

# Century Road Club Association

## National By-Laws

Revised and Adopted, February 1, 1912

### PREAMBLE.

The name of this organization is the CENTURY ROAD CLUB ASSOCIATION, and it is incorporated as a Club under the laws of the State of New York, with headquarters in the City of New York, N. Y.

Its objects are to foster and promote road riding upon bicycles and kindred vehicles and to act as a repository of road records made thereon; to secure improvement of public roads and highways; and generally to advance the interests of cycling.

It shall also encourage the riding of centuries. A "century" may be specifically defined as the riding of one hundred statute miles within a limited time, the limit for a century ridden upon a bicycle being fourteen consecutive hours.

## BY-LAWS.

### MEMBERSHIP.

1. Any white cyclist recommended by two members shall be eligible to membership, under the rules governing admission hereinafter provided.
2. All members are members of the CENTURY ROAD CLUB ASSOCIATION but for convenience of government may be separated into Divisions, as hereinafter provided.
3. There shall be two classes of members, to be known as Annual Members and Life Members.
4. All members of the Association shall be subject to all rules embodied in these By-Laws or that may be adopted as hereinafter provided.

### OFFICERS.

5. The officers of the Association shall consist of a President, a First Vice-President, a Second Vice-President, a Recording Secretary, a Financial Secretary, and a Treasurer.
6. The officers of each Division shall consist of a Centurion, a Secretary, and a Treasurer; together with such other officers as may be specified in the By-Laws of the Division.
7. All retired National Officers shall constitute a National Advisory Committee.
8. The officers of the Association shall constitute the Executive Committee.
9. The National Board of Governors shall consist of the Executive Committee, the Centurions of the several Divisions, and the Chairman of the National Advisory Committee.

## DUTIES OF OFFICERS.

10. The President shall preside at meetings of the Executive Committee and of the National Board of Governors; shall have general supervision of the affairs of the Association and shall, in conjunction with any other two officers of the Association, issue such orders, or determine such questions of immediate importance as may arise, as would the Executive Committee when in session, reporting same in writing at the next meeting of the Executive Committee or of the National Board of Governors.

11. The Vice-Presidents shall assist the President and in his absence shall preside over meetings of the Executive Committee and of the National Board of Governors, in the order of their seniority of rank.

12. The Recording Secretary shall issue notices of meetings and shall keep accurate record of all proceedings; shall have the custody of the seal of the Association and of all papers and records not specifically placed in the charge of other officers or committees; and shall certify papers as directed.

13. The Financial Secretary shall receive and receipt for all dues paid to him by the Secretary of each Division, shall keep an accurate account thereof and turn same over to the Treasurer at least once each month. He shall keep a complete record of the members of the Association in a book to be known as the "Register of Members"; shall enter in such register in numerical order the names of new members, shewing

as to each the date he received the application, the name of the first proposer, the date of election to membership, and the date of expiration of membership. He shall issue membership cards bearing the name and number of the member and the date to which dues have been paid; and shall issue orders for such insignia as may be designated by the National Board of Governors. He shall report in writing at each meeting of the National Board of Governors the number of members in good standing, as shown by his records, in each Division, with a list of all new members since the last preceding report and a list of members renewing during such period. He shall submit at each meeting a written list of all members in arrears for more than sixty days, showing date of expiration of membership as to each.

14. The Treasurer shall receive and receipt for all moneys of the Association coming into his hands, and shall pay bills after the same shall have been approved and ordered paid by the National Board of Governors and such action certified upon the face of each bill by the Recording Secretary.

15. The Financial Secretary and the Treasurer shall give bonds to the Association, in such sum as may be required by the Executive Committee; the expense thereof to be paid from the funds of the Association, and the bonds to be filed with and securely kept by the President.

16. The Centurion of each Division shall be the representative of his Division on the National Board of Governors, and as a member of

such Board shall be entitled to cast one vote for each twenty-five members in good standing of his Division; provided, that in any event he shall be entitled to cast one vote. He shall be prepared to discuss all matters of importance pertaining to his Division at the meetings of the National Board of Governors; shall preside over all meetings of the Division, and of its Board of Directors; and shall exercise such powers, and perform such duties, as may be specified by the By-Laws of the Division.

17. The Secretary of each Division shall keep an accurate record of the proceedings of all meetings of the Division and of its Board of Directors; shall receive all applications for membership in the Division; shall receive and receipt for the dues paid as hereinafter provided by members of the Division; and shall, at least once each month, pay one-half of such dues to the Financial Secretary of the Association and the remaining one-half to the Treasurer of the Division. He shall keep a Register of all members of the Division, showing date of receipt of application, name of first proposer, date of election, number assigned; and termination of membership; shall keep an accurate account of all dues received and turned over to the designated officers; shall complete accepted applications by entry of the indicated information and transmit same to the Financial Secretary immediately after election to membership; shall promptly report to the Financial Secretary all payments of renewal dues; and shall at all times furnish such

information as to the Division membership as may be required by the Executive Committee or the Division Board of Directors.

18. The Treasurer of each Division shall receive and receipt for all moneys of the Division, and shall care for the same, and make payments therefrom, as directed by the Division Board of Directors.

19. The Secretary and the Treasurer of each Division shall give bonds to the Association, in such sums as may be required by the Executive Committee; the expense thereof to be paid from funds of the Division, and the bonds to be filed with and securely kept by the President.

20. All officers shall, at the expiration of their term of office and when their successors shall have been elected and have qualified, turn over to their successors all records, moneys, and property of the Association, or of any Division thereof, in their custody; exchanging invoices and receipts. All officers of the Association and of the Divisions, who are accountable for moneys, shall render a semi-annual statement to the Executive Committee, within fifteen days after the periods ending June 30th and Dec. 31st of each year, showing in detail the sums received during such period, all payments made, the balance on hand, and a list of known obligations.

#### THE EXECUTIVE COMMITTEE.

21. The Executive Committee shall have general supervision of the business affairs of the Association; supervise the audit of the accounts of

such officers of the Association, and of the Divisions, as are chargeable with the accounting for funds; and prescribe rules, not in conflict with these By-Laws, for keeping accounts and records of the Association and of the several Divisions. It may suspend any Division officer, upon charges duly presented in writing, and designate a member to perform the duties of such office pending investigation of the charges, which shall be considered and acted upon by the Executive Committee as soon as practicable thereafter; and if the charges be sustained, it may admonish such officer or declare the office vacant. It shall have the power to consider and render a final decision upon all matters of dispute involving two or more Divisions.

22. A quorum of the Executive Committee, for all ordinary routine business, shall be three members present in person; but when acting in a judicial capacity there must be at least four members present in person.

23. The Executive Committee shall meet whenever a call therefor is issued by direction of the President, the notices to be mailed at least five days prior to the date of meeting. It may adopt a rule to hold stated meetings at regular periods. When necessary a meeting may be held without the formal five days' notice, provided at least three members be present; but in such case no motion shall be declared carried unless the vote thereon be unanimous and be so recorded in the minutes of the meeting.

24. A record of all action taken at the meetings of the Executive Committee shall be prepared in writing and submitted to the National Board of Governors at the next regular meeting of such Board.

#### NATIONAL BOARD OF GOVERNORS.

25. The National Board of Governors shall have general charge and control of the affairs of the Association, and shall in general determine the policy and course of action to be pursued by the organization in carrying out the objects for which it is incorporated. It shall hold regular meetings each month, except July and August. Notice of meetings shall be mailed to each member at least seven days prior to the date fixed for the meeting.

26. A quorum of the National Board of Governors shall be such number of its members, present in person or by proper written proxy, as shall represent a majority of the votes which all members of the Board would be entitled to cast. A proxy may be general in its character or restricted by defining specifically the action to be taken thereunder, and it must be given to some other member of the Board.

27. The National Board of Governors shall have power to take any necessary action upon all matters not provided for herein, and to make any rules and regulations not in conflict with these By-Laws for the purpose of carrying out the objects of the Association.

**NATIONAL ADVISORY  
COMMITTEE.**

28. All members in good standing who have held any National office shall constitute the National Advisory Committee. In January of each year such members shall meet at a time and place to be fixed by the retiring President and shall elect one of their number Chairman; and thereafter the Committee shall meet upon the call of the Chairman. It shall be the duty of the Committee to consider any matter of importance to the organization, and to advise the National Board of Governors when deemed proper or when requested so to do. The Chairman of the Committee shall be ex-officio a member of the National Board of Governors and as such entitled to cast one vote at any meeting of such Board.

**COMMITTEES.**

29. There shall be three standing committees of the Association, to be designated as the "Committee on Legislation," the "Committee on Road Records," and the "National Auditing Committee." The Committees on Legislation and Road Records shall each consist of three members appointed by the President. The National Auditing Committee shall consist of one member of the National Board of Governors, who shall be the Chairman, and one member of each Division, to be appointed by the President.

30. The Committee on Legislation shall consider and advise on all legal matters pertaining to the Association; shall have charge of all proposed amendments to these By-Laws, and advise as to their proper form and legality; and shall conduct the annual election as hereinafter prescribed.

31. The Committee on Road Records shall keep accurate minutes of road records made by members of the Association, and shall, with the approval of the Executive Committee, make rules and regulations to govern the presentation of claims therefor and the evidence required to substantiate such claims; shall have full charge of all national century and mileage competitions; and shall furnish such certified reports from its records as may be required by the Executive Committee or the National Board of Governors. It shall also keep minutes of such records made by persons not members of the Association, as may be required by the National Board of Governors, provided the records be made in full compliance with rules established therefor by said Board.

32. The Chairman of the Committee on Road Records shall issue orders for century bars to members presenting claims therefor supported by satisfactory evidence, and when a member shall have ridden one hundred centuries, or multiple thereof, he shall also issue, without application, an order for a gold and blue enameled bar, to be designated a "100 Centuries" bar, and such order shall bear a serial number, which number shall be engraved upon the bar.

33. The Chairman of the Committee on Legislation, and the Chairman of the Committee on Road Records, shall be entitled to attend all meetings of the National Board of Governors, and shall have the right to speak on questions pertaining to the work of their respective committees, but shall have no right to vote.

34. The National Auditing Committee shall audit accounts as required by these By-Laws; the accounts of each Division to be audited by the Chairman and the member appointed from such Division, and the accounts of National officers to be audited by the Chairman. All reports made by the Committee shall be in writing.

#### DIVISIONS.

35. The Executive Committee may establish Divisions in any locality; define the territorial limits thereof, which shall be confined to a single State; and appoint a Centurion, a Secretary, and a Treasurer to facilitate the organization thereof.

36. Each Division shall adopt such By-Laws for its local government, not in conflict with the National By-Laws, as may be deemed to the best interest of the Division; provided, however, that such Division By-Laws shall not become operative until they shall have been approved by the Executive Committee, after they have been submitted to the Chairman of the Committee on Legislation and transmitted, with his written opinion and recommendation, to the Executive Committee.

When approved a certified copy of the resolution of approval adopted by the Executive Committee shall be sent by the Recording Secretary to the Secretary of the Division, and the approved copy of such By-Laws shall be filed by the Recording Secretary and securely kept in the archives of the Association.

37. The By-Laws of each Division shall provide for a Board of Directors, to have general charge and control of the affairs of the Division; which Board shall consist of the three Division officers herein named and such additional officers and Directors as may be specified in such By-Laws.

38. Each Division shall be the sole judge of the qualifications of all applicants for membership therein, presented by persons eligible to membership in the Association.

39. In case a member of a Division removes his residence to the territory of another organized Division, such member may retain his membership in the Division of which he was a member at the time of removal, or he may apply to the Board of Directors of the Division to which he has removed to have his name placed on the rolls of such Division; and, in case he is not accepted therein, may continue a member of the former Division or become a member at large, his number and expiration of membership not being affected in any event. A member of the Association in good standing may also transfer his membership from one Division to another, or to membership at large, or from membership at large to any Division, upon obtaining a written release from the Board of Directors of

the Division of which he is a member, or from the National Board of Governors if a member at large, and the acceptance of his membership as above.

40. Each Division shall in all matters endeavor to advance the interests of the entire Association, and shall, so far as possible, aid each other and co-operate for the benefit of all. In any event where a prize is awarded to the Association, in competition with any other club or clubs, such prize shall be the property of the Association; but the right to its custody shall vest in the Division to which the member or members winning it are attached; or, if members of more than one Division participated in the winning, the right to its custody shall vest in the Division represented by the greatest number of competitors.

41. No Division shall levy any assessment or attempt to collect any fees or charges other than the membership dues as fixed herein, or as may be subsequently fixed by amendment of these By-Laws as hereinafter provided; but nothing herein shall be so construed as to prohibit the Association, or any Division thereof, from providing for special events for which a specific fee may be charged to those voluntarily participating, or from furnishing additional facilities to such members as may voluntarily agree to pay a specific sum therefor; provided, however, that no part of the membership fees received shall be expended in payment for additional facilities restricted to such members as pay extra fees or charges therefor. No Division shall incur any obligation

whereby it may be subsequently called upon to pay a greater sum than it has at the time on hand in excess of all known indebtedness, without first obtaining authority therefor from the Executive Committee upon submitting an estimate of the amount, with reasons for entering into the obligation, and an explanation of the sources from which it is expected funds will be available to meet it.

#### DUES.

42. The dues of annual members shall be two dollars, payable in advance.

43. The dues of life members shall be twenty dollars, payable within thirty days after notice of election; and if not so paid the election shall be void and of no effect.

44. Annual members in good standing may be elected to life membership upon payment of twenty dollars less one dollar for each payment made as an annual member during the preceding period of uninterrupted membership since July 1, 1901.

#### MEMBERS.

45. Annual members shall be entitled to renew such membership by payment of the annual dues during the yearly period for which dues have been paid and within sixty days thereafter.

46. After the date to which dues have been paid members shall be considered as in arrears; and during the period they are so carried shall not be entitled to any of the rights and privileges of mem-

bership in the Association. Members in arrears shall be debarred from the exercise of all privileges in meetings, and from all National and Division competitions and events restricted to members of the Association.

47. Members shall be notified, by the officer to whom dues are payable, of the date the membership expires at least fifteen days prior to such date; and a second notice shall be sent to members in arrears about twenty days after the date of expiration.

48. An application for membership at large may be made by any person eligible for membership in the Association. Such application shall be sent to the Financial Secretary, and shall be acted upon by the Executive Committee. Dues of members at large shall be paid to the Financial Secretary, who shall pay same over to the Treasurer of the Association.

49. Any person eligible for membership, whose application therefor has been rejected by a Division, may apply for membership at large.

50. The membership cards issued to new members by the Financial Secretary shall show the date of expiration of membership as one year from the last day of the month within which he receives the accepted application.

51. Members in arrears for more than sixty days shall be dropped from membership by the Executive Committee.

52. The Division Board of Directors shall have jurisdiction over all charges preferred in writing against any member of the Division. A copy of the charges shall be furnished the member against whom they are brought not less than ten days prior to the date fixed for trial, when such member shall be heard in person or otherwise as he may elect. If, after trial, any member be found guilty of conduct detrimental to the interests of the Association, the Board of Directors, after the approval of the Executive Committee has been secured, may admonish or expel such member from the Division.

53. All members in good standing shall receive free of charge any official organ, or other paper, published by the Association; and the Executive Committee may make arrangements with any journal regularly published to insert club news, and matters of interest to members, so that members may procure the issues containing such matter at a cost to each member not exceeding twenty-five cents per year; and the Executive Committee shall have authority to use funds of the Association, if available, to defray the cost of such publication.

54. The numbers assigned to members shall not be changed except by a re-assignment of lower numbers to fill vacancies arising through the loss of members from any cause; such re-assignment to be made by the Financial Secretary, with the approval of the Executive Committee, at the commencement of any club year, and to be so made as not to alter the relative numeri-



cal standing of any member. Members dropped by resignation, or any other cause, shall be readmitted as new members only, and shall be so entered on the Register of Members.

55. It shall be the duty of each member to promptly advise the Financial Secretary of any change in address, and the Financial Secretary shall at once furnish such information to other officers whose duties require the keeping of a list of members with addresses.

56. Every member of the Association in good standing at the date of the annual election shall be entitled to cast one ballot for each of the officers of the Association; and every member of a Division, in good standing, shall be entitled to cast one ballot for each of the Division officers and Directors.

#### ELECTIONS.

57. All officers of the Association, and all officers and directors of the several Divisions, shall be elected annually by ballot, in the manner hereinafter prescribed.

58. The National Board of Governors at its regular October meeting shall appoint a National Nominating Committee, consisting of five members of the Association in good standing, to nominate officers of the Association for the ensuing year; and if there should fail to be a quorum of such Board present at said meeting, or at an adjourned meeting held on or before October 15, the Executive Committee shall at once appoint the National Nominating Committee as above.

59. The Board of Directors of each Division shall, not later than October 15th of each year, appoint a Division Nominating Committee, consisting of five members of the Division in good standing, to nominate all Division officers and directors for the ensuing year.

60. Independent nominations may be made by petition, signed by at least ten members in good standing entitled to vote for the person so nominated.

61. The nominations made by the National and Division Nominating Committees shall be filed with the Chairman of the Committee on Legislation not later than the second Tuesday in November, and all other nominations shall be so filed not later than the fourth Tuesday in November. The Chairman of the National Nominating Committee shall also, immediately after nominations of officers of the Association shall have been made, transmit to the Centurion, and to the Secretary, of each Division, a list of the nominations made by such committee.

62. The Committee on Legislation shall prepare the official ballot, cause the same to be printed, and shall mail one copy to each member of the Association, in good standing, at the last known address of members as shown by the records of the Financial Secretary, not later than the first Tuesday in December; and it shall be the duty of the Financial Secretary to furnish a list of all members, with addresses, to the Chairman of the Committee on Legislation, at least seven days prior to such date of mailing. The ballot shall bear the names of all

members in good standing nominated for the various offices of the Association, and for Division officers and directors. Separate ballots may be prepared for use by the members of the several Divisions; and the expense of printing and mailing the ballots shall be apportioned between the national organization and all of the Divisions.

63. The members shall vote in accordance with the instructions printed on the ballot and forward the ballots, by mail or otherwise, to the Chairman of the Committee on Legislation, so as to reach him not later than six o'clock p. m., on the third Tuesday of December. Any ballot received after such date and hour shall have the time of receipt marked upon the envelope and shall be filed with other rejected ballots. The ballots shall be at once canvassed by the Committee on Legislation, or, if the members of such committee cannot be in attendance, by the Chairman thereof assisted by at least two members of the Association, in good standing, and a written report of the result shall be certified by the canvassers to the Executive Committee, through the Recording Secretary. Such report shall show the number of votes cast for each person voted for, for each of the several offices and as a Director of any Division.

64. The Chairman of the Committee on Legislation shall place on each ballot received a distinguishing mark and, after the ballots are canvassed, shall place all valid ballots in an envelope, which shall be sealed and preserved for thirty days; during which period a recount shall be

had upon the written request of any nominee, who shall be entitled to be present and examine the ballots during such recount. The rejected ballots shall be sealed in a separate envelope and shall also be preserved, subject to examination in case of a recount, for thirty days. The Chairman of the Committee on Legislation shall also prepare a list of all members voting, showing the Division, if any, of which each voter is a member; with a separate list of members sending in ballots rejected from any cause; and shall forward same to the Executive Committee for filing.

#### VACANCIES.

65. Should any office of the Association become vacant the President shall fill same by the appointment of a member in good standing for the unexpired term. Any vacancy in a Division office, or in the Board of Directors, shall be filled by the Centurion of such Division.

#### RESIGNATIONS.

66. Resignation of a National office, and resignations of members at large, shall be addressed to the Recording Secretary and acted upon by the Executive Committee. All other resignations shall be addressed to the Division Secretary and acted upon by the Division Board of Directors. No resignation of membership shall be accepted if presented by a member in arrears, or against whom charges have been filed.

67. Notice of a resignation of membership accepted by a Division Board of Directors shall be promptly transmitted to the Financial Secretary by the Secretary of the Division; and such notice shall show the date the resignation was tendered and date of acceptance.

#### AUDIT OF ACCOUNTS.

68. The accounts of all officers charged with the custody of moneys of the Association, or of a Division, shall be audited quarterly, as soon as practicable after March 31st, June 30th, September 30th, and December 31st; of each year, by the National Auditing Committee.

#### ANNUAL MEETINGS.

69. There shall be an annual meeting of the National Board of Governors in January, following the close of the year for which the members of said Board had been elected, at a date upon which the officers and standing committees of the Association can present complete reports in writing of the work of the preceding year. Such meeting may be held jointly with the first regular meeting of the National Board of Governors entering upon its duties for the year. At the annual meeting the order of business shall be as follows: Roll call; report of the President; report of the Recording Secretary; report of the Financial Secretary; report of the Treasurer; report of the Chairman of the Committee on Legislation; report of the Chairman of the Committee on

Road Records; report of the Chairman of the Auditing Committee; reports of other special committees; and unfinished or referred business; after which in case of a joint meeting the new officers shall be installed and a meeting of the new Board held.

#### AMENDMENTS.

70. These By-Laws may be amended by the National Board of Governors at a regular meeting, or at a special meeting called for such purpose; provided, however, that such meeting shall be held not less than thirty days after notice shall have been sent to each member of the Association in the manner hereinafter set forth.

71. Any proposed amendment to these By-Laws may be presented to the National Board of Governors, in writing, by a member of such Board, or by petition signed by ten members of the Association in good standing. Unless its consideration be rejected by two-thirds of all votes of said Board, it shall be ordered printed and the Committee on Legislation, after making any necessary changes in the form of wording without affecting the desired object, shall mail a printed copy thereof to each members of the Association, in order that it may receive full consideration and that the Centurions of the Divisions may ascertain the views of the members thereon.