

Kansas Cycling Association

Bylaws

Originated: November 6, 2004
Revised: November 2, 2007
Revised December 31, 2011

I. LEGAL NAME AND DESCRIPTION

Our exact legal name is Kansas Cycling Association. Throughout these bylaws, “KCA” will be used to represent Kansas Cycling Association. The KCA is a state-incorporated, federally recognized tax exempt 501(c) 4 organization.

II. MISSION STATEMENT

KCA’s mission is to promote and support bicycling at every level of the sport. The KCA enters into and implements certain legal contracts such as the Local Association Agreement on behalf of USA Cycling, Inc. (USAC). Our purposes are guided by:

1. Any Local Association Agreement with USAC,
2. The USAC rulebook,
3. Federal and state provisions regarding tax-exempt corporations, and
4. These bylaws.

III. MEMBERSHIP

Clubs/Event organizers are eligible to join the KCA by meeting all of the following:

1. Annually permit, promote and conduct a USAC race, or other USAC approved cycling event, in the State of Kansas through the KCA or in the State of Missouri in a county bordering Kansas.
2. Maintain Status as a USAC Club/Event Organizer in good standing with USAC and the KCA.
3. Remain in good standing, defined in “membership voting.”

IV. MEMBERSHIP VOTING

KCA club member presidents or their designated representatives maintain good standing and the eligibility to vote by the following:

1. Promote at least one race or other USAC approved cycling event within the previous race season prior to a KCA vote.
2. Attending KCA regularly scheduled meetings, send a designee, or decline in advance.
3. Not have any outstanding USAC/KCA fees at time of voting.

KCA club members who do not host a race or other USAC approved cycling event within the previous calendar year, have not paid the USAC/KCA fees, do not attend KCA meetings, or do not inform the KCA in advance of their inability to attend a scheduled meeting may become ineligible for voting until good standing criteria is met.

Voting may be conducted electronically or in person at KCA meetings. A voting measure may be adopted when at least one-half of eligible KCA members have voted (a

quorum), and the vote itself secures at least 51% approval. Items for voting must be presented for review to KCA members at least 10 days prior to the voting date.

V. KCA GOVERNMENT

- a. The KCA is governed by a Board of Directors (Board). The number of directors shall be no less than five (5) and no more than nine (9). Members are elected to serve two (2) year terms, with no term limits.
- b. Directors shall be individuals that are in good standing with USAC, hold a current USAC license (e.g., rider, official, coach or mechanic), and reside in Kansas or a county in Missouri bordering Kansas.
- c. Election of Directors shall occur at the annual meeting of the membership from nominations by KCA voting members in good standing or by self-nomination.
- d. The Board of Directors shall appoint officers after the Board is elected at the annual meeting. The officers may consist of a President, Permit Coordinator, Secretary, Upgrade Coordinator, Equipment Coordinator, Media and Communications Coordinator, Race Calendar Coordinator, Junior Coordinator, Official's Coordinator, State Championships and Series Coordinator, and Treasurer. Any Board members not appointed as an officer shall serve in an "at large" capacity. A director may hold more than one office.
- e. The Board meetings shall be held at times specified necessary by resolution of the Board. A minimum of four meetings per year, with at least two meetings open to KCA membership shall be held. Roberts Rules of Order shall be the rules of procedure at all meetings of the KCA and its Board of Directors and committees, unless the Law, these bylaws or Board policy provides differently.
- f. The Board will conduct both open sessions that allow KCA members to offer opinions and input on items for Board resolution, and closed sessions as deemed appropriate by the Board.
- g. The Board shall be responsible for the management of property and business of the KCA.
- h. The Board President shall sign the Local Association Agreement as a representative of the Board. The Board as a whole is responsible for the implementation of the Local Association Agreement.
- i. The Board will create an annual strategic plan, identifying goals and objectives for the KCA to meet on an annual basis. The strategic plan shall, at a minimum, include the essential elements of the USAC Local Association Agreement.
- j. KCA Board and KCA Members that have been selected by the Board may be fully or partially reimbursed for expenses accumulated while conducting KCA approved business in accordance with KCA Board guidelines.
- k. Any member of the Board can be removed before the annual election by a quorum vote (as defined in section IV) of the KCA voting membership.
- l. Any vacancy in the office of a Board officer shall be filled for the unexpired term by the Board at any regular meeting. A special meeting by the Board may be called for this purpose.
- m. After the Board has been selected by the membership, the Board convenes and selects the officers. The duties of the officers include but are not limited to:

President – The President shall preside at all meetings of the Board of Directors and of the membership; shall serve as ex-officio with vote on all standing committees; shall conduct the general and active management of the business of the organization and shall see that all orders and resolutions of the Board are carried out. The President’s duties will also consist of, but not be limited to, enforcing KCA rules, working with the Board to develop committees and/or special positions (i.e., webmaster), acting as a liaison between clubs and governing body representatives when necessary, negotiating corporate sponsorship for KCA, and seeking new ways to improve amateur cycling in Kansas. The President will act as or may appoint a representative to the officials and promoters to schedule, communicate and oversee. The President will act as a leader and if necessary, spokesman for the KCA.

Permit Coordinator – The Permit Coordinator will review and approve permit applications for USAC sanctioned events in Kansas.

Secretary – The secretary will record the minutes of KCA meetings, and record the results of votes taken at meetings and online. Additionally, the Secretary will be responsible for the safekeeping and storing of KCA documents.

Upgrade Coordinator – The Upgrade Coordinator is responsible for evaluating and managing all upgrade and downgrade requests. This position will also observe race results and communicate with racers if a discussion regarding an upgrade is warranted based on their race results.

Equipment Coordinator – The Equipment Coordinator is responsible for KCA equipment procurement, maintenance and use.

Media and Communications Coordinator – The Media and Communications Coordinator will serve as the KCA media relations contact and publicist for the KCA via the KCA website and through periodic press releases to local and regional print and broadcast media. This position will also communicate with the KCA membership via email and social media as approved by the Board. This position will develop, maintain and enhance the KCA Hall of Fame section of the KCA web site.

Official’s Coordinator – The Official’s Coordinator shall develop and maintain the KCA race roster for officials; recruit and coordinate officials for all races on KCA calendar; mediate between promoters and officials regarding expectations, costs, etc.; recruit and develop new officials; mentor new and existing officials; communicate with officials re officiating rule updates, races, etc.; officiate and observe officiating at races throughout the racing season; mediate between officials if conflicts develop; communicate with USAC re officiating rules and confirm correctness of officiating decisions made by KCA officials, as necessary; communicate with officials in other states regarding their programs and sharing of best practices; coordinate mentoring program that assigns new officials to veteran officials; develop official’s clinics for

new and existing officials; and develop and update KCA web site official's information.

Junior Coordinator – The Junior Coordinator shall serve as the liaison between the Board and juniors holding USAC licenses; and develop recruitment, training and racing opportunities for juniors.

State Championships and Series Coordinator – The State Championships and Series Coordinator develops the state race documents (RFPs for State Championships and KBAR, KBAT, KBCXR and KBCXT rules), develops the state championships and series calendars, tracks the champions and series points, posts championships and series information to KCA web site, posts champions and series winners to KCA web site, procures state medals and other awards and presents awards at annual awards banquet.

Race Calendar Coordinator – The Race Calendar Coordinator works with KCA and other state's promoters to develop annual race calendar; posts the calendar and updates on the KCA web site; updates calendar throughout year; and attempts to resolve date conflicts between promoters.

Treasurer – The Treasurer shall keep and receive the funds of the organization and shall place the same in such depositories as may be designated by the Board of Directors. Funds of the organization may be disbursed or paid out on the organization's behalf on the signature of such person or persons, and in such manner as the Board of Directors may from time to time designate. The Treasurer shall keep or cause to be kept such book or books, setting forth a true record of the receipts, expenditures, assets, liabilities, losses and gains of the organization as are in accord with good accounting practice and procedure or as may be designated by the Board. The Treasurer shall invoice and collect KCA surcharges on races promoted in Kansas and promoted in Missouri and utilizing KCA equipment. The Treasurer shall prepare and submit to the IRS and USAC all financial reports and IRS filings required by the IRS and the Local Association Agreement between USAC and the Board.

The remaining directors are considered "At Large" – Duties will consist of work within committees as directed by the Board. The At Large Directors may be asked to assume the duties of an officer if the officer is unable to complete their term for any reason.

VI. EVENT SCHEDULING

Following a completed bid process as laid out by the Board, the KCA will announce the dates of the Kansas State Championship events pertinent to Kansas racing as required by the USAC Local Association Agreement. KCA will publish a tentative race schedule of Kansas events forecast through the upcoming race season and attempt to mediate dating conflicts with promoters.

Complete permit applications as outlined in the USAC rulebook are due to the Permit Coordinator six weeks prior to the scheduled event, and must include the items specified by the USAC rulebook. Not meeting the permit application timelines, or submitting an incomplete application, may result in a denial of the application or additional application fees as outlined by USAC.

After the KCA has received a complete and approvable permit application and USAC issues a permit number, the KCA will change the tentative race calendar reservation to a scheduled event and schedule the officials for the event. As specified in the USAC rulebook, more than one event may be permitted on the same weekend if there are adequate officials available.

VII. KCA LIABILITY

The KCA shall purchase club insurance for liability purposes that protects the association and the Board.

VIII. DISSOLUTION CLAUSE

Upon dissolution of the organization known as Kansas Cycling Association, assets shall be distributed for one or more exempt purposes within the meaning of the Section 501(c) 4 of the Internal Revenue Code of 1986, or corresponding section of any future Federal Tax code, or shall be distributed to the Federal, state or local government for a public purpose. Any such assets not so disposed of shall be disposed of a by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

IX. BYLAW AMENDMENTS

These bylaws may be altered, repealed or amended by a majority vote of the Board, providing that notice of any such amendments shall first be given to each Director having voting rights at least ten (10) days before any regular or special meeting duly called for such purpose, and such amended Bylaws shall be notified to the membership at the next regular meeting of the membership.