

ORIGINAL SIGNED COPY

**By-Laws
of the
Southside Community Center's Bicycle Program**
(Also called RIBs: Recycle Ithaca's Bicycles, The Bicycle Program,
The Bicycle Project, and Operation Free-Bikes)

305 South Plain Street, Ithaca NY, 14850
Last modified on 3/9/92

These pages define the overall structure of the Southside Community Center's Bicycle Program: what it is trying to do, who is doing it, and who decides what things are done and how.

I. GOALS OF THE PROGRAM. The Southside Bicycle Program intends to serve the Ithaca community in the following ways:

- A. To promote and facilitate the use of bicycles for transportation and for fun.
- B. To provide bicycles to the community by recycling otherwise unused bicycles into safe and usable bicycles.
- C. To promote self reliance in the community by assisting the performance and learning of bicycle maintenance and repair.
- D. To promote and reward constructive community involvement by all segments of the community.
- E. To promote bicycle safety.
- F. To help people obtain helmets.
- G. To aid those experimenting with alternative human powered transportation vehicles other than conventional bicycles, to the extent that this complements other goals of the program.

II. AUTHORITY

A. The Southside Community Center:

- 1) Since the Bicycle Program is a Southside program, ultimate responsibility and authority belongs to the Southside Board and the Southside Director.
- 2) The Southside Center shall have one designated representative on the Bicycle Board.
- 3) The Southside Director will be provided a written copy of meeting minutes, including any decisions made and reports of any program changes. Southside will inform the Bicycle Board chair of any mandated changes in policy or procedures.
- 4) Amendments to Bicycle Program by-laws require approval of the Southside Board.
- 5) The annual budget, or any modifications to this budget, must be approved by the Southside Director or the Southside Board. Bicycle Program finances will be managed by the Southside Center. The Southside Center will allocate funds to the Bicycle Program, taking account of any Bicycle Board budget proposals. Money will be kept in Southside accounts.

B. The Board of the Bicycle Program (also called the Bicycle Board):

- 1) All operations of the Bicycle Program will be managed by the Bicycle Board. Such management will be consistent with the spirit and detail of these by-laws. All decisions will be made at Bicycle Board meetings. Duties of the Bicycle Board shall include, but not be restricted to:

- a) Amending the by-laws. Such amendments will require 3/4 majority vote of the Bicycle Board members present at a meeting with a quorum. The Southside Board must approve any amendments before they are included in the by-laws.
 - b) Designation of its own members or any other persons to take responsibility for any program tasks and for minor operational decisions.
 - c) Evaluation and approval of annual budgets. Appointment of a treasurer. Approval of expenditures. Establishment of procedures for the spending of money within the budget guidelines.
 - d) Selection of a chairperson.
 - e) Maintenance of forms, lists, minutes and records required by these by-laws.
- 2) If any Bicycle Board decisions are vetoed or mandated by the Southside Center, such decisions will be recorded at the next Bicycle Board meeting and will be included in any modified by-laws or policy forms.

III. MEMBERS of the BICYCLE BOARD. Bicycle Board members are generally expected to participate in Bicycle Program activities to the extent that they see fit. The Bicycle Board shall consist of people who are described by (A) or (B) below:

- A. The appointed Southside representative to the Bicycle Board.
- B. Any person who
 - 1) has attended at least two of the four previous Bicycle Board meetings (for the first two meetings of the Bicycle Board, the meeting attendance requirement is replaced by attendance at By-law meetings), and
 - 2) has declared their desire to be on the Bicycle Board, and
 - 3) upholds the spirit and policies of the organization as represented by these by-laws.
- C. A board member may take a leave of absence from any number of board meetings by announcing their desire to be on leave before the meeting(s). When on leave a board member's absence at meetings does not count as an absence and their membership is not counted in quorum counts.

IV. MEETINGS

- A. **Open meetings:** All meetings of the Bicycle Program will be open to all interested people. All people attending Bicycle Board Meetings may participate in discussions. Decisions made by the Bicycle Board will take account of opinions of non Bicycle Board attendees at meetings.
- B. **Schedule and Location:** The Bicycle Board will meet once a month unless a special meeting or change of schedule is approved by all Bicycle Board members or by a majority vote at a Bicycle Board meeting. Any change of location must be reported to all Bicycle Board members and posted on the door of the usual meeting place.
- C. **Quorum:** A quorum shall consist of at least 50% of the Bicycle Board members who are not on leave, with a minimum of three. If a quorum is present at a regular Bicycle Board meeting, any decisions may be made within these by-laws.
- D. **Majority vote:** All decisions (except amending these by-laws, as allowed for above) will be made by majority vote of the present Bicycle Board members. Such voting shall occur only after attempts have been made to achieve compromises that are acceptable to all Bicycle Board members.

- E. **Minutes:** Records will be kept at all Bicycle Board meetings of any decisions which are made. Such records will be presented at the following Bicycle Board meeting for approval. The log of these records will constitute the working policies of the Bicycle Program.


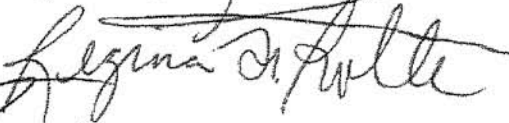

V. MEMBERS of the BICYCLE PROGRAM

- A. **Eligibility:** People who actively support the Bicycle Program and agree to abide by the spirit and policies of these bylaws may become members in the Bicycle Program without commitment to involvement at the level of Bicycle Board Membership. Membership will be recorded on a membership list.
- B. **Privileges and Responsibilities of Membership:** Members will be informed of any changes in meeting schedules and any major Bicycle Program news through postings at Southside and at the bicycle repair shop. Members will be invited to a membership party (at least annual).
- C. **Paid Staff and Volunteers:** Paid staff and volunteers are members of the Bicycle Program.

VI. DISSOLUTION

- A. If disagreement between the Bicycle Board and the Southside Board cannot otherwise be resolved, the dispute will be brought to the Community Dispute Resolution Center. If this fails, the Bicycle Board may vote to dissociate itself from the Southside Center, by the same procedures as other by-law amendments. Any such dissociation requires written agreement by the Southside Board. At the time of such dissociation, all materials collected by the Bicycle Program (e.g. tools, parts, bicycles, and shop lease) shall remain with the Southside Center unless otherwise agreed by both parties.
- B. If the Bicycle Program, in agreement with the Southside Center, agrees to cease operations, any loaned materials will be returned to their owners as well as can be determined. Accumulated tools, bicycles, parts and supplies will be distributed in a manner to be decided by the Bicycle Board, with Southside approval, at the time of dissolution.

As of 3/23/92, the following individuals ratify and agree to the statements and policies of this document:

Dave Rij Raman	
Regina Francisco Rolle	
Ken Ritter	
Karen Carrico	Karen Carrico
Dan Kuckes	Daniel S. Kuckes
Andy Ruina	Andy L. Ruina (3/23/92)
PATRICK McGRIFT	Patrick McGriff
PAUL SAYVETZ	Paul Sayetz
Anthony Foote	Anthony Foote
Crystal Jackson	Crystal Jackson
Amy Lewis	