

# Schlumberger Cycling Club - Bylaws

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## Article I - Name

- The name of the club is the Schlumberger Cycling Club (SCC), located in the Greater Houston area of Texas. The Schlumberger Cycling Club consists of an informal group of Schlumberger employees and their family members, guests and other associates who engage in cycling and related activities. No Schlumberger company, and no officer, director, agent, or other representative of Schlumberger organizes, sponsors, guarantees or otherwise supports the Schlumberger Cycling Club or its related events and activities. Schlumberger employees and others, who participate in the Schlumberger Cycling Club and related events, do so at their own risk.

## Article II - Objectives

- SCC is an employee, employee's family and friends cycling club that rides year round on the west side of Houston. In fact we're open to all riders who share our commitment to safe cycling and enjoying the sport. Numbers grow dramatically in January each year with the express purpose of getting fit, having fun and completing the MS150 in April. Not secondarily we raise money for the National MS Society. We organize supported training rides from January to April in the run-up to the MS150 Houston to Austin ride. During the summer and fall we have regular weekly club rides. From time to time we may plan special rides. The objectives of the SCC are:
  - Promote safe cycling and enjoyment of the sport.
  - Train for and raise money for the MS150 Bicycle Tour from Houston to Austin
  - Provide community outreach opportunities
  - Provide opportunities for employee wellness.

## Article III - Basic Policies

- The following are basic policies of the SCC:
  - The SCC shall be non-commercial, non-sectarian, non-partisan and non-profit.
  - The name of the SCC or any members in their official capacities shall not be used in any connection with a commercial concern for personal gain or for any purpose not related to the promotion of the objectives of the SCC.
  - Individual SCC officers or members may not make commitments that bind the SCC unless acting within the scope of their duties; or, lacking such scope of direction, without majority approval of the executive committee.
  - Ownership of sponsor donated or club acquired cycling equipment; components and/or materials shall reside with the club.
  - Sponsor donated funds and/or equipment shall be used exclusively for SCC activities.
  - In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as may be amended from time to time.
  - A website, [www.slbcycling.com](http://www.slbcycling.com), shall be available to the membership. The bylaws will be accessible to the membership on the website.

## Article IV - Membership

- SCC Membership shall be made available, without regard to race, color or national origin, to anyone who is a Schlumberger employee, an employee's family member, or recommended for membership by an employee and who subscribes to the objectives and basic policies of the SCC. A Schlumberger employee includes any current or past employee of Schlumberger or its affiliates. The membership types are as follows:
  - Single membership – one rider
  - Family membership – covers up to three riders in an immediate family.
  - Minors are ineligible for single membership. Minors may join only in a family membership with parent(s) or guardian(s) and must be accompanied by parent or guardian to SCC activities.

## **Article V – Enrollment, Dues and Fees**

- Club membership requires execution of a liability waiver by each member and the payment of annual dues. Annual membership is for the calendar year. Annual memberships are due December 31. The executive committee has the right to close membership at any time.
- The executive committee may revoke membership of any member for conduct inconsistent with the policies of the club.
- January 31 is the deadline for dues payment.
- Annual dues are set by the Executive Committee.
- Dues are reviewed annually.

## **Article VI – Officers and Their Election**

- The officers of the SCC shall be
  - Captain
  - Treasurer
  - Membership Coordinator
  - Ride Coordinator
  - SAG Coordinator
  - Clothing Coordinator
  - Safety Coordinator
  - Ride Routes and Maps Coordinator (Map Maker)
  - Historian
  - Communications & Sponsorship
  - Bastrop Camp-out Coordinator
  - Adopt-A-Highway Coordinator
  - Campus Coordinators
- The Executive Committee shall serve as the nominating committee for officers. The executive committee or any member can nominate officer candidates.
- The officers for the incoming year shall be elected by a majority vote of the SCC members present at the August general meeting.
- The newly elected officers will take office on September 1.
- SCC adult members, whose dues are current, are eligible for office.
- Only Schlumberger employees or employee family members may hold the position of Captain, Treasurer, Safety Coordinator and Ride Coordinator.
- Any member elected may hold more than one office.
- The current Captain will conduct the annual election.
- Each member will have one vote.

## **Article VII - Executive Committee**

- The Executive Committee will be comprised of the Captain, Treasurer, and Ride Coordinator.
- The Executive Committee shall have the authority to formulate policies, initiate programs, appoint committees and perform as necessary for the effectiveness and success of the club.
- The Executive Committee shall interpret these bylaws.
- In all things, the Executive Committee is responsible to the SCC membership. It is especially charged to keep the SCC members informed through the website and emails and to be open to initiatives and concerns of the SCC members.
- In the event of an office vacancy during the year, the executive committee with a majority vote of the executive committee can fill the vacancy.

# **Article VIII - Duties of Officers**

## ***Section 1. Captain***

- Secure annual funding from Schlumberger for the club.
- Manage sponsor relationships.
- Manage relationship with MS150.
- Gather input and set direction of the club.
- Assist other officers as needed.
- Manage and coordinate improvements to club website to streamline club operations.
- Insure recognition of all club volunteers.
- Arrange and oversee Pasta dinner.
- Oversee and manage Club support for the MS150.
- Report and publicize club activities and results internally and externally.
- Announce annual club meeting to the membership and preside over the meeting.
- Preside over officer meetings as they occur.
- Contribute articles to website

## ***Section 2. Treasurer***

- Establish and maintain the by-laws for the club.
- Maintain club balance sheet on quarterly basis and annually produce the financial statement and budget.
- Provide analysis and recommendations to the club officers on budget matters.
- Collect and deposit all funds of the club in a secure interest bearing account.
- Disperse club funds in accordance with by-laws.
- Contribute articles to website

## ***Section 3. Membership Coordinator***

- Collect annual membership dues. Cross check dues payment against website enrollment and MS150 registrations. Maintain list and resolve issues directly with members.
- Manage member and volunteer recruitment.
- Report on membership statistics as needed.
- Pass money received to Club Treasurer.
- Maintain quality of membership data on website.
- Contribute articles to website.

## ***Section 4. Ride Coordinator***

- Set 14-week training ride schedule leading up to MS150.
- Rides should progressively increase in difficulty & distance.
- Start point and route overlap conflicts should be vetted with ConocoPhillips & Chevron team schedules. (If we are first to publish then they have to work around us instead of the other way around.)
- Check for start point and route overlap conflicts with other events such as Fayetteville Stage. Race, Chappell Hill Bluebonnet Festival, charity rides, local events (check Chambers of Commerce websites and call them in start location towns).
- Request and get permission to use start point. This applies to most starts except for the Fulshear Park n Ride, City Park in Sealy and Beason's Park in Columbus. SF Austin State Park requires site reservation (done on-line) well before the event and notification of our plans with the local park officers one week in advance.
- Bring route maps to the ride start.
- Notify local police in start point town by Wednesday on week of ride.
- Notify county sheriff(s) of ride in all counties we traverse by Wednesday on week of ride.

- Review safety issues from the previous year's rides with the Safety Officer.
- Set ride schedule for unsupported rides outside MS150 training schedule.
- Reminder email to club of upcoming ride by Wednesday each week.
- Organize special club rides, track events or club participation in selected charity rides as required.
- Contribute articles to website.
- Review safety issues after each training ride with the Safety Officer, SAG Coordinator and Mapmaker.

### ***Section 5. SAG Coordinator***

- Recruit SAG support for all training rides on the schedule.
- Maintain & update SAG Guidelines.
- Maintain privacy of members private information.
- Maintain & organize SAG Equipment & Bike Maintenance Supplies.
- Print out Rider Sign In/Out list and four Emergency contact lists for SAG Drivers
- Contact each SAG driver by Monday on week of ride to:
- Confirm participation.
- Deliver and review SAG guidelines & answer any questions.
- Stress importance to be there by 7:30. Might even want to give advice on how long the drive should be for them.
- Work with Route & Map Coordinator to:
- Ensure SAG drivers are on map.
- Add other markings as needed on map.
- Make SAG plan for each ride:
- Two break point SAG's and two roaming SAG's.
- Set breakpoint locations.
- Identify troublesome turns on the route and set plan to mark them for riders.
- Appoint lead SAG driver. Assign specific responsibilities to each SAG driver.
- Determine food & water needs for each ride and buy centrally or assign to SAG drivers. Insure reimbursement of expenses to SAG drivers.
- Distribute supplies to SAG's and collect supplies afterward.
- At a minimum, Lead SAG & one Club Officer to remain at start location until all riders are accounted for.
- Contribute articles to website.

### ***Section 6. Clothing Coordinator***

- Plan clothing needs for the club. New Jersey design every two/three years.
- Manage relationship with clothing supplier.
- Manage inventory. Insure adequate supply each year. Plan for new riders to have jerseys by mid-March.
- Expand clothing line as appropriate.
- Create website catalog of available clothing items for purchase.
- Clearly define on website one or more mechanisms for acquiring clothing items.
- Contribute articles to website.

### ***Section 7. Safety Coordinator***

- Establish and maintain the club safety plan.
- Represent the SCC on the MS150 Safety Committee.
- Manage the club rider skills training program.
- Keep track of club safety performance.
- Contribute articles to website.
- Review safety issues after each training ride with the Ride Coordinator, SAG Coordinator and Mapmaker.
- Participate in training ride route planning with the Ride Coordinator and Mapmaker.

## ***Section 8. Ride Routes and Maps Coordinator (Map Maker)***

- Maintain club files of ride routes and directions to start.
- Confirm training ride route safety with TXDOT two weeks prior to ride.
- Post updated ride map with SAG drivers by Wednesday.
- Provide more detailed route map for SAG drivers.
- Over time, add the following features to ride map files:
  - Merge ride map and directions into one pdf file.
  - Add county boundaries to ride maps.
  - Add trip distances to difficult turns.
  - Note poor riding surfaces.
- Store all route files in editable file format on website in Map Maker folder.
- Contribute articles to website.
- Review safety issues after each training ride with the Ride Coordinator, SAG coordinator and Safety Officer.
- Participate in training ride route planning with the Ride Coordinator and Safety Officer.

## ***Section 9. Historian***

- Create and maintain club profile and history page on website.
- Submit weekly ride summary to “article” and to “news”.
- Gather and post photos to website.
- Generate slide show for club pasta dinner.
- Contribute articles to website.
- Record minutes of annual club meeting and officer meetings.

## ***Section 10. Communication & Sponsorship Coordinator***

- Produce communication media as needed by the club. This will primarily be material used for recruiting of new members or for fund raising purposes.
- Manage and expand club sponsors.

## ***Section 11. Camp-out Coordinator***

- A few weeks after the MS150 get with the Captain and determine the campout date and an estimated number of sites to rent. The date should not include Easter Sunday. The number of campsites should include more than anticipated as we can always turn in extras. We rented 7 in 2005 and 12 in 2006. We accommodated everybody but in both cases we could have used a few more.
- Reserve sites early. This requires a down payment for the first night for each site. Campsites reservations fill up months in advance so we need to reserve more than we think we will need. We can always turn back extras later. The park allows reservations 264 days in advance. Take advantage of this. Soliciting participation at this point is fruitless as most people do not think about going camping this far in advance and if you wait until a few weeks before the campout there will be no sites left.
- A few months and then a few weeks before the campout remind SAG coordinator several times they need to arrange SAGs for both rides of the campout
- A few months and then again a few weeks before the campout remind the ride coordinator several times they need make plans for both rides.
- Solicit participation a few weeks in advance of the campout to determine estimated attendance. A good rule of thumb is to allow 1 site for each 5 people. Sites are allowed to hold up to 8 adults.
- Send email to all members describing in detail what they need to bring and what to expect. Do not rely exclusively on articles or discussion groups. Few people read discussion groups or articles so you have to push the information.
- A week before the campout turn back extra sites
- Go up early the first day of the campout and secure sites close together. The park will not let you reserve sites unless you are present.

- Leave a note at the front of the park in the place provided as to where the Schlumberger sites are so that late arrivers know where to go after the park office closes
- Be prepared to answer questions via email and phone. Many of these will be questions already answered in previous email and articles. Do not become overly annoyed.
- Watch the weather and send out email reminding campers to dress accordingly and bring appropriate camping gear.
- Contribute articles to website.

### ***Section 12. Adopt-A-Highway Coordinator***

- Arrange quarterly Adopt-A-Highway dates
- Liaise with DOT
- Make arrangements to have trash bags, pickers and vests at start of trash pickup
- Coordinate activities for day of trash pickup with Ride Coordinator
- Send DOT required "Brag Sheet" back to DOT for record of event
- Send photos of event to SCC Historian

### ***Section 13. Campus Coordinators***

- Manage rider recruitment campaign on campus.
- Participate as needed to represent club on campus.
- Report and publicize club activities and results on campus.
- Contribute articles to website.

### ***Section 14. Dues Privileges***

- The privilege of holding office, introducing motions and debating shall be limited to the SCC members whose dues are current.

## **Article IX - Meetings and Special Meetings**

### ***Section 1. Club meetings***

The SCC shall hold an annual meeting of the membership to elect officers for the coming year and to handle other business as may be placed on the meeting agenda by the officers or membership. The captain shall notify membership of the meeting via email with at least 10 days advance notice. A simple majority of attending members shall pass motions. All actions shall be recorded in meeting minutes.

### ***Section 2. Officer meetings***

The executive committee may call an officers meeting as necessary throughout the year.

## **Article X - Committees**

### ***Section 1. MS150 Committees***

- Pasta Dinner
- Food buy
- Starting Line
- Lunch stops
- La Grange
- Austin
- Massage Therapists
- Houston Baggage Retrieval

## ***Section 2. Independence Committee***

## ***Section 3. Education Expedition Committee***

## ***Section 4. Bike The Bend Committee***

## ***Section 5. Other Ride Committees***

## **Article XI - Fiscal Year**

- The fiscal year shall begin September 1 and end on the following August 31. Cash reserve carried into a new year shall be limited to fifteen thousand dollars (\$15,000.). Funds in excess of this amount at year end shall be donated in the name of the SCC to the National MS Society.

## **Article XII – Club Sponsors**

The executive committee may establish relationships with commercial entities for the express purpose of gaining access to benefits for the club or its members. In return the SCC provides exposure and publicity to these entities through signage on the club website, clothing, and club physical sites. Past examples of benefits received by the SCC or members include:

- Mechanic support at training rides (BWF)
- Tiered-discount purchases from bike store (BWF)
- Preferred access to training programs (BWF)
- Transportation support during the MS150 (Ceva Logistics)
- Water Bottles (SECU)

## **Article XIII Training Partners**

- The Executive committee may accept participation by other smaller cycling clubs to the SCC training rides and MS150 experience, if deemed to further the objectives of the SCC. Typically, this will require “at a minimum” each individual participant to join the SCC as a regular member. Additional terms may be agreed by the executive committee and the other club depending on the level of engagement anticipated. Clubs that have worked with the SCC in this way recently are; Amerada Hess, Newland Communities, Texas Instruments, St. Thomas High School, Mariner Energy, Land Tejas, and Transocean.

## **Amendments**

- These bylaws may only be amended by the following procedure:
- The executive committee will prepare and vote on all proposed bylaw changes.
- A website announcement and/or an email to the membership containing the proposed bylaw changes with voting meeting date and time shall be distributed at least seven (7) days prior to the meeting.
- Each SCC executive committee member present for the vote shall have one vote.
- Committee members may vote at a meeting set aside for that purpose or a minimum of 24 hours prior to that meeting by email addressed to the club captain.
- A simple majority of the SCC members voting must approve the proposed bylaws for adoption.
- All amendments will be adopted upon approval vote.