
 - a. The Executive Committee may form special committees in order to conduct regular functions of the club as deemed necessary by the Executive Committee.
2. Scholarship Committee
 - a. The Scholarship Committee, formed yearly by the Executive Committee, consists of four members that recommends scholarships fairly on primarily a merit and secondarily a need basis.
 - b. The Executive Committee must approve the recommendations with a two-thirds vote.

Article VIII. Finances

Section A Club Representation: All members that collect money in the name of the club must deposit it into the club bank account within 48 hours or immediately notify the Treasurer that such funds exist. All ongoing collections must be regularly reported to the Treasurer.

Section B Executive Committee Endorsement: The Treasurer needs two-thirds approval from the Executive Committee in the form of a motion for any expenditure greater than \$50.00.

- Section C Dues:
1. The Wheelmen will collect dues yearly from each member
 2. The amount of dues per academic year will be determined by the Executive Committee.
 3. Dues will be collected by the Treasurer.
- Section D General Membership Endorsement: The Treasurer needs majority approval from the active club membership for any expenditure greater than \$500.00 excluding payment of past race fees to the host school
- Section E Financial Reports: The treasurer must state the financial status of the club at every Executive Committee meeting and weekly to the club members.
- Section F Gifts: The Executive Committee may accept on behalf of the club any contribution, gift, grant, bequest, or devise for the charitable or public purposes of the club.
- Section G Any payment by check made by the club must have two of the following three officers' signatures: President, Vice President, or Treasurer.
- Section H Funds must be administered through the UU Epicenter and within ASI policies and procedures

Article IX. Standing Rules

- Section A Standing Rules will be created by the Executive Committee and must lie in accordance with all ASI and California Polytechnic State University policies and regulations.
- Section B The Executive Committee or the general membership may propose amendements to Standing Rules. Amendements to the Standing Rules will lie in accordance with Article XI.

Article X. Advisor

- Section A Duties of the Advisor
1. Oversees the organization.
 2. Ensures that University policy is followed.
- Section B Advisor Requirements
1. The advisor shall be a member of the teaching or administrative faculty or staff that shall be approved in advance by his/her respective department head and school dean.

Article XI. Amendments

Section A Amendment Procedures

1. Any amendment to these bylaws must pass with a two thirds vote of the general membership and will become effective immediately. The Executive Committee will submit any amendment to these bylaws to State within five days of its adoption.

Section B Amendments must be approved by the Student Life and Leadership Department before becoming effective.

Article XII. Conflict

Section A These bylaws shall be in accordance with the ASI Bylaws and Codes, and the policies of the University.