

# **Bylaws and Standing Rules of Order of the United Sidecar Association**

## **I. DUTIES OF THE BOARD**

Members of the Board, as defined in Article III of the Constitution, assume applicable duties as spelled out by Robert's Rules of Order Newly Revised. Additional duties to the positions appear below.

### **A. PRESIDENT**

Votes as a member of the Board only to break a tie vote, or, to provide a simple majority vote.  
Acts as an ex-officio member of all committees as stated in Article V of the Constitution.

### **B. VICE PRESIDENT**

Is the Manufacturer Liaison and also performs duties as stated in Article IV, B1 & B2, of the Constitution. In Addition, he/she may be called upon to carry out special projects by the Board. These may include special surveys, managing the State Representatives or acting as temporary Rally Chair or any other such tasks as the Board may ask and to which he/she agrees.

### **C. SECRETARY**

The Secretary shall handle all official correspondence of the USCA and shall keep minutes of all meetings of the membership and Board except the ongoing virtual meeting that is held online as that meeting is self-documenting.  
The Secretary shall perform such other duties as may be prescribed by the Board and those that pertain to the office.  
The Secretary also reports the actions taken by the Board to the membership by posting in The Sidecarist.

### **D. TREASURER**

Collect all monies due the association and handles all disbursements on behalf of the Association.  
Submits quarterly informal financial reports and a formal Financial Statement to the Board at least once a year, or more often, as required. The formal Financial Statement shall be posted in The Sidecarist to be available to the entire membership.  
He/she shall, at the expense of the USCA, give bond for the faithful performance of his/her duties if requested to do so by the Board of Directors.  
Files all necessary forms/reports, etc., in regard to the club being incorporated as a not-for-profit organization, when due.  
He/she shall file all necessary tax returns when due.

## E. REGIONAL DIRECTORS

A Regional Director is a member of the USCA who, represents the membership and maintains contact with local sidecar clubs or associations within the Director's region, recruits State Representatives, coordinates meets and rallies within their region, promotes sidecar safety, obtains access to trade shows and recommends sites and clubs to host USCA National Rallies.

1) The seven regions of the USCA may be grouped as follows:

**NORTHEAST:** The states of CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA and WV, as well as the District of Columbia and the Canadian provinces of Prince Edward Island, New Brunswick, Newfoundland, Nova Scotia and Quebec.

**SOUTHEAST:** The states of AL, FL, GA, MS, NC, SC, TN,

**MIDWEST:** The states of IL, IN, KY, MI, OH. The Canadian province of Ontario.

**NORTHWEST:** The states of WA, OR, ID, MT, WY, and AK, as well as the Canadian provinces of Alberta, British Columbia, Saskatchewan and the Yukon Territory

**SOUTHWEST:** The states of CA, NV, UT, AZ, CO, NM, AND HI

**NORTH CENTRAL:** The states of ND, SD, NE, MN, IA, and WI, as well as the Canadian provinces of Manitoba and the Northwest Territories

**SOUTH CENTRAL:** The states of KS, MO, OK, TX, AR, LA

2) Additional countries or continents may be added to a Director's region upon approval of the Board.

## F. Full Board Members / Liaison Board members

1) Voting United Sidecar Association Board members are to be defined as those who were elected to represent the general membership by a vote of the general membership. Except as in item 5. Below.

2) No Board member shall hold more than one position on the Board or have more than one vote at any time.

3) Although there may be board members who are included on the board of directors as a "liaison" representing varied other interests related indirectly or directly to the USCA, at the discretion of the current board, these members will not be allowed to vote as a regular board member.

4) Liaison board members may be added or dismissed at any time at the discretion of the serving board of directors by a majority vote of the board.

5) If a vacancy exists in the Voting Board Members listing it can be filled by a member in good standing after accepting a nomination and receiving a majority vote by the current Board members. THIS WOULD MAKE HIM/HER A FULL BOARD MEMBER WITH THE RESPONSIBILITY TO VOTE ON BOARD DECISIONS.

6) No member of the Board of Directors may receive remuneration of any kind for services to the USCA, except as described here: Members of the board of directors, members of USCA and other individuals may be reimbursed for out-of-pocket expenses incurred in providing services for the benefit of the USCA, provided such services and expenses are authorized in accordance with policies and procedures that may be established by the board. Expense claims are to be made using the Expense Report form (on file with the Treasurer.)

See below for listing of voting board member positions. No other members will have the right to vote in any board decisions.

Board members who vote are the following:

President (as defined and limited in the constitution)

Vice President

Secretary

Treasurer

All seven Regional Directors

## **II. ASSOCIATION ADMINISTRATION**

The USCA Board, may appoint members to the Association Administration to perform necessary functions of the USCA, who do not vote as members of the Board and are not required to attend Board Meetings. At the discretion of the board, appointees may participate in board discussions to offer their insights and experience to board deliberations. Association administration appointees may receive remuneration for services rendered at the discretion of the board. Appointees may also be reimbursed for out-of-pocket expenses incurred in providing services for the benefit of the USCA, provided such services and expenses are authorized in accordance with policies and procedures that may be established by the board.

Their descriptions and duties are as follows:

#### A. EDITOR

- 1) Produces The Sidecarist, the official news journal of the United Sidecar Association, Inc. The Board will review the publishing guidelines on an annual basis and adjust them as necessary to meet the budget set forth for the next fiscal year.
- 2) Production of The Sidecarist may involve such media as is deemed appropriate by the Board at the time. This may include traditional print and/or such new media as becomes available.
- 3) Communicates sidecar events and activities between himself/herself and the Publicity Chairman.
- 4) Communicates with all elected club officers and appointed administrator's, to conduct business necessary to publish an accurate and informative news journal.
- 5) Communicates with club members for articles to be published in The Sidecarist.
- 6) Coordinates with other club members and administration appointees to do the business of the club.
- 7) The Editor of The Sidecarist, will post a notice in the September – October issue, stating which elected positions will be open for the following year and the deadline date for submissions.
- 8) The Editor will insert an election ballot into the May-June issue of The Sidecarist, along with the deadline date and mailing address where ballots are to be sent. This does not preclude the option to use electronic voting.
- 9) Other special assignments and/or projects a may be agreed upon with the Board.
- 10) The Editor of The Sidecarist may be compensated for fulfilling such duties as outlined in the Bylaws and Constitution. The Board shall review and adjust, if necessary, the compensation annually.

#### B. ADVERTISING MANAGER

- 1) Manages the promotional and paid advertising accounts of the USCA, in The Sidecarist and on Sidecar.com.
- 2) Manages all advertising accounts on the USCA Web Site.
- 3) Forwards any monies collected on behalf of the USCA to the Treasurer in a timely manner, using the Income Report form (on file with the Treasurer.)
- 4) Uses and maintains copies of the applicable USCA advertising contracts and forwards copies of all advertising contracts to the Treasurer.
- 5) Other special assignments and/or projects a may be agreed upon with the Board.

#### C. STORE MANAGER

- 1) Maintains inventory of and sells USCA materials. Collects all necessary sales tax.

- 2) Designs, adds, deletes, items for sale in the club store with approval of the Board.
- 3) Coordinates with the Editor to create display ads for USCA merchandise.
- 4) Forwards any monies collected on behalf of the USCA to the Treasurer in a timely manner, using the Income Report form (on file with the Treasurer.)
- 5) Forwards all expense reports in a timely manner, using the Expense Report form (on file with the Treasurer.)
- 6) Other special assignments and/or projects a may be agreed upon with the Board.

#### D. NATIONAL RALLY CHAIR

- 1) Supervises the National Rally for the current year.
- 2) Submits a monthly financial report to the Treasurer.
- 3) Maintains regular updates to the Board regarding the status of the rally plans and keeps the rally plan document up to date.
- 4) For his/her term the National Rally Chair shall have full access to the Board's online forum. This access may be extended to the Chairpersons of upcoming scheduled national rallies.
- 5) Other special assignments and/or projects a may be agreed upon with the Board.

#### E. MEMBERSHIP REGISTRAR

- 1) Maintains a current membership roster, informing members of renewal dates and processing all applications and renewals.
- 2) Coordinates with the Editor to provide information necessary to production of The Sidecarist including the creation of mailing lists and/or labels.
- 3) Monies collected by the Membership Registrar on behalf of the USCA, will be forwarded to the Treasurer in a timely manner, using the Income Report form (on file with the Treasurer.)
- 4) Maintains a current list of Regional Directors and State Representatives.
- 5) Maintains a current copy the club Bylaws & Constitution.
- 6) Maintains a current copy of the USCA Emergency & Friendship Directory.
- 7) Prepares the annually published USCA Emergency and Friendship Directory.
- 8) Other special assignments and/or projects a may be agreed upon with the Board.
- 9) The Membership Registrar, may be compensated for fulfilling such duties as outlined in the Bylaws and Constitution. The Board shall review and adjust, if necessary, the compensation annually.

#### F. PUBLICITY CHAIRMAN

- 1) Manages the promotion accounts of the USCA.
- 2) Manages the free and exchange advertising accounts in The Sidecarist.
- 3) Communicates sidecar event information to, the Editor, USCA Regional Directors & State Representatives, known sidecar clubs, motorcycle publications and motorcycle events listings on the Internet.
- 4) Maintains a list of known sidecar clubs.

- 5) Assists the Rally Chair, in publicizing the USCA National Rally.
- 6) Other special assignments and/or projects a may be agreed upon with the Board.

#### G. STATE REPRESENTATIVE

- 1) A member of the USCA who is the contact person for other sidecarists and promotes the USCA in any motorcycling Expo or event in their state.
- 2) May organize local activities that promote sidecaring
- 3) Exhibits a willingness to answer questions about our sport and promote general good will toward sidecars.
- 4) Recruits, in a gentle and non-aggressive manner, interested people to become members of the USCA.

### III. TERM OF OFFICE

A position can be retained by a member of the Board as long as:

- 1) Current dues are not in arrears.
- 2) He/She maintains active contact with the Board during that term, participates in Board discussions and acts in the best interest of the USCA.
- 3) An inactive Board member may be removed only after establishing a history of non-contribution to the activities of the Board and a two-thirds vote of the other Board members.
- 4) Terms in office are two years and elected to overlap so that the complete Board is not replaced all at once.
- 5) The positions of President, Treasurer, Northeast Regional Director, Northcentral Regional Director, Midwest Regional Director and Northwest Regional Director, will be elected during the odd years and the positions of Vice President, Secretary, Southwest Regional Director, Southeast Regional Director and Central Regional Director, will be elected during the even years.
- 6) Any member of the Board, may resign his/her position after giving at least (30) days written notice to the Board, of intentions to be excused from office.
- 7) In the event of a vacancy occurring on the Board, such nominations for a replacement will be solicited by the Board through notification in The Sidecarist, or, at a general membership meeting, and submitted to the Board for consideration and voting by the Board. A majority vote by the current Board members is required to fill a position. The filled position will serve out the remainder of the term that was vacated with full voting responsibilities as stated in these Bylaws section I.F.5.

## **IV. VOTING PROCEDURES**

### **A. BOARD MEETINGS**

- 1) Any motion acted on in a real-life meeting, by the Board, must pass by simple majority vote of the Board present.
- 2) Any motion acted on through electronic communication, by the Board, must pass by two-thirds vote of the Board.
- 3) Any motion to change in membership status, as described in Articles II.A or II.C of the Constitution, shall require two-thirds vote of all Board members. Any motion to change the Bylaws, will be acted on as described in Article VII of the Constitution. The membership shall be notified of the change. The Board will vote to break any tie in an election situation as stated in Article IV.A.1 and 2 of these Bylaws.

### **B. GENERAL MEETINGS**

General Meetings will be considered an assembly of the membership present, the results of votes taken having the status of recommendations to the Board, which are to be considered further at the next Board Meeting, or, may be voted on by the Board immediately at the discretion of the President.

- 1) All members in good standing, including Associate Members, at a General Meeting, can vote.
- 2) Actions will be considered by the Board, if passed by a simple majority of members present.

### **C ELECTION OF THE BOARD**

- 1) If running unopposed, the candidate must receive at least one (1) vote to be elected to the office.
- 2) In a contest of two (2) or more candidates, the candidate with the majority of votes received, will be considered elected to the office. In the event of a tie vote, the Board will decide the question according to Article IV.A.6 of these Bylaws

## **V. NOMINATION AND ELECTION PROCEDURES**

### **A. NOMINATION**

Positions on the Board are elected for two year terms, the nomination of members to positions on the Board for positions being voted on in the current year shall begin January 1, end on April 1, and repeat each year hence.

An Election Chair will be appointed by the incumbent Board for the upcoming election and will be a member not serving on the current Board or seeking election. Contact information for the Election Chair will be published both on Sidecar.com and in The Sidecarist.

- 1) All participants, nominators, nominees and voters shall be members in good standing of the USCA as of the date of their participation in the election process.
  - a) Send the name of the person you wish to nominate to the Election Chair. For nominations, you may use either the post office or e-mail. Nominations may be made starting January 1, but must be made by April 1. Postmarks and/or e-mail time stamps will be used to determine timely nominations.
  - b) The Election Chair will verify that all nominees are members in good standing and, in the case of Regional Directors, that the nominee does live within the region.
  - c) Members may nominate themselves for office but must follow confirmation procedures and meet all eligibility requirements.
- 2) The nominee must confirm acceptance of the nomination. The confirmation must include a statement indicating acceptance of the nomination and the nominee's name, address, phone number and membership number. For confirmations, you may use either the post office or e-mail. Any candidate statements and photos are to be sent directly to the editor of The Sidecarist for inclusion in the May/June issue.
- 3) Confirmations must be received by April 10. Postmarks and/or e-mail time stamps will be used to determine timely confirmations.
- 4) The candidate statements and photos will appear in the May-June issue of The Sidecarist along with a ballot. Postmarks and/or timestamps will be used to determine timely ballots. All members may vote for President, Vice President, Secretary and Treasurer, but may only vote for Regional Director candidates within their region.

## B. ELECTIONS

The election of the portion the Board standing for election will begin on May 1, end June 1, and repeat each year hence.

Completed ballots shall be postmarked or timestamped no later than June 1 of the current election year to the Election Chair.



The Election Chair bring the unopened paper ballots to the national rally where a committee of members who are not running for office or deemed to have a vested interest will open and tally them. The Election Chair will combine the result of the paper ballot voting with the result of any other votes submitted by any means authorized by the Board. He will report the result to the President or the person representing the President at the rally and that person will announce the names of those elected to the membership attending the rally at the General Meeting. That person will also communicate the results to the Editor who will post the names of those elected in The Sidecarist.

If the national rally is held earlier in the year than the elections, the procedure will conform as closely as practical. The President will make the result public on our website and in The Sidecarist.

The President shall inform all successful candidates of the election result to as soon as possible, after the General Meeting. Successful candidates will start serving in office as soon as results are final.

## **VI. BUSINESS OF THE ASSOCIATION**

A. The President may, without other approval, make or authorize an expenditure of up to Five Hundred Dollars (\$500.00).

B. Any capitol asset or investment acquired by the Association with a value of more than Two Thousand Dollars (\$2,000.00), will only be obtained after majority approval by the Board.

Receipt by the Treasurer of the request for such asset and of the approval of the Board, will be considered full authority to the Treasurer to release such funds for the purchase of such assets or investment.

C. Payment of all services rendered to the Association shall be requested from the Treasurer by invoice submitting an Expense Report (copy on file with the Treasurer) along with copies of invoices and /or receipts.

D. All expenditures by the Treasurer, more than \$1000, shall require verbal approval of the President. All expenditures by the Treasurer, more than \$2000, shall require written approval of the President.

E. Email is an approved media for any and all communications regarding the business of the USCA. General care and best practices are to be employed to defeat possible fraud and verbal confirmation of questionable email is suggested.