

**CONSTITUTION AND BY - LAWS**  
**OF**  
**The Boeing Employees' Bicycle Club**

Preamble: We the members of the Boeing Employees' Bicycle Club do organize for the mutual recreation and pleasure of bicycling.

**CONSTITUTION**

**ARTICLE I           NAME**

Section 1 We shall be known as Boeing Employees Bicycle Club, hereinafter referred to as the BEBC.

**ARTICLE II           MEMBERSHIP**

Section 1 Membership shall be open to the following without regard to race, color, sex, age, religion, national origin, status as a disabled or Vietnam era veteran or the presence of a disability.

- a. Boeing employees and retirees.
- b. Spouse and eligible dependent children (as defined by the IRS) and domestic partners as defined by The Boeing Company of Boeing employees and retirees.
- c. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company, their spouse and dependents.
- d. Certain limitations may be imposed by the company on participation for other than company employees based on available staff, facilities and budgets.

Section 2 Annual dues shall be established by the Executive Board on a year-to-year basis and subject to approval by the membership.

**ARTICLE III           OFFICERS**

Section 1 The officers of the BEBC shall consist of a President, Vice President, Secretary and Treasurer. The Treasurer of the club executive board must be an active Boeing employee. Eligible candidates for President Vice President and Secretary of the executive board may be an active Boeing employee or a retiree of The Boeing Company.

**ARTICLE IV           DUTIES OF OFFICERS**

Section 1 President shall:

- a. Preside at business meetings.
- b. Be chairperson of the Executive Board.
- c. Call extra business meetings, appoint committees not otherwise provided for and fill protem vacancies as specified.

- d. Perform the duties of the Vice President in his/her absence.

Section 2 Vice President shall:

- a. Perform the duties of the President in his/her absence.
- b. Be responsible for the program and arrangements at the general business meetings.

Section 3 Secretary shall:

- a. Keep minutes of all Executive Board and other business meetings.

Section 4 Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Executive Board.
- c. Make disbursements only by check. A checking account will be set up and no check will be honored by the bank for payment unless signed by the Treasurer, such signature to be countersigned by the President or one other elected officer of the organization.
- d. Maintain all accounts and financial records to meet specifications set by Boeing Recreation.
- e. Review the bank statements with the executive board at board meetings.
- f. Review the financial records with an officer or club member upon request.

Section 5 The officers shall be collectively responsible for:

- a. Overseeing and coordinating the efforts of all major committees.
- b. Notifying members of all club meetings via the newsletter and website.
- c. Maintaining all required documents of the club.
- d. Reviewing the bank statements with the treasurer at board meetings.
- e. Performing such other duties as the offices may require.

Section 6 The Boeing Company shall provide a Recreation Advisor who shall serve as an ex-officio member of the Executive Board.

## **ARTICLE V ELECTION OF OFFICERS**

Section 1 The offices of President, Vice President, Secretary, and Treasurer shall be filled by election at the last regular meeting of the calendar year.

Section 2 Nominations for officers of the organization shall be made by a three-person Nominating Committee appointed by the President at the second-to-last meeting of the calendar year.

They shall present a list of nominations to the organization to be voted upon at the last regular meeting of the calendar year.

Section 3 No person is eligible to hold office who is not a dues-paying member of the organization.

Section 4 No member is eligible to hold more than one elective office at a time or be retained in office more than two successive term limits. The length of a term is defined as one year.

- Section 5 Only one member of a family, an active Boeing employee or Boeing retiree at a time is eligible to hold the office of President, Vice-President, Secretary, or Treasurer.
- Section 6 All elections shall be by a show of hands or, if any member requests it, by secret ballot.
- Section 7 Office vacancies of the President, Vice-President, Secretary and Treasurer must be filled within 60 days of vacancy either by appointment by the board or special election.
- Section 8 No officer or trustee shall receive any salary or wages by reason of office.

## **ARTICLE VI COMMITTEES AND BOARDS**

Section 1 There shall be an Executive Board, and three major committees.

Section 2 Executive Board

- a. The President, Vice President, Secretary, Treasurer, and the immediate past president, and other members appointed by the president.
- b. The Executive Board shall decide on all expenditures, promotion of activities, appointments of committees and the general government of the organization.
- c. The Executive Board shall meet at least twice per year.

Section 3 Committees

The BEBC major committees shall be the Rides Committee, Membership Committee and the Communications Committee.

- a. The Rides Committee shall develop a ride schedule.
- b. The Membership Committee shall maintain the club roster, mileage log, and provide new member focal point.
- c. The Communications Committee shall create our monthly newsletter and maintain the club webpage.
- d. Other committees or sub-committees to the major committees may be formed at any time to carry out the various club activities.

## **ARTICLE VII MEETINGS**

Section 1 Regular meetings shall be determined by the Board and listed on the newsletter and club webpage.

Section 2 Special meetings may be called at any time as determined by the President.

Section 3 All meetings will be conducted in compliance with Roberts Rules of Order.

## **ARTICLE VIII AMENDMENTS**

Section 1 This constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization. The proposal shall be received and acted upon at the next succeeding regular meeting of the club at which there shall be a quorum present.

- Section 2            Amendments may be acted upon at the announced meeting or by mail ballot. A two-thirds majority of the members present at the meeting or responding by mail ballot shall be required to adopt an amendment.
- Section 3            Written notice of the meeting shall be given three weeks prior to the meeting at which the amendment is voted upon.
- Section 4            All proposed amendments to this constitution and by-laws shall be submitted to Boeing Recreation for clearance before a vote by the membership.

**BY-LAWS**

**ARTICLE I QUORUM**

Section 1 A quorum shall exist when ten of the voting members are present at a meeting.

**ARTICLE II GENERAL PROVISIONS**

Section 1 Property or equipment purchased by BEBC with BEBC funds shall be considered club property and not the property of any individual member or group of members.

- a. As Club property it may be entrusted to the custodial care of Boeing Recreation.
- b. In the event of BEBC disbanding, club property shall revert to Boeing Recreation, to be handled in a suitable manner.

Section 2 Acquisition of any property, real, personal, or interest therein, in excess of \$1,000 valuation, shall receive approval by Boeing Recreation as submitted in the Budget Forecast.

- a. Real property shall be defined as land or buildings.
- b. Personal property shall be defined as any property which is movable (i.e., table, chairs, band saw, computer, etc.).
- c. Interest therein property shall be defined as that property which is leased or rented.

Section 3 The fiscal year for BEBC shall be from January to December, inclusive. All budgeting and financial accounting shall be rendered on this basis.

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Club President

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Recreation Staff  
The Boeing Company