

Standing Rules of the Five Borough Bicycle Club (revised 10/16/2013)

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must be given to all leaders when another leader's leadership privileges are revoked, or when a member's membership has been revoked.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. Ride Leader Award Program

- A. The program has three tiers of awards:
 1. Tier 1 - Ride leaders who lead five or more day trips in one fiscal year (December 1 to November 30) are awarded a paid membership in the 5BBC for the following year.
 2. Tier 2 - Leaders who lead ten or more day trips in one fiscal year will be awarded a paid membership for the following year, plus a 5BBC award certificate worth \$75.
 3. Tier 3 - Leaders who lead fifteen or more day trips in one fiscal year will be awarded a paid membership for the following year, plus a 5BBC award certificate worth \$135.
- B. Leaders eligible for awards will be notified as soon as reasonably possible within the first two months of the following fiscal year. Award recipients must redeem their awards before the end of that fiscal year.
- C. Program Rules
 1. For award purposes, ride leadership is defined as a substantive contribution to managing the ride. Such contributions include riding point or sweep, providing on-going announcements regarding the ride's agenda, safety issues or tour highlights, or providing significant mechanical or medical assistance. Going to a meeting place to cancel a ride does not qualify. Occasional or incidental remarks or anecdotes to the group do not qualify.
 2. Weekend trip leaders receive credit for one day trip for each weekend trip they lead.

D. Award certificates may be redeemed:

1. As 5BBC merchandise or services, such as jerseys, patches, or as payment towards weekend trips.
2. As reimbursement for purchases in 5BBC affiliated bike shops. Requests for such reimbursements must be accompanied by sales receipts.
3. As a combination of the above two methods.

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 following accounts shall be supported by membership dues and merchandise sales:
 1. Administration
 2. Bike Courses
 3. Day Trips

4. Leadership Training

5. Membership

6. Newsletter

7. Programs

B. All other accounts, including the following, shall be self-supporting:

1. Special Events

2. Weekend Trips

C. The budget for the fiscal year shall 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 shall be reviewed and approved by the board in September.

2. The November-December newsletter shall announce any dues change proposed for the ensuing year to the membership.

3. Any dues change shall be voted on by the membership at the November meeting.

D. 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.

E. 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.

VIII. Cash Policies

A. All 5BBC expenses shall be paid through the Club’s checking account. Each expense shall be reviewed and approved by the Treasurer and one other member of the Executive Board.

B. Check requests shall be made with Request for Payment (RFP) forms to the Treasurer.

RFPs shall be accompanied with supporting documentation such as receipts, invoices and/or contract proposals.

- C. Receipts are required for reimbursement of all expenses. Credit card statements in lieu of receipts are not acceptable.
- D. Cash advances for anticipated expenses may be provided, subject to the Treasurer's approval. Such cash advances will be recorded as personal loans from the 5BBC until receipts for the expenses are submitted.
- E. Checks written against the club account for amounts over \$3000.00 shall require two account signatories.

These standing rules were revised on 10-16-2013.