

Utah Cycling Association Bylaws

(Updated and approved 02/12/2019)

I. LEGAL NAME AND DESCRIPTION

The exact legal name is “Utah Cycling Association”. Throughout this document, “UCA” and “Association” represent Utah Cycling Association. The UCA is an organization of Bicycle Racing Clubs, Race Promoters, and Officials from the state of Utah, South East Idaho, and Western Wyoming, acting in accordance with the national governing body of bicycle racing in the United States of America, USA Cycling (USAC).

II. MISSION

The UCA’s mission is to promote amateur bicycle racing in Utah, South East Idaho, and South West Wyoming, and to support and develop amateur athletes for national and international competition. The UCA coordinates an organized and balanced calendar of USAC-sanctioned race events, including but not limited to UCA Point Series events and State Championship events. The UCA also fosters effective communications among all Racers, Clubs, Officials and Promoters.

III. MEMBERSHIP

UCA cannot exist without membership from the Utah, South East Idaho, and Western Wyoming Cycling Communities. In this spirit:

1. UCA Membership is open to the general public and consists of USAC-affiliated Clubs, Race Promoters, and Officials who are currently in good standing. A UCA Member is defined as 1) a Club, 2) non club-affiliated Promoters as a group, or 3) non club-affiliated Officials as a group;
2. Membership fees will be determined by the Board of Directors and ratified by the Members at a Membership Meeting. Race Promoters as a group and Officials as a group are not required to pay a membership fee.
3. The UCA shall hold at least one Membership Meeting per year, typically in October, November or December;
4. Membership Meetings shall be governed in accordance with the UCA Articles of Incorporation, UCA Bylaws, and Robert’s Rules of Order Newly Revised. An informal environment shall be encouraged to the extent possible.

IV. MAJOR OBJECTIVES

The UCA shall strive to:

1. Coordinate and establish a balanced race calendar with minimal overlap between events.
2. Organize and administer a UCA Point Series that recognizes riders and Clubs/Teams from each category in the discipline of road.
3. Organize and administer State Championship events in road disciplines, including road race, criterium, time trial, and hill climb.
4. Develop a category system to facilitate the UCA Point Series and State Championship events.
5. Encourage Promoters to provide races that meet the category-specific USAC time and distance requirements for rider upgrades. (See Regulations)
6. Provide for effective communications among Racers, Clubs, Promoters, and Officials by encouraging a spirit of cooperation and volunteerism.
7. Seek to attract sponsorship in order to fund and support UCA activities.
8. Serve as a unified body that will best represent amateur Utah, South East Idaho, and Western Wyoming, bicycle racers in discussions, regarding their needs and desires, with their governing bodies.

V. EXECUTION

Event Scheduling:

1. UCA will hold one or more meetings annually to plan the calendar for the following year and adopt new or modify existing bylaws.
2. The Directors will finalize the calendar prior to January 1st of each year. Once the calendar is finalized, each Promoter must submit a \$200 deposit per event, with a current UCA Event Form prior to February 28th to hold their date on the calendar. Dates for which deposits have not been received by February 28th become open and may be claimed by another Promoter upon receipt of their event form and \$200 deposit.

Officers and Elections:

1. Officer positions will consist of The Executive Director and four (4) other Directors. The Executive Director and the Directors may appoint non-voting members as needed.
2. UCA directors shall be elected at the annual meeting. UCA directors shall be elected from the body of UCA Members and must be licensed and in good standing with the USAC. Directors will hold office for 2-year terms. Terms will be staggered so that the Executive Director and one other Director will be elected in odd years and the other 3 Directors will be elected in even years. Officers may be re-elected.

3. The Directors shall appoint an individual from a Club in good standing to act as the Election Official. The Election Official may solicit assistance from other individual(s). Election Officials must be in good standing and licensed with USAC.
4. In order to be eligible for election, an individual must be in good standing, licensed by USAC, and nominated in writing by a Club in good standing with the UCA. Nominations must be received 7 days prior to the start of the Membership Meeting at which elections are to be held. Individuals must accept the nomination in writing prior to the start of the Membership Meeting in order to be placed on the ballot. Write-in candidates shall be accepted if the candidate meets the above criteria with exception of the 7 day requirement.
5. Elections shall be held by secret ballot at the meeting. The individual(s) receiving the highest number of votes for each open position (Executive Director) or positions (Director) shall be elected.
6. The Directors shall assign the duties of each Director internally based on their abilities. Duties may include but are not limited to: Upgrades, Event Permitting, USA Cycling Liaison, Website, Event Calendar, Finances, Officials Liaison and Official Race Assignment, Promoter Liaison, Teams/Clubs Liaison, Sponsorships, Rider Liaison, Business Manager, and Results and Rankings.
7. A Treasurer shall be appointed who will be responsible for tracking spending, vouchers and income. The Treasurer will prepare the budget and finance reports for UCA meetings and annual reports for USA Cycling. At the discretion of the Executive Director and the Directors, the Treasurer may write checks for reimbursement after a voucher form has been submitted and approved.
8. UCA Directors may be removed before the end of their respective term by a 2/3 vote of the Members in good standing.
9. In the event that a Director's position is vacated, the remaining Directors may name a replacement to finish out the term and reassign duties.

Voting:

1. Each UCA Club in good standing will have one vote. Non-club-affiliated Promoters will have one vote as a group, and non-club-affiliated licensed USA Cycling officials will have one vote as a group. Clubs, Promoters and Officials shall each designate one individual as a delegate for each Membership Meeting. Delegates must be licensed by USAC.
2. Voting will normally take place at an official UCA meeting. In order for voting to occur, a quorum of 50% of the UCA Club/Promoter/Official Delegates must be present.
3. Agenda items will be solicited at least 30 days prior to any scheduled membership meeting. Agenda items may be submitted to any Director. The Directors shall publish an agenda 14 days prior to any Membership Meeting.

The agenda shall be sent by email to each club president and shared with the membership per Section VI.

4. Unless acting on behalf of their respective Member, the Directors of the UCA shall not be allowed to vote.

VI. COMMUNICATION

The UCA will utilize any form for communicating with the cycling public.

VII. COSTS AND FUNDING

The UCA will seek to secure sponsorships in order to:

1. Fund its operating costs and expand its function.
2. Fund the purchase of equipment that can be used by UCA members to help promote their events and to enhance the quality of UCA events. This equipment will be transported from one race to the next by the member Clubs/Promoters and they will be responsible to safeguard and care for the equipment until it is passed on to the next member club. Nonmembers will be able to rent the equipment if a member club does not need it. Any Club/Promoter or individual who loses or damages any UCA equipment shall be responsible for repair or replacement. Any Club/Promoter who fails to repair or replace damaged or lost equipment may be placed in poor standing by The Directors, subject to ratification at the next Membership Meeting.
3. The UCA will disclose its balance sheet to its Members at least annually at the Membership Meeting and on the UCA Website.

VIII. SAFESPORT AND CRIMINAL BACKGROUND CHECKS

1. Criminal background checks ("CBC") and SafeSport training are required to be completed by (i) all staff and board members of the UCA and (ii) any person who is authorized, approved, or appointed by the UCA to (a) a position of authority over an athlete who is a minor or (b) to have frequent contact with athletes who are minors.
2. CBC's should be conducted prior to an individual beginning any role described above in Subsection 1, and must be completed every two years thereafter. All CBC's must comply with USA Cycling's Criminal Background Check Policy as amended from time to time. USA Cycling's Criminal Background Check Policy is published on USA Cycling's SafeSport website.
3. All individuals in roles described in Subsection 1 shall also complete SafeSport education training (i) before regular contact with an athlete who is a minor begins, or (ii) within 45 days of beginning any such role.
4. It is each individual's responsibility to complete the CBC and SafeSport training as outlined above. Any costs incurred by an individual may be reimbursed by the UCA Treasurer upon submission of a completed UCA Reimbursement Voucher and proof of completion.

IX. DISSOLUTION CLAUSE

Upon dissolution of the organization known as Utah Cycling Association, assets shall be distributed for one or more exempt purposes within the meaning of 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 by a court of competent jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes.

X. BYLAW AMENDMENTS

Changes can only be made by a 2/3 vote of the UCA Club Delegates present at subsequent Membership Meetings.