

Standing Rules of the Five Borough Bicycle Club

I. Leadership

- A. In order to become a leader, a co-leader must lead at least two day trips, at least one of which is initiated by the co-leader. .
- B. In order to lead a weekend trip, a leader must previously have led two day trips (as a leader, not as a co-leader), and be designated a weekend trip leader by the Weekend Trip Coordinator.
- C. Notice must be given to all leaders when another leader's leadership privileges are revoked, or when a member's membership has been revoked.
- D. A roster of all leaders and co-leaders will be sent to all leaders and co-leaders at least twice a year.
- E. The leadership training course shall follow a written curriculum to be prepared by the leadership coordinator and approved by the Executive Board.

II. Club Rides and Events

- A. To constitute a Club ride, a trip must be presented to and accepted by the Day or Weekend Trips Coordinator, and published by the Club .
- B. To constitute a Club event, the event must be presented to and accepted by the Executive Board. The event's proposed budget must also be submitted to and approved by the Executive Board.
- C. In order to drive a van for a Club-sponsored event or trip, members must be van-certified, according to procedures established by the Executive Board.

III. Weekend Trips

- A. Weekend trip leaders will be assigned by the Weekend Trip Coordinator.

IV. Service Days

- A. The Leadership Coordinator keeps track of service days as a record of service to the Club.
 - 1. Leading a day trip is worth one service day.
 - 2. Leading a weekend trip is worth one service day for each day of riding.
 - 3. Service days are also awarded for other club events and activities as determined by the Executive Board.
- B. Rewards and/or recognition of service days will be determined by the Executive Board.

V. Bicycle Courses

- A. All bike repair courses shall follow a written curriculum to be prepared by the Bicycle Course Coordinator and approved by the Executive Board.
- B. New instructors will be given an orientation, the content of which will be approved by the Executive Board and administered by the Bicycle Course Coordinator.
- C. All instructors are to attend a yearly meeting to review the course curriculum.

VI. Membership

- A. All memberships expire at the end of the calendar year. There is a “grace period” of two issues of the newsletter. That is, members who fail to renew will still receive the first two newsletters of the next year, before their subscription expires.
- B. All membership meetings shall be open to the public.
- C. All membership meetings shall be announced to the membership in advance.

VII. Budget and Finance

- A. The purpose of dues is to support the regular operating expenses of the club. These expenses shall include, but are not limited to:
 - 1. Printing and distributing a membership newsletter.
 - 2. Printing and distributing the minutes of Club meetings to leaders.
 - 3. Printing and distributing the minutes of Board meetings to Board members.
 - 4. Phone calls, office supplies, and incidental office expenses.
- B. The budget for the fiscal year must be drawn up by July of the previous year, in order to accommodate a budget cycle in accordance with the by-laws:
 - 1. The budget and proposed dues are approved by the board in September.
 - 2. The Nov-Dec newsletter will announce any dues change proposed for the ensuing year to the membership.

- 3. Any dues change should be voted on by the membership at the November meeting.
- C. Whenever the Club’s account balances fall below \$1000.00, the Treasurer will notify the Executive Board.
- D. Program offerings of the club should maintain a separate budget and report expenses and proceeds to the Treasurer and to the Executive Board. These include but are not limited to:
 - 1. Bicycle Courses and Seminars
 - 2. Weekend Trips
 - 3. Day Trips
 - 4. Individual special events
 - 5. Monthly Programs
 - 6. Communications/Publicity
 - 7. Leadership training
 - 8. Newsletter
- E. The following program offerings should be budgeted to be self-supporting:
 - 1. Bicycle Courses and Seminars
 - 2. Weekend Trips
 - 3. Individual special events
 - 4. Leadership training
- F. No person shall enter into any contract or execute any financial instrument in the name of or on behalf of the Club without express authority from the Executive Board.

G. No member, officer, director or agent of the Club shall be held liable, financially or otherwise, for the acts or failure to act of any other member, officer, director or agent of the Club. Membership in the Club will not constitute a partnership for any purpose.

VII. Cash Policies

- A. Where possible, Club accounts payable will be paid by checks from the Club account.
- B. Check requests will be made in writing to the Treasurer with supporting documentation or invoice.

C. Receipts will be required for cash disbursements and reimbursements to Club members; exceptions must be approved by the Treasurer.

D. Each program offering will report to the Treasurer in writing all cash transactions that are club expenses.

E. Checks written against the club account for amounts over \$3000.00 shall require two account signatories. Checks written against the club account for amounts over \$____.____ shall require prior approval of the Executive Board.