

I. Committee Chairs

1. The business of the Club shall be carried out by the Board of Directors (BOD), its elected officers and supported by committee chairs. The Board shall solicit input from the membership on priorities for the Club by an effective, expedient method on an annual basis prior to preparation of the budget for the next calendar year.
2. Committee chairs will be willing Club or Board members appointed by the BOD to serve a one year term.
3. The BOD shall review and approve by formal vote all Club events, member surveys, education/training plans and policy positions.
4. Committee chairs shall provide a report at each Board of Directors meeting on accomplishments, upcoming events and support needed from the Board.
5. Committee chairs will maintain electronic or paper records of the Club work products they generate (member surveys, ride maps). These records will be returned to the BOD when the chair leaves the position.
6. Committee chairs may engage Club members, Board members, other committee chairs and community partners approved by the Board to accomplish the tasks within their area of responsibility. If a formal meeting (an agenda and the intent to conduct Club business) is called by an activity chair, that meeting will be open to all members and posted on the website with time, location and purpose noted. The meeting notification will abide by the standards set forth in the Club bylaws.

II. Committee chairs- Goals, Purpose, Policies, Responsibilities

1. Membership Chair

Purpose: To attract new and retain existing Club members. To maintain and update Club membership lists.

Goal: To increase Club membership by 10% annually and to engage all Club members in one Club event or ride each year.

Policies: The chair will endeavor to maintain the security and privacy of member data except as any member may authorize.

Responsibilities:

1. Maintain an accurate and current Club membership roster.
2. Maintain, in coordination with the Rides chair, an accurate and current Siskiyou Velo Google Group list. Updates will occur periodically reflecting additions and deletions from the Club membership list.
3. File and retain membership waiver forms, which are not electronically submitted, for three years from the date of signing.
4. Assist the BOD in planning and implementing strategies for membership retention and expansion as the BOD may request.
5. Assist the BOD in the development and implementation of a member survey at an interval determined by the Board.

2. Ride Chair

Purpose: To facilitate ride opportunities for members at all riding levels.

Goals: To stage a group ride at each level once per week. To strive to engage all members in at least one Club ride each year.

Policies:

1. All Club rides shall conform to the Club's insurance requirements and other policies that the BOD may adopt.
2. Helmets will be worn by all riders on Club rides.
3. All Club rides will have a designated ride leader who is knowledgeable of the Rider and Ride Leader Guidelines including insurance incident reporting.
4. Club members will be notified of Club rides through the Club website ride schedule and through Siskiyou Velo Google Group. Provision of route maps is encouraged.
5. Any Club member may plan, post and lead a Club ride.
6. Ride leaders will abide by Oregon traffic laws and adopted Club riding standards.
7. Ride leaders will reinforce standard signaling practices and general safety by personal example.
8. Ride leaders will mentor riders on flat and minor emergency bike repairs if need arises on a Club ride.

Responsibilities:

1. Develop a cadre of ride leaders sufficient to lead rides at varied riding levels.
2. Provide an annual reminder to existing ride leaders concerning their responsibility to report all crashes on Club rides, using the Club insurer's on-line accident reporting forms (available at

https://appsrv4.amerspec.com/dbweb/f?p=144:8:7382572059898:::P8_ACCOUNTID:1000076).

3. Provide basic ride leader training, including accident reporting requirements, for new ride leaders. Anyone who posts a ride is de facto a ride leader and must receive basic training regarding the policies and responsibilities of ride leaders.
4. Assure that ride leaders have access to the Club Ride Leader Administrative Duties, Ride Leader and Rider Guidelines and insurance waivers.
5. Assure that ride leaders have access to all relevant insurance forms and know how to complete and submit them. In the event of any incident on a Club ride resulting in rider injury or property damage, the ride leader will complete the Club insurance carriers “Incident Report” form and fax or mail it to the insurance carrier as soon as possible (address and fax number on form). In the event of a serious injury to a Club member or other person involved in a Club incident, the ride leader will also:
 - a. Immediately notify American Specialty Insurance at: 1-800-566-7941 (if after hours follow the prompts on the phone recording for emergency claims)
 - b. Notify the Club president of an incident for which an “Incident Report” form is completed.
 - c. Provide a copy of the report form to the Club secretary for records retention.

Ride leaders are only responsible for completing incident reports for incidents occurring with riders who are riding with the ride leader, not riders who have deviated from the route or dropped from the group. Riders who have left the group and are involved in an incident are responsible to complete and submit their own incident report form (available on the Club website).

6. Assure that ride leaders require non-member riders to sign the Club liability waiver form. Non-members are allowed one club ride after signing the waiver; in order to participate in subsequent club rides, the rider must join the club.
7. Collaborate with the Social Activities chair to stage Club social event rides.
8. Ensure timely update of the Club standing ride schedule.
9. Monitor use of Siskiyou Velo Google Groups for adherence to policies (see Section 3, Communication Chair, policies #4 and #5).

3. Communication Chair

Purpose: To manage communication of a general information nature between the Club and its members and members of the public.

Goal: To disperse information of interest to Club members and the cycling

community in a timely and convenient manner. To support the goals of other activity chairs by providing needed communication tools and outreach.

Policies:

1. The Club's communication instruments (eg. Website, Facebook page, Siskiyou Velo Forum and Ride Google Group) may contain cycling-related commercial advertising from Club business members who sponsor major Club fundraising events.
2. The Club's communication instruments may be used to promote rides, social events, activities, advocacy opportunities and products of interest and benefit to members.
3. The Club's communication instruments may include classified ads of cycling-related items for sale by individual members. Ads will run no longer than two months.
4. Siskiyou Velo Google Group may be used for the following purposes: posting Club rides and Club education/training events.
5. Siskiyou Velo Forum Google Group will be used to post non-ride information of interest to Club members. May include road or trail hazards information, updates on injured members, information on opportunities for public input on bike infrastructure plans and other topics.
6. The BOD will designate by formal vote who may speak to media sources on behalf of the Club about any topic.

Responsibilities:

1. Coordinate press releases and other publicity for Club events, advocacy efforts and other activities designated by the BOD

4. Advocacy Chair

Purpose: To advocate for infrastructure, laws, ordinances and transportation plans that create a cycling-friendly environment in Jackson County and Oregon.

Goal: To ensure that cyclist's needs and interests are reflected in plans, programs and projects of local, regional, state and federal governments and special districts.

Policies:

1. The Advocacy chair will encourage members to serve on ad-hoc or standing local, regional or state transportation planning committees.

2. The Advocacy chair will identify opportunities in local communities and the State of Oregon for the BOD to consider for Club advocacy involvement in.
3. The Advocacy chair will serve as a technical advisor to the Board in developing Club-endorsed positions on advocacy topics.
4. All Club-endorsed positions on advocacy topics will be developed by the Board with input from the membership and will be adopted by a formal vote of the full Board.
5. The Advocacy chair will be a resource to Club members in promoting cycling-friendly public policy and infrastructure.

Responsibilities:

1. Brief the BOD at each Board meeting of advocacy opportunities for the BOD and members to take specific actions to support initiatives that increase cycling safety and support cycling as a mode of transportation and recreation.
2. Provide information to the Communications chair for publication on the Club website and in the newsletter as a method to inform members of opportunities noted in #1.
3. Represent the Club or encourage Club representation at any local, regional or state venue when cycling-advocacy efforts are needed.

5. Social Activities Chair

Purpose: To plan and coordinate special rides and social gatherings to provide members with opportunities for camaraderie with fellow riders.

Goal: To organize a minimum of three social events each year exclusive of the Annual Meeting and to strive to engage all members in one Club ride or event each year.

Policies:

1. An Annual Meeting/ social event will be held each year for the purpose of socializing, receiving an annual Treasurer's Report and voting on Club business determined by the BOD.
2. Club events will be planned each year to promote fellowship and enjoyment for Club members.
3. Club events are subject to Board review and approval regarding member and non-member fees and Club costs.

Responsibilities:

1. Manage the logistics for staging a Club annual meeting including selecting a date, venue, refreshments and entertainment. Coordinate with the Communications chair to inform members of the meeting.
2. Coordinate with the Rides chair to stage ride-related social events during the year. Manage the logistics for these events including selecting dates, locations and refreshments.

6. Training and Education Chair

Purpose: To foster a more self-reliant, knowledgeable and capable cycling community through training and education.

Goal: To provide ongoing education and training to improve cycling skills, knowledge and awareness among Club members and non-member cyclists at both the individual and group level.

Policies:

1. The Club will offer training for members and non-members in, but not limited to: riding in traffic, personal cycling skills and group riding.
2. The Training and Education chair will collaborate with the Rides chair and Communications chair to assure that members and non-members are informed of training opportunities

Responsibilities:

1. Post educational materials of interest to members to the Club website.
2. Schedule and arrange instructors for the Club education and training classes and facilitate registration for classes.
3. Encourage ride leaders to include some educational element on all group rides.
4. Assure that Club Ride and Ride Leader Guidelines are communicated to ride leaders and riders.
5. Promote rider to rider encouragement and education on Club rides.
6. Provide opportunities for group education at membership meetings.

7. Fundraising

Goal: To plan and implement fund raising activities in support of the Club's Advocacy and Education/Training programs.

Purpose: To plan, organize and carry out major fundraising activities of the Club as the BOD may authorize.

Policies:

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1. The Board will facilitate development of an annual plan for fundraising activities to generate sufficient funds to meet the Club's Advocacy and Education/Training Program needs.
2. The Board will provide leadership and support in developing an adequate volunteer base to carry out these duties.

Responsibilities:

1. The Program Chair, with assistance from the BOD, will implement planned fundraising activities for the year.
2. The Program chair will provide feedback to the BOD on completed activities to inform planning for future years.
3. The Program chair will coordinate with the Communications Program chair to facilitate publicity of events.

III. Ad-Hoc Committees

1. Nominating Committee: The BOD shall appoint a committee composed of a minimum of one BOD member and one Club member approximately two months prior to the Club Annual meeting for the purpose of developing a slate of BOD candidates for election at the Annual Meeting.

IV. Membership Dues and Fees

1. Membership dues are as follows: Individual Membership (includes minor children): \$20, Minor Child Membership: Free with paid membership of an adult individual member who is a parent or guardian of the minor child), Business membership: Free to any cycling-related business who provides a 10% discount on goods and/or services to members.
2. Member and non-member fees for Club events will be established by the Board for each event.

Siskiyou Velo Policies and Procedures

Title: Board endorsement of an official position

Prepared by: SV Board

Date adopted: October 11, 2017

Policy: A-1

Purpose: To establish an objective, standardized process for the Siskiyou Velo Board to utilize when endorsing an official position on a matter that will be communicated with a segment of the public outside of the Club. This procedure will help assure that positions are thoughtfully considered and represent the opinion of the majority of Board members.

Policy: The Siskiyou Velo Board may endorse a position on an issue, plan, ballot measure or candidate on behalf of the Club membership if the following procedure is completed. Only issues, plans, ballot measures or candidates that directly relate to

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cyclists, cycling and transportation infrastructure, cycling safety and transportation planning will be considered for endorsement.

Procedure:

1. A Club or Board member may request consideration of an official endorsement by the Board of a position on an issue, plan, ballot measure or candidate . This request may be made in writing, e-mail or in person at a Board meeting.
2. Sufficient information will be provided to the Board by the person submitting the request to allow the Board to consider it's merits . The Board will review the information and determine if additional study is indicated.
3. The Board may request that one or more Board and/or Club members prepare and share further background material at a future meeting to enhance understanding of the topic being considered.
4. If the Board determines that they are considering developing an official position, they **may** solicit input from Club membership through convenient and available means (eg. website, online survey) if the majority of the Board deems this to be appropriate.
5. A Board member may make a motion to adopt an official position at a Board meeting or by e-mail process after the above review process is completed. The decision to adopt or not will be based on a majority vote of the Board as outlined in Article 4, Section VII, #1 of the current bylaws.