

# Schlumberger Cycling Club - Bylaws

## Contents

Article I - Name.....	2
Article II - Objectives .....	2
Article III - Basic Policies.....	2
Article IV - Membership.....	2
Article V – Enrollment, Dues and Fees .....	3
Article VI – Officers and Their Election .....	3
Article VII – Executive Committee.....	4
Article VIII – Duties of Officers .....	4
Section 1 Captain .....	4
Section 2 Treasurer .....	4
Section 3 Membership Coordinator .....	5
Section 4 Ride Coordinator .....	5
Section 5 Volunteer Coordinator .....	6
Section 6 Equipment Coordinator.....	6
Section 7 Clothing Coordinator .....	6
Section 8 Safety Coordinator.....	7
Section 9 Ride Routes and Maps Coordinator (Map Maker) .....	7
Section 10 Historian.....	7
Section 11 Vice-Captain.....	8
Section 12 Camp-out Coordinator .....	8
Section 13 Adopt-A-Highway Coordinator.....	9
Section 14 Webchair .....	9
Section 15 MS150 Logistics Coordinator .....	9
Section 16 Email Communications Coordinator .....	9
Section 17 Social Media and Marketing Coordinator.....	10
Section 18 MS150 Fundraising Coordinator .....	10
Section 19 Dues Privileges .....	10
Article IX - Meetings and Special Meetings.....	11
Section 1 Club meetings.....	11
Section 2 Officer Meetings.....	11
Article X - Committees.....	11
Section 1 MS150 Committees .....	11
Section 2 Independence Ride Committee.....	11
Section 3 Education Expedition Committee.....	11
Section 4 Bike the Bend Committee .....	11
Section 5 Other Ride Committees.....	11
Article XI - Fiscal Year.....	11
Article XII – Club Sponsors.....	11
Article XIII Training Partners .....	12
Amendments.....	12

# Schlumberger Cycling Club - Bylaws

## 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 monthly 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.org](http://www.slbcycling.org), 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 or current SCC member 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.

# Schlumberger Cycling Club - Bylaws

## 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 club fiscal year; September 1 to August 31. Annual memberships are due September 30. Liability waiver is also required for each guest per each attended SCC club ride. A guest rider fee must also be paid for each ride attended. 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
  - Volunteer Coordinator
  - Equipment Coordinator
  - Clothing Coordinator
  - Safety Coordinator
  - Ride Routes and Maps Coordinator (Map Maker)
  - Historian
  - Vice-Captain
  - Camp-out Coordinator
  - Adopt-A-Highway Coordinator
  - Webchair
  - MS150 Logistics Coordinator
  - Email Communications Coordinator
  - Social Media and Marketing Coordinator
  - MS150 Fundraising Coordinator
- 
- The Executive Committee shall serve as the nominating committee for officers. The executive committee or any member can nominate officer candidates.
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- 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.
  - The Captain will be a Schlumberger employee.
  - Only Schlumberger employees, Schlumberger Retiree or employee family members may hold the position of 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.

# Schlumberger Cycling Club - Bylaws

## 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.
- Balance bank accounts monthly to ensure 0 balance and report results to executive committee.
- 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.
- Maintain bank accounts joint signature authorization of Captain and Treasurer.
- Disperse club funds in accordance with by-laws.
- Maintain the master expense report form with the current details for submission requirements.
- Provide SAG/Rest Stop Host gas money to Captain or Ride Coordinator each week during training season.
- Maintain club's records as feasible, especially insurance documentation, waiver, and financial documents as required to support the SCC EIN, charitable contributions, annual report and tax filing.
- Due to the financial institutions requirement of physical address, it is recommended that the treasurer's physical address be the SCC address of record until such time that SCC can secure a permanent physical address of record.
- Contribute articles to website

# Schlumberger Cycling Club - Bylaws

## ***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. 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.
- Print out Rider Sign In/Out list each week. Deliver to Historian/Statistician after the ride.
- 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.
- Review safety issues after each training ride with the Safety Officer, Volunteer Coordinator and Mapmaker.
- Contribute articles to website.

# Schlumberger Cycling Club - Bylaws

## ***Section 5 Volunteer Coordinator***

- Recruit Volunteer support for all training rides on the schedule.
- Maintain & update Volunteer Guidelines and Job Descriptions.
- Maintain privacy of member's private information.
- Generate Ride Emergency contact list for OIC & SAG Drivers.
- Contact each volunteer by Monday on week of ride to:
  - Confirm participation.
  - Deliver and review volunteer 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 driver's cell phone numbers are on map.
  - Add other markings as needed on map.
- Make SAG and Rest Stop plan for each ride:
  - Set breakpoint locations.
  - Identify troublesome turns on the route and set plan to mark them for riders.
  - Work with Lead SAG driver to assign specific responsibilities to each SAG driver.
- Coordinate with Food Purchaser to determine food & water needs for each ride and buy centrally. Insure reimbursement of expenses to Food Purchaser.
- Coordinating with Equipment Coordinator, 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 Equipment Coordinator***

- Maintain & organize SAG Equipment & Bike Maintenance supplies. Ensure equipment is re-stocked as needed.
- Manage SCC equipment storage and transportation of equipment to/from each ride.
- Maintain license and maintenance of SCC trailer if one exists.
- Manage the weekly ride equipment volunteers to ensure they know and fulfill their duties by Wednesday prior to each ride. Volunteer duties are detailed in the volunteer job descriptions.
- Coordinate with the ride equipment managers to ensure the distribution of equipment and supplies to ride support volunteers at the start of rides.
- Coordinate with the ride equipment volunteer to ensure equipment and supplies are properly cleaned and inventoried at the end of each ride.
- Coordinate with Volunteer Coordinator to distribute supplies to SAG's and collect supplies afterward.
- Maintain inventory of club equipment and supplies excluding SCC clothing.

## ***Section 7 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.
- Provide Treasurer fiscal year clothing orders, sales and distribution for August 31 financial statement.
- 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.
- Manage distribution and sales of clothing and track same.

# Schlumberger Cycling Club - Bylaws

- Contribute articles to website.

## ***Section 8 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, Volunteer Coordinator and Mapmaker.
- Participate in training ride route planning with the Ride Coordinator and Mapmaker.

## ***Section 9 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 SCC share drive or website in Map Maker folder.
- Review safety issues after each training ride with the Ride Coordinator, Volunteer Coordinator and Safety Officer.
- Participate in training ride route planning with the Ride Coordinator and Safety Officer.
- Contribute articles to website.

## ***Section 10 Historian***

- Create and maintain club profile and history page on website.
- Enter rider data to the website following each completed ride.
- Submit weekly ride summary to “article” and to “news”.
- Gather and post photos to website, coordinate with social media & marketing coordinator.
- Assist Captain creating slide show for club pasta dinner.
- Record minutes of annual club meeting and officer meetings and deliver to treasurer for records archive.
- Contribute articles to website.

# Schlumberger Cycling Club - Bylaws

## ***Section 11 Vice-Captain***

Starting in the 2016-2017, SCC will trial a Captain succession program. This trial will be reviewed by the executive committee and other officers prior to the 2018 general meeting. If permanently adopted, these bylaws Vice-Captain description will be updated removing trial language in 2018.

The past several captains have suffered a steep learning curve and suffered burn out from the work load required to lead a safe and successful MS150 fundraising team as well as support a year-round social and riding club. To maintain a high level of club membership benefit quality, charity and energy, a Vice-Captain officer position will be added to the SCC. The Vice-captain will be an elected officer on a 2 year term as are other officers. The first year of the term will be spent performing typical captain duties as delegated by the captain. The second year of the term will be as captain. This requires a Vice-Captain be elected every year.

The Vice-Captain will participate as a non-voting member of the executive committee. The Vice-Captain will be required to vote in the executive committee role only if the captain or other executive committee member recuses themselves from voting. The goal is to maintain a 3 vote executive committee when required. The Vice-Captain voting must be documented in the executive committee meeting minutes, when it occurs, with the detail of executive committee member recusal.

As the Vice-Captain will become captain in the 2<sup>nd</sup> year of term, the requirements and job duties of the Captain apply to the Vice-Captain. These are listed elsewhere in the Bylaws and are not repeated here.

## ***Section 12 Camp-out Coordinator***

- A few weeks after the MS150 get with the Captain and determine the campout dates, locations 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.
- 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 Volunteer Coordinator several times they need to arrange ride volunteers for both Saturday and Sunday 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.



# Schlumberger Cycling Club - Bylaws

## ***Section 13 Adopt-A-Highway Coordinator***

- Arrange quarterly Adopt-A-Highway dates with Captain and Ride Coordinator
- 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 14 Webchair***

- Keep club website content up to date
- Manage club website administration
- Post information on website as required by club officers
- Troubleshoot website bugs as appropriate
- Interface with external web support teams as required
- Provide Treasurer with estimate of website and server cost required for annual budget

## ***Section 15 MS150 Logistics Coordinator***

- Book, reserve and organize payment for MS150 tents in LaGrange and Austin
- Book, reserve and organize payment for MS150 chairs and tables in LaGrange and Austin
- Book, reserve and organize payment for port-a-lets for LaGrange and Austin
- Book, reserve and organize payment for Moody Rambin parking garage for team start point
- Book, reserve and organize payment for security guard for Moody Rambin parking garage start point
- Book, reserve and organize payment for trucks required for MS150 weekend
- Ensure food purchaser has list of items to purchase for MS150 weekend
- Ensure inventory has been conducted on club equipment for MS150 weekend
- Book, reserve and organize payment for Cooking Teams in LaGrange and Austin
- Responsible for providing direction to LaGrange and Austin Coordinators
- Attend MS150 weekend logistics meeting with Captain and LaGrange & Austin Coordinators where possible
- Distribute parking passes to volunteers for the MS150 weekend

## ***Section 16 Email Communications Coordinator***

- Responsible for sending out club emails.
- Interview and publish the rider spot light each week.
- Send emails out on behalf of the captain to avoid confusion on where members need to go to ask questions.
- Responsible for finding good cycling articles to add to the website site and publish in email content. • Responsible for our club email formatting and also ensuring that content requested by other officers gets sent out.
- Mondays -weekly newsletter to contain any cycling, club related or general information
- Thursdays - Weekly club ride email. Detail or ride, route, distance, location, driving direction, safety tips, rider spot light

# Schlumberger Cycling Club - Bylaws

## ***Section 17 Social Media and Marketing Coordinator***

- Responsible for social marketing and advertising of club rides, club information and also local ride information
- Engage member participation in the club through social media
- Manage, keep up to date and post relevant content on club Facebook page
- Manage, keep up to date and post relevant content on club Twitter account
- Ensure that constant contact emails are reposted on Facebook and Twitter
- Answer member queries that are posted through social media
- Generate club discussions with members using social media – Facebook and Twitter
- 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. i.e., recruit additional sponsors.
- Create, manage and maintain current membership recruitment material for SCC or SLB campus

## ***Section 18 MS150 Fundraising Coordinator***

- Responsible for generating club fundraising plan with targets before training season.
- Responsible for monitoring actual fundraising versus plan and reporting to officers.
- With Raffle Coordinator, determine if club raffle is viable in a given year and recommend same to executive committee.
- Work with Raffle Coordinator to secure donated Raffle Prizes in advance of training series.
- Gain approval for raffle ticket sales at local grocery stores and at local Texas rides
- Generate and implement other ideas for club fundraising – cookie sales, bake sales, club charity fundraiser event
- Develop an SCC charity fundraiser to be promoted with the MS society. Coordinate with the MS society to promote SCC fundraising initiatives.
- Promote and market club fundraising to the local public to generate interest in selected programs.
- Plan and Coordinate team fundraising/profit sharing events such as Piada and Kendra Scott team nights.
- Solicit business and companies for sponsorships or donations to team fundraising.
- Communicate to SCC MS150 team frequently and regularly via email and social media with fundraising updates, requirements and reminders.

## ***Section 19 Dues Privileges***

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

# Schlumberger Cycling Club - Bylaws

## 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 Ride 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 twenty thousand (\$20,000.). Funds in excess of this amount at year end shall be donated in the name of the SCC to a charity, or charities selected by majority vote of the club officers.

## 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 (Bicycle World of Houston (BWOH))
- Tiered-discount purchases from bike store (BWOH)
- Preferred access to training programs (BWOH)

# Schlumberger Cycling Club - Bylaws

## 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 include Hess and Texas Instruments.

## 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.