

SILVER WHEELS CYCLING CLUB

POLICIES/PROCEDURES

Policy: A course or principal of action adopted by a government, party, business or individual. Policies are clear, simple statements of how your organization intends to conduct its services. They provide a set of guiding principles to help with decision making.

Procedures: Describe how each policy will be put into action.

- Who will do what
- What steps need to be taken
- Which forms or documents to use

Membership

- Reminder emails are automatically generated by Wild Apricot 45 days prior to the April 30th deadline. Manual changes are then applied to the “prior day parameter” field up to the expiration period so that email reminders can be sent 30, 14 and 7 days out. The system automatically generates a one day remaining reminder. Accounts 14 days past due generate an email informing delinquent members their membership has lapsed and needs to be renewed. Those not renewed by March 31st receive multiple notice reminders via personal email, Facebook Newsgroup blast, and Rollin’ post. Failure to renew by April 15th, the account is archived off the active roll. Rev. 7/5/2018.
- April 2, 2009. A motion was made by Dan Hornbeek to have the membership year start March 1st and end on the last day of February. LaDean Hutter seconded.
- January 7, 2012. Joe Etzler made a motion to add Swerve Bicycle Shop and Bike Authority to the club’s list of honorary members. Gary Schmitt seconded.

Safety

- October 1, 2009. A Safety Committee was formed with Bud Ennis as Chair. See General section 2005. Rev. 6/7/2018.
- April 2, 2015. Cheryl Burkhardt made the motion to accept the list of *safe cycling practice* recommendations of the Safety Committee. Seconded by Randy Lottman. See website and/or laminated safety cards for guidelines.

Website

- August 22, 2002. Bob Burkhardt made a motion to proceed with listing merchandise for sale on the Club's website. Seconded by Jim Kodger.
- September 6, 2007. A master emailing list was started to get information to the membership by subscribing to swnews@silverwheelscycling.com.
- July 10, 2008. The news group postings are currently moderated by the Website Administrator (Tom Weber). A second moderator will be added by appointment by the President. Rev. 4/5/2018., name change.
- November 6, 2008. Responsibility for server payment was changed from Website Administrator to the Treasurer, who will use the club's bank card.
- January 17, 2009. Tom Weber (Webmaster) currently moderates the newsgroup. He approves of all emails, redirects emails, and filters messages. Should there be any questionable postings, he will bring these before the board.
- January 10, 2010. The Website will be responsible for having a link to the Ohio Bicycling Laws available on our site.
- June 3, 2010. If another club requests that we put their invitational information on our website, then we would ask that they put our Dog Days Invitational information on their calendar or website.
- January 6, 2013. Switching from One on One domain to BlueHost Domain.
- May 7, 2015. Gary Schmitt made a motion for the Board to enter into a contract with Wild Apricot for a period of three years. Seconded by Randy Lottman. Rev 7/5/2018.
- September 1, 2016. Cheryl Burkhardt made a motion to have all outside materials included in the Website to have written permission from the source before inclusion. If no written permission is received only the URL is to be included. Larry Best seconded.

Budget/Money/Paypal/Tailwinds Fund

- February 3, 2007. Ed Stewart made a motion that the club set up a Paypal account. Seconded by Joe Etzler. Joyce Early will set this up.
- January 17, 2009. Eva Weber made a motion that the club assumed responsibility for paying for the club's Post Office box. Seconded by LaDean Hutter.

- January 17, 2009. Paypal will be used for the Dog Days Invitational registrations and various purchases. Rev. 6/7/2018.
- July 7, 2015. A motion made by Bob Burkhardt reads: Silver Wheels club expenditures that have not been allocated funds in the annual approved budget must receive prior approval from the Board. Also, when the budget line items are about to exceed their allocated dollar amount additional funding must be requested from the Board. Seconded by Rick Wells.
- October 2, 2014. The Treasurer reported that the member donations are being deposited into the club's Fifth Third account.
- March 3, 2011. Ed Stewart opened an account with Huntington for Dog Days Paypal payments. Rev. 6/7/2018.
- September 7, 2017. Club members will have 45 days from the event date to submit their Dog Days Wine Tour Receipts.

Non Profit Info

- June 5, 2003. 501C7 Federal status granted along with Ohio non-profit status. REV. 6/7/32018. Resubmitted 6/1/2018.
- July 5, 2012. Non-profit renewal application is being worked on. Ed Stewart became the new Statutory agent for the club. Motion by Eva Weber, seconded by Richard Kolofer.
- August 12, 2012. Subsequent appointment of Statutory Agent documents were filed on 8/8/2012 with the Secretary of State's office along with a \$25 check for filing fee. The club incorporated through 8/8/2017. Non-profit corp. limit set by the IRS is \$50,000. Rob Hipskind named as Agent, Rev. 6/1/2018.

Sunshine

- March 3, 2011. Joe Etzler made a motion to increase the amount spent on flowers up to \$50. Seconded by Richard Kolofer.
- January 7. 2012. Eva Weber made a motion tp change the Sunshine guideline for hospitalized members as follows: a \$25 gift card will be sent or delivered to the member. Seconded by Joe Etzler. Rev. 7/5/1028. A card will be sent to members for non-hospitalized illness or death in the family.

General

- February 21, 2001. Motion was approved to prepare a sign in waiver document to be used by the club. Moved by Frank O'Dell, seconded by Bob Burkhardt.
- 2005. Joe Etzler made a motion to accept establishment of an Education Committee. Tina Maddock seconded. Safety committee formed in 2005 merged with Education 2009. Now known as the Education and Safety Committee. Rev. 6/7/2018.
- March 3, 2005. A motion was made by Joe Etzler that club business cards be designed, printed and distributed to the membership. Seconded by Karen Farago. Ed Stewart volunteered to handle designing and printing the cards.
- February 2008. Steve Woosley made a motion that the mileage calendar year for the club run from December 1 through November 30 of the following year. Ed Stewart seconded.
- May 12, 2008. Our legal advisor (John Gallagher) has recommended that the club use a disclaimer for non-cycling activities to protect the club against lawsuits. Such activities would include: trash pickup; kayaking; hiking; etc.
- October 2, 2014. Gary Schmitt made a motion that the club spend up to \$2,700 for the purchase of a prebuilt storage shed. Seconded by Joel Edmonds. Storage shed to be stored on a member's property. Insurance of storage shed and contents was not clear in the minutes. Rev. 6/7/2018.
- October 2, 2014. Elections: A motion was made by Gary Schmitt to authorize the nominating committee to use email to distribute election information. Seconded by Randy Lottman.
- October 3, 2019 Gift Card Policy for exiting board members and committee chairs: A motion was made by Rick Wells to add a policy to present exiting Board Members and Committee Chairs with a \$25 gift card from a local bike shop. Sue seconded.

Constitution/By Laws

- November, 2002. Membership approved amending Article V – Board of Directors; To include the Membership Chairperson and the Ride Committee Chairperson as voting members
- November 1, 2007. Ed Stewart made a motion that that we ask the membership to amend the Constitution by adding the Website Administrator as a voting Board member. Seconded by Bob Burkhardt. Amendment will be presented to the membership for approval at the next general meeting. Amendment passed.

- June, 2011. Changes to the By-Laws were ratified.
- May 3, 2012. By Laws - Article II Funds, Finances and Property Section 5 became Section 6. A new Section 5 regarding “financial contributions” was added. La Dean Hutter made the motion. Seconded by Joel Edmonds.
- August 3, 2017. After notification to the membership and being approved by the Board, Finances and Property, Section 2 was amended to: At the November (board) meeting each year, the president shall appoint a member(s) who is/are not a member of the Board of Directors to audit the books and accounts of the Club, said appointee shall report to the Board at the first (board meeting) of the following year.

Rides

- April 1, 2004. The Board re-affirmed the following rules regarding rides:
 1. Mileage counts towards club miles ONLY if the ride is scheduled on the club calendar.
 2. Mileage to and from a meeting place does not count towards club miles.
 3. Mileage will be accepted only from the Ride Leader or the person he/she designated to turn in ride miles.
- January 21, 2006. A motion was made by Tina Maddock stating that outside ride mileage will count toward club miles only if the ride is within Ohio, at least five club members are participating, and it is approved by the Board. Seconded by Pam Alexander.
- June 1, 2006. With regards to the Board policy of January 21, 2006, the question was raised what comes first? Is it Board approval or five members participating? The Board’s interpretation is that if the ride request comes through the Ride Committee, then they will determine if five or more members are participating. This may be based on past precedence (i.e. GOBA), present interest shown, or upon information provided by the member request.
- March 9, 2009. If two rides of a like nature (start point, date, and/or time) are submitted then the ride submitted first will go on the calendar. Rides can now be scheduled 72 hours in advance.
- May 7, 2009. Ride Leader Guidelines updates.
- September 10, 2009. A club ride has to be defined as any ride that is sponsored by the club. Rev. 6/7/2018.

- August 7, 2003. “If an impaired rider attends a club ride, the ride leader will report it to the Board and the Board will have the responsibility to decide if action is required.” Sheryl Edwards moved and Bob Burkhardt seconded.
- 5
- January 10, 2010. The YOYO Ride concept will be explained in the Directory and on the Website.
 - January 10, 2010. Annual rides to be placed on our ride calendar include: JJJ, Roast Your Buns, Red Flannel, Afrost, and GOBA. LaDean Hutter made the motion and Ed Stewart, seconded. Rev. 6/7/2018.
 - January 10, 2010. A new members miles ridden as a guest (1 time only) will be added to their official club mileage once they have paid their membership dues. Rev. 7/5/2018
 - June 3, 2010. What constitutes a “club ride” up-dated. See website or Ride Committee Chairperson 3-ring binder.
 - June 3, 2010. A motion to accept and implement the Ride Leader appreciation/incentive” program was made by Ed Stewart and seconded by Bud Ennis.
 - January 28-30, 2011. Ride Leader Appreciation award Level 1 category changed from leading 10 rides to having led 15 rides. Rev. 6/7/2018.
 - June 3, 2010. Ride registration and waiver forms should be kept by the ride leader for two years. The same form can be used for multiple rides unless a guest rider has signed the form. Make sure forms are dated.
 - July 1, 2010. The position of Mileage Minder was made by the President. The individual will keep track of total number of rides, rides per star level, number of riders, number of miles, average number of miles per star level, and number of ride leaders per star level, number of times an individual member rode. Rev. 6/7/2018.
 - January 28-30, 2011. Ride Leader Appreciation award Level 1 category changed from leading 10 rides to having led 15 rides.
 - May 5, 2011. Joe Etzler made a motion to accept the changes recommended to the ride cancellation procedures. Seconded by Richard Kolofer. See Board meeting minutes and/or website for cancellation procedures.
 - January 7, 2012. The club should try not to schedule other rides on the same days as All Star Rides. “YOYO” rides should be ONE route only! Multiple route rides should have ride leaders.

- January 26, 2013. Richard Kolofer made a motion to institute an annual Memorial Ride (to remember members of the club who have died). Seconded by LaDean Hutter. First ride to be held on May 15th. The Ride of Silence will be held during the third week of May. Rev. 6/7/2018.
- September 5, 2013. All future fall Chili Wiener rides will be on the Saturday preceding Thanksgiving.
- January 25, 2014. The procedure for getting another club's invitational ride on the calendar is: the ride must be presented to the Board for approval at least 72 hours in advance of the ride and have 5 or more members participating.
- November 6, 2014. Gary Shmitt made a motion that all cyclists participating in multi-day rides with the Silver Wheels Cycling Club, need to be members of the club. Mark Kasmark seconded. This procedure is in place for the purpose of insuring all riders.
- January 28, 2017. After discussion, the winter riding season was defined. The winter riding season shall be from the November Chili Wiener ride up to the March Chili Wiener ride. A 24 hour notice is required to have a ride posted during the winter riding season.
- September 28, 2017. Club members who plan Board approved "special" multi-day rides can submit a request for reimbursement. This will be effective January 1, 2018.
 1. Must be Silver Wheels Board approved: "special" ride, not sponsored or affiliated with an organization.
 2. Reimbursement Limits:
 - a. Up to \$100 for in-state rides, three days or less in length.
 - b. Up to \$200 for out-of-state rides or in-state rides longer than three days.
 - c. Limits are per ride.
 3. Expenses should be receipted. Possible expenses may include: Fuel, tolls, lodging, printing/copying. **Meals are not to be covered.**
 4. Expenses are reimbursable even if the ride is cancelled, provided the costs were in good faith.
 5. All reimbursements are subject to Silver Wheels Board approval.
 6. Rides are approved on a "first come-first served" basis beginning with the yearly planning meeting. The yearly budget will be one thousand dollars.
- September 7, 2017 Changes to the Ride Star Chart:
 1. Change 1* speed range from 8 -10.9 mph. Previously was 6 – 10.9. Due to problems caused by trying to accommodate a too varied group of rider abilities.
 2. Introduce a new category, listed as Pedal Pushers, would be on bike trails, under 8 mph. average speed; and would address group ride safety, etiquette, and proper handling. For example: announcing when passing; pointing out hazards; proper trail positions; rider spacing; etc.

3. This can be incorporated into the Ride Leader Training program.
4. The Silver Wheels safety card will serve as a good reference for this.

- September 6, 2007 A motion made by Bob Burkhardt and seconded by Ed Stewart changed the Ride Classifications beginning in 2008 as follows: 1* (6-10 mph.); 2* (11-13 mph); 3* (13-15 mph); 4* (15-17 mph) and open (17 mph. and up).

7

- September 6, 2018. The Board approved these guidelines for Overnight Camping trips:
 1. Camping trips of three or fewer nights, where the first night' campsite is within 100 miles of Oberlin, will require seven days notice to be placed on the Ride Calendar. The minimum number of required riders will be at least three. Camping trips that meet these criteria do not require Ride Committee or Board approval, In the event a trip is canceled due to inclement weather conditions, the same trip may be rescheduled and submitted at least 72 hours prior to the new date.
 2. Camping trips of more than three nights, or those where the first night's campsite is more than 100 miles away from Oberlin, will follow the same protocol as other multi-day trips outside of our normal riding area. The ride details will be brought to the Board for approval. The minimum number of riders will be at least three. These trips will be applicable to our out of area, multiple day reimbursement policy.
 3. The camping organizers will still try to plan multiple camping trips early in the year to place on the Ride Calendar.

- April 6, 2020: Procedures for Club Member Organized Overnight Trips (non-camping; not an event by another club or organization)

I. For either in-state or out of state requests.

II. Goes to Ride Committee for pre-approval.

Criteria for consideration:

1. Presented to the Ride Committee in a timely fashion allowing for Board approval and appearance on the ride calendar at least 30 days prior to the event. Organizer is able to show that there are at least 5 or more members interested.
 2. Organizer would be responsible for the following:
 - a. Dates and location
 - b. Lodging
 - At the minimum, providing a list of local lodging
 - Recommend blocking rooms; considering how many might be interested in the trip
 - c. Planned routes: Will these be YOYO rides (refer to YOYO guidelines on the website), or will there be ride leaders and designated start times?
 - d. Meals: Can be on your own, planned, or a combination of both
 - e. Upon Board approval, an overview of the trip will be presented to the club via newsgroup, meeting presentation (when possible), and/or newsletter. Preferably with as much lead time as is possible.
 - f. To put plans in place to convey information to participants when at the destination concerning each day's events
- III. Ride Committee Chairperson brings approved request to the Board for final approval.

Awards

September 6, 2007. Mileage awards totals to be handled by Mileage Minder. Add Rookie of the Year award given to a member who has been in the club no longer than 18 months. Ride committee to decide recipients of above awards. Other awards given based on past precedence include: Ride Leader of the Year; Silver Wheeler and Tough Ole Bird.

- October 4, 2007. Past recipients of the Silver Wheeler award will make the nominations. Ride Leader of the Year award recipient will be determined by the Ride Committee.
- October 7, 2010. Additional awards to be presented at the annual budget: Most Miles Ridden (male and female); Number of Rides Ridden (25, 50, 75, 100); and First Century (must be on club calendar).
- April 4, 2013. Eva Weber moved that the proposed recommendations for a Senior Recognition Program (Golden Wheeler) be adopted. Seconded by Rich Kolofer.
- October 3, 2013. Criteria for Golden Wheeler changed to equal 90 years or more.
- October 3, 2013. Criteria for Golden Wheeler award changed to equal 90 years or more Rick Wells to coordinate. Rev.6/7 2018.
- October 1, 2015. Consideration for Rookie of the Year nominees will be given to those members who joined between 4/1 of the previous year to 9/30 of the current year.

8

Club Awards Narrative

This narrative is provided at the request of the club president. Except where noted, little authority is provided for the contents of this narrative. It is mostly based on recent past practiced without the benefit of authoritative references from the clubs charter, bylaws or operating procedures. We believe most, if not all, of the awards practices listed here in have been discussed and approved by the Board. It is beyond the scope of the authors to review the minutes of our meetings. Corrections and alternative interpretations of our past practices are most welcome.

- **Silver Wheeler Award**

This award is given for outstanding service to the club.

The Silver Wheeler is the club's highest award, recognizing members who have shown outstanding effort in making the club what it is: outstanding.

Selection is made by the past recipients and presented at the awards banquet by the president.

The criteria are loose, in that each year the past recipients consider who that year has been most extraordinary in making the club a special place for all.

Consideration is given for committee work, holding an office, bringing in new

members, leading rides, going on rides, and just being an all-around great member. The award has often been an embroidered jacket so the awardee can show off their 'prize' for all time. Other awards have been selected because often the awardee has plenty of bike garments."

- **Golden Wheeler Award**

This prodigious award is given to persons who have provided significant long time service to the club.

Selection of the Golden Wheeler is made by the board. The president appoints a selection committee chairman who forms a committee which makes their recommendation to the board.

The recipient(s) receive the title of Golden Wheeler, a lifetime membership in the club, their name on the golden wheeler plaque and a smaller plaque to take home. Also a letter from the president/membership chairman is sent to the recipient explaining the details of the lifetime membership.

The golden wheeler award is presented by the president or chairman of the selection committee at the annual awards banquet.

Selection of the golden wheeler is based on a point system with a minimum of 90 points required. One point is awarded for each year of age above 65. Points will also be awarded at the rate of one point for each year that the member has served as an elected official or chairperson of a permanent committee. Other significant contributions to the club may be taken into account.

The authority for this award is taken from the "Recommendations of the Ad Hoc Committee - Senior Awards Program) dated 3/7/2013. An attachment is provided.

9

- **Rookie of The Year Award**

The Rookie of the Year is presented to a person who has joined in the last 18 months, has ridden numerous rides and has frequently supported club activities. The selection of the rookie of the year recipient is done by the board under the direction of the president.

A traveling plaque is presented to the recipient at the awards banquet by the president or the chairman of the membership committee.

- Criteria for the selection of the rookie of the year may also include: improvement in riding technique, speed and stamina; frequent attendance at board meetings, club meeting and participation on committees.

- **Ride Leader of The Year Award**

The ride leader of the year award is given to a member who has lead numerous, interesting, safe and enjoyable rides in the past year.

The ride leader of the year is selected by the ride committee.

An award of a gift valued at ~\$25.00 and a traveling plaque is presented by ride committee chairperson at the annual awards banquet.

Selection criteria may also include how well the leader follows the ride leader guidelines and stays within the posted ride levels.

- **Tough Old Bird Award**

This award is presented to a club member who has overcome significant physical

challenges to riding or participating in club activities.

The award is selected by the past recipient with input from club members.

A traveling plaque / statue is presented by the previous years TOB recipient at the annual awards banquet.

Selection criteria should include the level of injury or illness and the degree of effort required to overcome the impediment to riding.

- **Silver Bullet Award**

The silver bullet award is an optional award for meritorious service to the club. The president selects the recipient using his experience with the club and input from the members.

The gift is determined by the president with the cost approved by the board.

The president or his appointee delivers the award at the annual award banquet.

The selection of the recipient and the requirements used for the selection are solely the president's prerogative.

- **Special Award and Silver Globe Award**

These awards have been given out on only 2 occasions to members for special reasons.

No criteria or presentation procedures are available.

10

- **Performance Awards**

A special mileage plaque is given by the ride chairman to the male and female riders with the most club miles at the awards banquet.

A gift packet is given to all members who have completed their first 50 club miles.

Members who complete their first club century are given a gift (club logo water bottle) by the ride committee.

Ride leaders are recognized at the awards banquet for the number of rides led.

Mileage certificates are presented to individuals with over 500 club miles.

- Respectfully submitted by: Joe Etzler and Ed Stewart. March of 2017

Meetings

- February 3, 2007. General membership meetings changed to March, May, July, September and November at Carlisle Visitor Center. Rev. 6/7/2018.

Newsletter

- October 6, 2005. Joe Etzler moved that the club move forward with the plan to the newsletter on the website beginning in 2006. Ed Stewart seconded. Those without email will be required to request to receive their newsletter through the mail.
- October 2, 2008. After some discussion it was decided that the newsletter should continue in its present form.
- January 26, 2013. The Secretary will send a copy of the Board meeting minutes to the Newsletter Editor, who can then feature highlights from the meetings in the newsletter.

Education

- January 10, 2010. Renewal fees for current certified LAB instructors will only be paid for by the club if the instructor teaches a class. Motion made by Eva Weber and seconded by Bob Burkhardt.

Invitational

- May 5, 2011. Club members are encouraged to work rather than ride on the day of the invitational.

Merchandise

- October 7, 2010. It was again decided not to make merchandise purchase available through the website. Rev. 6/7/2018.

Ebike Policies

June 6, 2019

Based on the information about electric bikes (e-bikes) from the statewide law the following parameters were approved by the board in June 2019 for Silver Wheel e-bike riders.

- a. Each rider of an e-bike shall ride the e-bike in a manner consistent with the rider's skill level and the club's safe cycling practices.
- b. Each e-bike rider shall ride within the ride level star chart parameters.
- c. E-bike rider, during a club ride, shall not overtake the ride leader unless given permission to do so.

E-bike rider is responsible for knowing the current state laws regarding restrictions allowed on shared pathways and trails and for the various "class" of electric bikes.

Operating Procedures/Job Descriptions.

Duties of the President

- Acts as spokesperson for the club with the media in cases involving accidents or insurance claims.
- Preside at membership and Board meetings:
 1. Select and confirm site.
 2. Prepare agenda.
 3. Confirm program and refreshment host.

- Responsible for the club's general management and shall oversee the affairs of the club.
- Responsible for the club's general management and shall oversee the affairs of the club.
- Has the power to fill any vacancy that may occur in the Board of Directors.
- With the approval of the Board of Directors to establish and disband committees as necessary.
- Maintain Federal 501C7 status. Maintain State of Ohio certification as needed.
- Appoints statutory agent as needed.

Duties of the Vice President

- Preside in the absence of the President.
- In the event of death, resignations, or removal of the president the Vice President shall assume the duties of said office.
- Chair club meeting program.
- Keeper of the Silver Wheels Cycling Club operating procedures manual making it available at meetings of the Board.
 1. With Board approval, review and update the manual every even calendar year as needed.

13

-
- Maintain and update Officer History and Club Award Excel files.
- Monitor the Vice President mailbox on the Silver Wheels Website.

Duties of the Secretary

- Record and maintain the minutes of the club.
 1. All adopted and "lost" or defeated motions.
 2. Name of maker of the motion.
 3. Names of members reporting.
 4. Names of those elected or appointed.
 5. Number of votes in each side on a ballot or counted vote.

- Furnish a copy of minutes to the various Board members.
- Furnish a copy of the Constitution and Bylaws to members of the Club upon request.
- Tabulate and report results of any Constitutional amendments.
- Archive past minutes of Board meetings and pass onto replacement.

Duties of the Treasurer

- Protects the club against fraud and other illegal acts.
- Assure payment disbursements are presented to vendor(s).
- Assure deposits are present to banking institutions.
- Follow up with disbursements or deposit discrepancies.
- Inform President of any claims of fraud or misappropriation.
- Provide income and balance sheet reports.
- Provide detailed backup for auditors.
- Assist the Board with budgetary process.
- Assist in proposing to the Board a yearly budget.
- Submit Federal tax forms as required yearly.

14

- Other special projects as needed.
- Train replacement when needed.

Duties of a Director-at-Large

- Represent the membership at monthly Board meetings, generally held the first Thursday of each month. Entitled to one vote on business conducted during Board meetings.

- Actively serve on a committee or as a committee chair. For example; Education and Safety Committee, Ride with GPS Committee, Social Media Committee.
- Communicate with the membership to obtain feedback on pertinent issues.
- If serving as committee chair, pass on records to replacement.

Detailed MemCom Procedure

- Represent the membership at monthly Board meetings, generally held the first Thursday of each month. Entitled to one vote on business conducted during Board meetings.
- Receive and process any new member applications.
 1. Regularly visit the Post Office and retrieve mail applications.
 2. Receive and process new member applications.
 3. Add new member information into the official data base- (if paper application).
 4. Review new member information found on the database –(if an online application).
 5. Email new member information to the Mileage Minder, News Group Manager, New Rider Tracker, and call Committee member.
 6. Forward dues to the Treasurer or deposit them into the Club’s bank account.
 7. Report new members to the Board via monthly MemCom report.
- Provide advice and support new members.
 1. Contact new members by phone email or on a ride shortly after joining.
 2. Offer general advice on all aspects of the club activities.
 3. Answer any questions or concerns new riders may have.
 4. Determine how the member heard about the club.

15

- Maintain the club’s official roster database.
The database is an on-line database hosted by Wild Apricot.
 1. <https://silverwheelscyclingclub.wildapricot.org>
 2. Monitor database for new members
 3. Review the new member application.
 4. Verify if the member is in a Pending Status- (*they opted to be invoiced*).
 - a. Monitor the mail coming into the P.O. box for payment.
 - b. Payments received are recorded on the account and an email receipt is sent out
 - c. Non-payments are monitored. Contact is made with the person via an email reminder or phone calls. If there is no payment over a month the account is deleted.
 5. If the new member is a paper applicant:

- a. Manually enter applicant's info into the on-line database.
 - b. Enter join date based on post mark or day app. was given.
 - c. Review the renewal date to ensure it is for the current year.
 - d. Forward membership fees to the Treasurer or deposit into the club's bank account.
- Periodically pull and place membership into a printable directory. Place the directory onto the website and email members of the new update.
- Facilitate membership renewals.
Via Wild Apricot the system will send out reminders starting 45 days out.
 1. Manually this setting is changed to 30, 14, and 7 after each time has passed.
 2. Reminder notices are posted on Facebook and in Rollin'
- Members can renew online or by paper.
 1. Online applications require minimum oversight and just need their payment and the renewal date confirmed.
 2. Paper applications require the following oversight procedures:
 - a. Manually perform the renewal on website.
 - b. Validate that the renewal date is correct.
 - c. Generate and send out a paid receipt to the member.
 - d. Forward payments to the Treasurer or deposit funds into the club account.
- Non-renewing members:
 - a. Automatically flagged as Lapsed 14 days after the renewal date has past.
 - b. Additional reminders are sent via email, Facebook, and Rollin'.
 - c. Non- responders are removed from the data base and recorded on the retired spreadsheet.
- Establish a Sunshine Committee to cheer up sick or injured members.
Accept a volunteer from the general membership to be the Sunshine person.
The responsibilities of the Sunshine person include:
 1. Collecting information about sick or injured members from club members.
 2. Send a card to sick or slightly injured members.
 3. Send flowers or memoriam to a seriously injured or hospitalized member.
 4. Monthly report Sunshine activities to the Board.
- Encourage inactive members with emails or calls.
 1. Review mileage minder reports to identify inactive members.
 2. Contact member to determine the reasons for inactivity and offer advice.
 3. Report any trends in response to the Board.
- Communicate with bike shops and other organizations to promote membership.
 1. Visit local shops and offer club brochures for distribution to customers.
 2. Distribute club brochures/application to the following organizations:

County parks, club members, fitness centers, and any store that will display them.

- Report MemCom activities to the Board monthly as detailed in the attached form.
- Submit newsletter articles on relate topics.
- Pass on records to replacement.

Duties of the Ride Leader Committee

Duties of the ride leader:

- The chair (s) will be appointed by the President.
- The chair (s) will represent the membership at monthly meetings, generally held the first Thursday of each month. Entitled to one vote on business conducted during Board meetings.
- Form a Ride Committee with at least one person from each ride level.
- Organize monthly All Star Rides.
- Obtain, train, and recognize ride leaders (coordinate annual Ride Leader Training session).
- Hold at least quarterly meetings and more often as needed.
- Assist with maintenance of the ride calendar.
- Maintain the Special Ride page of the website through the Web Administrator.
-
- Review and update as needed; Ride Leader Guidelines, Ride Definitions, and Operating Procedures.
- Prepare monthly reports for the Board.
-
- Distribute sign-up sheets to the Ride Leaders.
- Recommend changes to the list of starting points.
- Resolve conflicts on the ride calendar.
- Encourage safe cycling practices through good example, training, and constructive suggestions.

- Coordinate presentations of the following awards: Ride Leader of the Year, Mileage Certificates, Top Mileage Awards – male and female and the Ride Leader Recognition program.
- As committee chair pass on records to replacement.

Duties of the WEB Site Administrator

Silver Wheels WEB site has grown in size and complexity resulting in some growing pains. The WEBCom has been formed in order to facilitate the flow of information between the club and our WEB site administrator/designer. It is intended that the WEBCom members and their methods of operation will allow efficient and organized changes to our already superb WEB site.

The WEBCom consists of a chairman who is appointed by the president. The administrator can appoint other members as needed.

- Represent the membership at monthly board meetings. Generally held the first Thursday of each month. Entitled to one vote on business conducted during Board meetings.
- Preside over meetings as required.
- Coordinate the activities of the Silver Wheels Board, the WEB site administrator, the WEB committee, and the membership.
- The administrator will collect site changes from the Board and is the only person authorized to submit these changes to the site administrator, with a few exceptions.
- Except for mileage and calendar updates, changes will only be made by the administrator on the 15th of each month.
- Guidelines for calendar changes:
 1. Assist club members with problems using the web site.
 2. Approve member submitted messages for posting to the club newsgroup on a timely basis
 3. Review submissions for appropriate content. Appropriate content is material addressed to the general club population, or to a significant portion thereof.
 - a. Block spam postings.
 - b. Block non-member postings.
 - c. Redirect messages of a personal nature to the appropriate party.
 - d. Assist club members with problems subscribing or unsubscribing to the news group.
- Guidelines for WEB site changes:
 1. Minor WEB site changes will be submitted once a month by the WEB Com

administrator via email except for calendar and mileage updates.

2. Major WEB site changes are considered redesigns and must be approved by the Board and site administrator. A pre-approved charge of \$25.00/Hr. Is assessed for redesigns. Frequent redoes of minor changes may constitute a redesign and should be avoided.
3. Dog Days invitational information should be submitted all at one time if possible.
4. Pay Pal will be managed by the WEBCom administrator and the club treasurer.
5. WEB site changes for Pay Pal buttons, etc. will be made by the site administrator.

- Train replacement when needed.

Duties of the Administrator of Marketing

Promote the club with pictures, printed news articles, videos and personal contact with the public media.

Act as the clubs contact person with the news media.

- Club Brochures:
 1. Review and update the clubs existing brochure as needed yearly.
 2. Print and distribute the brochure to the members and the public.
- Dog Days:
 1. Submit articles and advertisements to promote dog days invitational ride.
 2. Work with the dog days committee to design or modify the dog days brochure.
- Club Brochures.
 1. Design and print business cards as needed.
 2. Distribute the cards to the club members for distribution to the public.
- Work with the club's committees to print the Ride Star chart, Ride Leader duties, etc.
- Advise the club on matters concerning copy rights and plagiarism.
- Develop and promote news worthy events to promote the club (stunts?).
- Train a replacement when necessary.

Duties of the Asset Manager

- Maintain list of members having storage shed keys; President, Social Chairperson, Asset Manager, and property owner where shed is located.
- Maintain inventory of physical assets held by club members.

- Update inventory bi-annually; spring and post Dog Days event.
- Report discrepancies to the Board.
- Pass on records to replacement.

Duties of the Banquet Chairperson

- Committee members are selected by the chairman from the general membership. Meetings are held as needed.
- Assure the date and venue is decided at the annual planning meeting.
- Give deposit to vendor as soon as possible after the date is set.
- September:
 1. Committee meeting to draw up program and discuss decorations.
 2. Videographer will start work on presentation.
- November:
 1. Confirm menu with vendor.
 2. Set price for attendees with Board.
 3. Send out invitations (email and U.S mail).
 4. Have Treasurer set up Pay Pal for the event, along with the Membership Chairman and Website administrator.
- December and January:
 1. Order cake.
 2. Plan and obtain centerpieces.
 3. Make arrangements to have program printed.
 4. Make arrangements with presenters.
 5. Give vendor final number attending.

20

- Stay within annual budget.
- Have meeting after event to review and start plan for next banquet.
- Pass on records to replacement.

Duties of Dog Days Wine Tour Director

- Plan and oversee various tasks to complete throughout the numerous months leading up to a successful event.

- Maintain proper size Coordinator Board to oversee various levels of responsibilities that enlist help from numerous club members for a successful event.
- Maintain a planning matrix to keep the coordinated planning on track to complete tasks throughout the month leading up to the event.
- Coordinate planning meetings to keep schedule with timed various events and discuss improvements to make.
- Lead and manage the day of the event with all completed tasks that make up a successful event.
- Train replacement when needed.
- Stay within yearly budget.

Duties of the Education and Safety Committee

- At the beginning of each year up to eight volunteer members from the membership representing various ride levels will make up the committee. The chair will be appointed by the President.
- At least one member shall be from the Ride Committee.
- Responsibilities:
 1. Set and review annual goals at first meeting of each year.
 2. Publish 4-6 articles per year on the club website. Plan a three year rotation of review and updates of articles currently on Wild Apricot.
 3. Review, maintain, and update the Silver Wheels safety and education website. Materials may include safe cycle practices and bylaws.
 4. Develop a safety event each year.
 5. Submit short safety articles to Rollin' throughout the year.
 6. Present a safety presentation at a general membership meeting.
 7. Work with the Ride Committee to ensure the Ride Leader Training includes education and safety content.
 8. Provide a short report at each Board meeting.
- Meetings; the Committee shall:
 1. Meet at the beginning of the year and outline the responsibilities of the committee and set the calendar to meet the committee responsibilities.
 2. Meet at the end of the year to summarize the activities of the committee.
 3. Meet as deemed necessary to fulfill functions of the committee throughout the year.

Duties of the Golden Wheeler Selection Committee

The purpose of the Golden Wheeler award is to recognize distinguished senior members of the club.

The president appoints a chairman for the selection of the Golden Wheeler. The chairman then forms a committee of 2 or 3 members to assist him/her.

- The selection of candidates is based on the following:
 1. Age plus years in the club to equal 90 or more, with a minimum of 65 years of age.
 2. Extra credit will be given to members who served on the board or as committee chairpersons at the rate of one year of credit per year of service.
 3. Other significant contributions may be taken into account.
 4. It is estimated that 1 or 2 candidates will be inducted each year. (if no candidates are eligible, no award will be made that year)
- The committee will recommend the candidates to the board at the October meeting. Upon approval, the plaques will be made. The presentation of the award will be made at the annual awards banquet by the president or his/her appointee.
- The club will honor the member by:

Awarding them the title of Golden Wheeler.

1. Free lifetime membership.
 2. Listing their names on a plaque to be displayed at all general meetings and the awards banquet.
 3. Be given a small engraved plaque to take home.
- The committee is disbanded upon the presentation of the award.
 - Pass on records to replacement.

Duties of the Merchandise Minder

- Inventory, catalog, and store the club's merchandise.
- Provide a monthly inventory to the President/Board.
- Display and sell merchandise at club meetings and gatherings.
- Deposit funds from sales with the club Treasurer.
- Advise the Board of any need for additional merchandise. Contact vendor for prices.
- Other special projects as needed.
- Pass records onto replacement.

Duties of the Mileage Minder

- Create an Excel file spreadsheet for the year and share the link with membership.

- Using Excel spreadsheet, chart members mileages as reported to you by the ride leaders.
- Add new members per Membership Chair. Convert guest miles to member miles once they join.
- Chart member attendance of meetings and other special events. This information is provided to you by those organizing the events.
- Make backup copies of spreadsheet monthly.
- Make sure Web Administrator archives ride report at the end of the year.
- Notify Rick Wells (or individual responsible) when a member (s) completes their first 50 miles ridden with the club.
- Pass on records to replacement.

Duties of the Newsletter Editor

- Select relevant newsletter articles and pictures from the membership and outside sources.
- Participate in club events as a “reporter” to help add content (event summaries, photos) to the newsletter.
- Collect content during the month end edit as needed using software of choice.
- Format newsletter monthly using Wild Apricot software.
- Publish newsletter via Wild Apricot on or near a consistent date each month.
- Train replacement when needed.

23

Duties of the Nominating Committee

The president appoints a chair person to head the nominating committee for the elections of officers on or before June. The chairperson then selects 2 or 3 members to help with the committee.

- The committee contacts the incumbent officers to see if they want to stay on.
- The committee then meets to start the selection of a candidate for all vacant positions. Newsgroup and Rollin’ articles are sent out to notify the membership of the elections and to solicit any potential candidates.

- The committee makes their selection and presents a roster of candidates to the Board for approval. In the event of a contested position, the committee will ask for a list of qualifications from the candidates and publish them.
- Election of officers is held at the last general membership meeting of the year, (generally November). Nominations will be accepted from the floor at this time. Uncontested positions will be elected by acclamation. If there are contested positions, the committee will send ballots to all members by email or U.S. mail. The committee will act as the board of elections to determine the results. Election results will be published in Rollin'.
- Elected officers will start their two year term on January 1st.

Duties of the Ride with GPS Manager

The Ride with GPS Manager will be appointed by the President.

- Assign roles in Ride with GPS-Admins. (Rob and Rick), Route Managers (20+), Billing Managers (Betsy, Rob, and Rick), and Active Users (90+).
- Maintain the Ride with GPS account including the Welcome Page, Events (primarily used for multi-day events), Route Library, Members, and Manage Account.
- Maintain and monitor the Silver Wheels' Ride with GPS Group page; referring any Group inquiries to our Club account and remove any new Group members.
- Maintain help pages on Wild Apricot club webpage in the Members Only section to help club members enroll in and use the RWGPS Silver Wheels' club account.
- Provide periodic formal training sessions for basic users and for Route Managers. Answer basic questions from club members. Refer technical questions to clubs@ridewithgps.com.

24

- Maintain Tag requirements on Routes and enforce their use as needed, up to and including deleting routes that do not have an Owner tag.
- Back up Route Library as needed.
- Ensure the Treasurer is aware of the annual invoice and submits payment in a timely manner.
- Liaison to Dog Days Wine Tour Route Committee as needed.

- Periodically review our Route Library and make changes/deletions.
 1. Identify and delete duplicate routes and copies.
 2. Identify routes that have obviously incorrect Privacy Setting, missing or incorrect Tags, and Route Names that do not follow the standard naming convention. Either make the necessary change or ask the Route Manager to make the change.
- Any Route Admin. has the “system authority” to delete a Club Route; however, in practice only the RWGPS Club Manager should use this Delete authority on another member’s route.
- Deletions may be made by the Manager if:
 1. Another similar route is deemed to be a better Club route.
 2. The route appears to have been abandoned in planning by the Route Manager for an excessive period of time.
 3. The route is Out of Area and is not likely to be re-used in the future.
 4. The Route Admin. did not use the proper Tag identifying route ownership and starting location.
 5. The Route Manager did not use the proper Route naming conversion, etc.
- Remove a Route Manager’s authority if they are unwilling or unable to follow the Club’s guidelines, or they are not actively using the Role and/or leading Club rides.
- On an annual basis, with information from the Membership Committee Chair, delete RWGPS Club users that did not renew their Silver Wheels’ membership.
- Pass on records and train replacement.

Duties of the Social Chairperson

- Arrange for supplies for the Annual Planning Meeting.
- Keep a current list of supply inventory.
- Secure the event for Founders Day and order the food.
- Enlist volunteers to supply refreshments at the club meetings.
- Bring supplies needed to club meetings (serviceware and water).
- Work with a coordinator for an event.
 1. Verify that the venue has been secured.
 2. Send a notice to the club members. The notice shall include whether the event is a potluck or catered. If catered, the members should be directed to register on the event page.
 3. Make arrangements with the Social Chairperson for getting the needed supplies.
 4. Assist with event set-up and clean-up.

- Work with the WebCom administrator to get event functionality added to website for catered events.
- Make arrangements with Dog Days Coordinator for any remaining items to be donated to Social.
- Make arrangements with ride coordinator for handling non-rider sign in sheet including sending names to the Mileage Minder. A blank sheet is in the supply bin.
- Retain all records to turn into Treasurer
- Stay within yearly budget.
- Pass on records to replacement.

Duties of the Social Media Committee

Committee Chair(s) is appointed by the President and other Committee members may be selected by the Chair. Responsibilities of the Social Media Co-Chairs for **Facebook** include:

- Serve as Admins for the official Silver Wheels' Facebook Business Page by monitoring page's activity on a daily basis using automated notifications such as emails, alerts, and Messenger. (No responsibility for the unofficial Facebook Group page's).
- Serve as Admins for DDWT Facebook Business Page.
- Actively post information and photos that appeal to a wide group of riders. Share other FB content to Silver Wheels' Page. Use insights to actively monitor best posting strategies including content, type, time, and frequency.
- Respond to Facebook Messenger requests and to posts using the Silver Wheels' Admin account as needed to provide additional information or to increase user engagement.

26

- Like other Facebook pages (LBS, wineries, etc.) and individual Facebook posts as Silver Wheels or Dog Days to increase our brand awareness.
- Promote our Pages to new members and to individuals that post on our Page to increase our Likes and Follow totals.
- Update the Board on the Committee's activities.
- Pass on records to replacement.

Responsibilities of the Social Media Co-Chairs for **Web Presence** include:

- Assist Directors and other interested parties in understanding Wild Apricot web page activity including page reviews and acquisition methods using Google Analytics.
- Periodically perform internet searches on “Silver Wheels Cycling Club” to review top hits for accuracy and completeness. If an incorrect reference exists, contact the web site to correct the information. (Note: the Board and Web Chair have stated that our old .com and .net websites will not be deleted, modified, linked to current pages or corrected. Therefore the Social Media Co-Chairs will no longer report on these top hit web pages.

Duties of the Sunshine Chairperson

- Send monthly report to Membership chairperson.
- Will send a greeting card to a member whom has been ill.
- Will send a greeting card and \$25 gift card to a member whom has been hospitalized.
- In the event of a death in the non immediate family of a member, a sympathy card will be sent.
- New cards are ordered from Elyria Printing as they have the club template.
- Pass on records to replacement.