

## 2017-2018 CCBC Operating Policy

### Goals for the current year:

- Improve safety
- Continue to have fun
- Increase volunteer pool
- Communicate openly
- Provide a rich ride menu

### 1. Definition of "Club Ride":

A "club ride" (or a CCBC ride) is a ride listed on the ride schedule of the club web site. In most cases the Club Ride consists of several ride speeds determined by ride organizer, members present. Each ride speed will consist of leader and sweep. Club members on a ride not listed on the website are not on a club Ride. Riders to the ride are not on a club ride.

The Club Ride begins at the listed start site and in most cases will end there. Riders that break away from a ride must notify leader or sweep and at that point are no longer part of the Club Ride.

Club Ride may also include subgroups that may form during the ride with the knowledge of the ride leader.

Riders who drop back will be monitored by the sweep. No rider will be left behind without knowledge of the ride leader or sweep.

### 2. Board Meetings:

The by-laws require at least quarterly meetings with four officers needed to form a quorum. As a rule, the Board will meet monthly, unless there is no business to discuss, in which case the meeting will not be held. Should officer absences make it difficult to convene a quorum, the President or his designated representative may survey the officers by email to obtain a vote to resolve any issue.

### 3. Membership Meetings:

Regular meetings are held during the "snowbird" season. There are no scheduled meetings in the summer (June – August) or in December. The Board may make changes to this as the situation warrants. The membership meetings will be conducted generally according to Robert's Rules of Order.

### 4. Communication to Members:

The Club communicates with membership in three ways: a.) Membership Meetings; b.) Website, which displays upcoming events, new members, weekly and monthly rides, event photos and other items of bicycling interest; and c.) Periodic electronic broadcast messages. The President or his representative runs the membership meeting. The Webmaster runs the website.

### 5. Financial Management:

Per Club Bylaws, routine disbursement decisions will be made by the board and non-routine disbursements will be voted on by the board.

## 2017-2018 CCBC Operating Policy

### 6. The Treasurer has the authority:

- To disburse funds for routine expenses, either approved by the board or coincidental with, and in support of, any of the Club's authorized and ongoing activities.
- To disburse funds for non-routine expenses approved by the Board.
- To manage expenses related to all club rides.
- Process for reimbursement of club ride expenses:
- Because club funds are being used, any after ride functions are open to all members whether or not they participate in the ride.
- The ride leader prior to the ride must communicate with the treasurer indicating 1.) Which ride the expense is related to, 2) In general what the money will be spent on, and 3.) What dollar amount will cover the expenses.
- .
- After the ride, the ride leader will submit a request for payment with appropriate receipts to the treasurer.
- The treasurer will disburse the funds to the ride leader.
- As a general policy, ride leaders who request reimbursement of club ride expenses will not be reimbursed for alcohol. As exception to this policy, the board can authorize the use of alcohol in conjunction with a particular event or ride. Such exception must be approved by the board prior to the event or ride.

### 7. Support to Charitable Causes:

Per Club Bylaws, "Club income and resources shall not be expended on charitable organizations or to raise funds for charitable causes". The Board interprets this as precluding expenditure of club funds or hosting a club ride or event in support of any member's charitable cause. The Board also interprets this as allowing the inclusion in our periodic email broadcast to our membership of a short (several lines) personalized (include name) message from any member to the rest of our membership on behalf of a charitable cause with which the member is directly connected. As a footnote, the club got quite involved in support in the aftermath of Hurricane Charlie. Such exceptions will require a membership vote.

### 8. Club Relations with Bicycling Organizations:

Our club maintains an interest in and supports various local, state, and national organizations promoting bicycling. Specifically, the club is a member of the League of American Bicyclists (LAB) and the Florida Bicycling Association (FBA).

### 9. Club Relations with Community Organizations and the Press:

The club will also respond to publicity requests from local press and community organizations such as chambers of commerce. To support this effort, the Board will endeavor to enlist a point of contact from the membership as appropriate

### 10. Sunshine:

This is our club effort to reach out to current and past members during their times of need and/or life situations, ranging from injury to death. Our intent is to be in touch and supportive, while respecting personal privacy. A card is sent when a need becomes

## 2017-2018 CCBC Operating Policy

known. On some occasions the card is signed by members at a ride start or at a club meeting. On some occasions, having received permission by a family member, a brief announcement or update is issued in our e-mail broadcast. The process for each situation is flexible and personalized, with the intent of being meaningful, timely, and respectful. Members assist this program by informing the Sunshine Director when a need occurs.

### 11. Web Site Advertising:

Bikes and bike-related items may be listed only by club members on the website (Members' Posts/Classified) for sale or "as wanted". There is no fee and the ad is listed for 30 days with an option by the club member to extend the ad for another 30 days. A picture may be included. Commercial business ads (mainly bicycle shops) are displayed prominently on the website at no charge to the business.

#### Classified Examples:

Bikes, bike accessories, bike apparel. Commercial sales are prohibited and will be removed if posted.

#### Biking Trip/Story Examples:

Open invitation to others to join up for "Ride Across Iowa", open invitation to meet for a non-CCBC ride; touring and biking adventures, national and international; cycling nutrition tips; bicycle maintenance and repair tips; Senior Games results

#### Public Announcement Examples:

News item concerning local efforts to extend bike paths; request for assistance in developing local biking maps; cycling accidents; potholes and repaving locations

12. Establishing Dues: The dues for the Club will be determined using this formula as a guideline: We will manage our funds in such a way as to maintain an amount of working capital approximately equal to one year's basic operating expenses exclusive of ride costs. In the fall or spring, at the Board's discretion, the status of our working capital and the number of our members can be ascertained, and the dues for the following year can be set to increase or decrease the Club's working capital. Our bylaws, as of this date, require that any changes to dues must be approved by the membership

13. New Member Dues. Anyone joining CCBC as a new member between January 1 and September 30 of a given year will be required to pay the full amount of the membership fee for that year and their membership will expire on December 31 of that same year. Anyone joining CCBC as a new member between October 1 and December 31 of a given year will be required to pay the full amount of the membership fee for that year. However, their membership will not expire on December 31 of that year, but will continue into the following year until December 31 of that year, at which time it will expire.

14 Insurance Payment. During the month of January, the insurance company (League of American Bicyclists) will post online the new application for the next calendar

## 2017-2018 CCBC Operating Policy

year. The treasurer will enter our club information to obtain a quote. The premium is then due by February 1st of that year. Payment schedule varies by size of membership.

Guest members should be covered, in accordance with our insurance policy. The total number of members is in a state of flux.

### 15 How to compute insurance membership numbers for the coming year

An estimate of the anticipated membership for the next calendar year will be prepared by the treasurer in conjunction with the membership chairperson. The estimate will be based on the actual signed up membership plus a sufficient number based on previous year's experience and rounded to a reasonable number. That estimate will be used in calculating the payment for the insurance. If during the year, the membership grows to a number of 5% more than the estimate, the treasurer will contact the insurance company and determine if an added premium is due.

### Maintaining Current Membership; Club Policy for transition:

For those riders in the Jan 1 – Feb 1 time frame, who have not renewed: Ride leaders/starters can remind them, but this is not essential as we will have notified them by email. In case of accidents, we should carry them as members, just late payers. This amounts to a grace period, which we shouldn't advertise. For those who have not renewed who show up after Feb 1, we deny them the ride until they become members. No guest memberships.

This may appear somewhat harsh but our insurance payment is due on Feb 1 based on how many members we have. Plus, putting some discipline into this is in the best interest of all Club members.