

CONSTITUTION AND BYLAWS
Rocky Mountain Venture Touring Association
Revised February 11, 2016

This constitution and bylaws shall be used as the official organization plan for the Rocky Mountain Venture Touring Association. Items may be added, changed or deleted only as provided in Article VII.

ARTICLE I

SECTION I: NAME

This, a club, shall be known as “Rocky Mountain Venture Touring Association” and referred to hereafter also as RMVTA.

SECTION II: PURPOSE

The purpose of the club is to provide good family fun and entertainment while motorcycling in the mountains, other scenic areas of Colorado and surrounding states. We shall promote safety and courtesy to all.

ARTICLE II

SECTION I: MEMBERSHIP

There will be three types of membership:

- A. Charter Membership:** Those members originating and establishing these bylaws and constitution. Cutoff of charter membership shall be August 31, 1984. Membership thereafter shall be considered regular membership.
- B. Regular Membership:** This shall be members that have paid their dues and are then considered to be “in good standing” joining after August 31, 1984.
- C. Lifetime Membership:** This shall be members who are recommended by the Executive Committee and approved by the general membership where dues are forgiven, but all other rights and obligations of a regular member are retained.

SECTION II: DUES

A. Each family will pay annual membership dues. The amount of the dues for the next calendar year will be proposed at the October meeting and voted on at the November meeting. A majority vote by the eligible members in attendance at the November meeting is required for approval. Dues will be paid upon joining the club. If a new member or member couple joins on or after April 1, July 1, or October 1 a 75%, 50% or 25% of the normal dues rate will apply respectively. Thereafter, annual dues will be paid by the March meeting.

- B. When a member becomes delinquent in dues, they shall automatically be dropped from the club membership. Reinstatement of membership during that year requires payment of a full year's dues.
- C. Dues must be current for a member to be "in good standing."

SECTION III: EXPULSION

- A. Valid complaints submitted to the Executive Committee in writing for review may result in expulsion.
- B. Before final action is taken, a member considered for expulsion will have the opportunity to submit in writing his/her position on any expulsion charge. The member will also have the option of appearing before the Executive Committee to clarify his/her position. Thirty days notice will be provided to answer such a charge.
- C. Final action will be a vote by the general membership.

ARTICLE III

SECTION I: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the current presiding officers and the board of directors. No member of the Executive Committee shall fill more than one office.

- A. Officers: The officers of the club shall be president, vice-president, secretary, and treasurer. All officers shall serve for one year or until their successors are elected.
- B. Board of Directors: There shall be five board members comprised of the immediate past president as board chair, and four others to be elected. Every year two of the four board members shall be elected for a two-year term to provide for two experienced members to serve on the board at all times. If the President serves 2 successive terms, he/she shall appoint the board chair, from any of the current board members, since he/she is not allowed to be President and board chair at the same time.

SECTION II: NOMINATIONS

One month prior to the October meeting the immediate past president, as the board chair, shall appoint an Election Committee for the purpose of nominating officers. An election will be held at the November meeting, to choose by majority vote, the executive committee for the coming year.

SECTION III: ELECTIONS

Election of officers by majority of votes shall be held at the November meeting. With more than one member nominated for president, the vote shall be made via paper ballot, with the presidential nominations listed alphabetically by last name. The new officers will take office beginning in January. Absentee ballots shall be submitted via email or in writing by the members in good standing to the secretary and the board chair prior to the election. The board chair shall oversee and audit absentee ballots. Any regular, charter or lifetime member "in good standing" is eligible to vote and hold office.

SECTION IV: VACANT OFFICE

A vacancy will result should any member of the Executive Committee resign or be unable to hold office before the end of his or her term. Nominations for, and an election decided by a majority vote of the general membership “in good standing” in attendance at the next regular scheduled meeting shall fill such vacancy.

ARTICLE IV

SECTION I: PRESIDENT

The president is the chief executive officer of the club. The president shall preside at the general meetings and perform the duties of the office. The president may call special meetings of the officers and all members.

- A. He/she shall coordinate the Club Sponsorships with the assistance of the Vice President and/or Finance Chairperson. The President may also have other club members in good standing assist with dealing with sponsors. The President may also appoint other members in good standing to coordinate Club Sponsorships, especially if the member has close ties to the sponsor.
- B. Shall solicit and appoint a new Ride Committee Co-Chairperson at the October regular meeting for a two-year term. The first year is the understudy year and the second year of the term will be as the senior Ride Committee Co-Chairperson .

SECTION II: VICE PRESIDENT

The vice president shall perform the duties of the president in the absence of the president and perform any other appropriate duties as directed by the president. Club committees shall be coordinated by the vice president.

SECTION III: SECRETARY

The secretary shall:

- A. Attend all meetings and record all minutes and votes.
- B. Give all notices of meetings.
- C. Have custody of the club’s records, which consist of club meeting minutes, current bylaws, and other documents.

In the absence of the secretary from a meeting, the presiding officer shall appoint a secretary pro-tem.

SECTION IV: TREASURY

The treasury shall:

- A. Have custody of all financial obligations concerned with the club.

- B. Receive all funds for the club to be deposited in the club accounts.
- C. Pay all approved and budgeted club expenditures upon receipt of an invoice.
- D. Sign, in the name of the club, all checks for the payment of club obligations.
- E. Give a financial report as to the status of the club at monthly meetings and, if so requested, at any other meeting of the officers.
- F. Serve as a member of the Finance Committee.
- G. The outgoing treasurer shall remain as a member of the Finance Committee for the following year.
- H. Prepare an annual budget of the administrative costs with inputs from Committee Chairs.
- I. Be allowed to maintain petty cash not to exceed 50 (fifty) dollars. All petty cash expenditures must be documented with receipts.

Other obligations, debt, or liability shall not be incurred or paid by the treasurer without the specific approval of the general membership.

ARTICLE V

The following committees are to be the standing committees of the club and have the duties and responsibilities as described. The committee chairs are filled by member volunteers, or if the chair is left vacant, the vacant chair may be filled at the request of the vice president. The presiding officers may provide for "ad hoc" committees as necessary. Committees shall report their activities at the general membership meeting.

A. Ride Committee: The Ride Committee shall be comprised of two Ride Committee Co-Chairs that shall be appointed by the President at the October meeting. The senior Ride Committee Co-Chair will be the lead and the junior person is appointed for continuity of operations and will be the senior person in his/her second year. The Ride Committee shall prepare a schedule and coordinate all club rides adhering to the purpose as stated in Article I, Section II.

1. Prepare an annual budget.
2. Solicit Rides and publish a tentative Ride Schedule at the December meeting.
3. Publish a ride schedule and distribute it at the March meeting membership meeting.
4. Assure that all rides are coordinated and promoted.

B. Awards Committee: The Awards Committee shall be aware of events and activities of the club.

1. Prepare an annual budget.
2. Determine appropriate awards from information furnished by the Ride Committee and other sources.

3. Procure and/or prepare appropriate awards.
4. Present the awards at a function of the club.

C. Membership Committee: The Membership Committee shall provide for the new members those items necessary for an orientation to the club and the club purpose.

1. Prepare an annual budget.
2. Prepare and distribute packets to new members.
3. Introduce new members at the general membership meeting.
4. Maintain a current roll of all club members.
5. Recommend community activities and charitable events to be supported by the general membership and provide leadership and coordination of the general membership's participation.
6. Provide an expression of well wishes on behalf of the club to those members celebrating birthdays and anniversaries, provide an expression of sympathy on behalf of the club to those members who experience grief and loss, are ill or suffer other mishap.
7. Activate a calling committee to notify club members of emergency situations.

D. Activities Committee: Deleted by vote at February 2016 Meeting.

E. Newsletter Committee: The Newsletter Committee shall publish a monthly newsletter to inform the club members of current and future activities and events, and promote the purpose of the club.

1. Prepare an annual budget.
2. Compile, edit, and print information to be published in the newsletter format.
3. Mail newsletter not later than 10 days prior to the next general membership meeting.

F. Finance Committee: The Finance Committee shall:

1. He/she shall assist the President in solicitation of Club Sponsorships.
2. Establish a calendar for budget submission from the standing committees and others.
 - A. Coordinate budget submission from all standing committees and others.
 - B. Report to the general membership and gain approval of the budget at February's meeting.

G. Community and Member Relations Committee: Combined with Membership Committee by vote at February 2016 Meeting.

H. Historical Committee: The Historical Committee shall maintain a yearly “scrapbook” of materials of historic significance. The Historical Committee shall, at a minimum:

1. Obtain a group photo of current year’s Board of Directors.
2. Obtain a group photo of current year’s officers.
3. Obtain group photo of committee chairs and committee members.
4. Maintain copies of the year’s newsletters.
5. Maintain copies of all versions of the bylaws.
6. Maintain a copy of the current year’s ride schedule (ride book.)
7. Maintain a copy of current year’s membership list.
8. Make notes of significant accomplishments by RMVTA and RMVTA members and officers, etc.
9. Have a Historical Night each year at one of the general membership meetings.
10. Submit and maintain an annual budget.

ARTICLE VI

SECTION I: NOTICE OF MEETINGS

Notice of meetings shall be posted on the RMVTA Website and/or mailed with the Newsletter.

SECTION II: PRESIDING OFFICERS MEETINGS

The presiding officers shall communicate before the general membership meeting to finalize the plans and activities and to review the program.

SECTION III: BOARD OF DIRECTORS MEETINGS

The Board of Directors, chaired by the board chair, shall meet as a minimum twice a year. The board is finalized during the December general membership meeting and must report their first meeting results during the February general membership meeting. The focus of the first meeting should be what direction the club should take for the upcoming year and recommend changes to the Constitution and Bylaws. The second meeting should take place prior to the September general membership meeting to plan for transition for the new year. Special board meetings shall be scheduled as required. The president shall be present at the board meetings. Other Executive Committee members are encouraged to attend the board meetings.

SECTION IV: MONTHLY MEETINGS

The general membership meeting shall occur on a regularly planned evening once per month. If a meeting date changes for any reason, all members must be notified prior to such meeting.

SECTION V: SPECIAL MEETINGS

The president, or a majority of officers, may call special meetings of the general membership.

SECTION VI: ABSENTEE BALLOTS

Voting by absentee ballot is allowed for election of officers and changes to the bylaws. Proxy votes shall not be utilized.

SECTION VII: DISBURSEMENT OF CLUB FUNDS

Disbursement of club funds, other than those specifically budgeted, shall not be voted upon until the appropriate committee(s) has made recommendations to the general membership.

ARTICLE VII

SECTION I: AMENDMENT TO THE BYLAWS

The board is to conduct an annual review to the bylaws during the first meeting of each year. Any member in good standing may submit amendment recommendations in writing to the board for their annual review. Proposed bylaw amendments will be recommended by the board to the general membership. These proposed bylaw amendments are to be published in the newsletter, distributed via email or posted to the RMVTA Website prior to the ballot voting by the general membership at the next scheduled general membership meeting. The proposed amendment shall thereby be approved and adopted if two-thirds of the members "in good standing" at the meeting, including absentee ballots, vote in favor of the proposal.

ARTICLE VIII

SECTION I: PERSONAL LIABILITY

All persons or corporations extending credit to, contracting with, or having any claim against the club or its officers, shall look only to the funds and property of the club for payment of any such contract or claim or for payment of any debt, damage, judgement, or decree, or any other money that may otherwise become due and payable to them from the cooperation or the officers, so that neither the club members, the officers, past, present, nor future, shall be liable personally therefore.

SECTION II: SAFEGUARDING CLUB FUNDS

As banks no longer support two-signature checks, the President shall review expenditures and revenue streams at least once per quarter. At least two Executive Committee members must be authorized signatories on the checking and savings accounts.

ARTICLE IX

SECTION I: FISCAL YEAR

The fiscal year of the club shall be from January 1 to December 31.