

GANARASKA FREEWHEELERS

By-Laws

The Ganaraska Freewheelers is a Volunteer, Not-for-Profit, Social Cycling Club.

MANDATE

Its mandate is to provide recreational cycling and après-cycling social opportunities to cyclists of varying abilities.

CLUB EVENTS

This mandate is achieved as follows. There are two types of events organized by the club:

Riding Events. Each ride has a host and ride leader (this may be one and the same person) or the host may work with another member (the ride leader) to choose the route and options to shorten.

On occasion when no host or ride leader has scheduled an event, the Ride Coordinator will choose a local starting place and a route for the ride and have it posted on our website.

Social Events. Each social event has a host (may be the leader of the ride) who organizes the venue and the format of the après ride social event. (Usually this takes the form of a Pot Luck supper at the home of one of the members). It may be decided after a club ride to eat at a restaurant near the end of the ride. Eating at a restaurant will not be considered a club social event.

An “event” is defined as one that is both included in our Club Calendar and promoted to members through a post on our website.

MEMBERSHIP

There are the following classes of membership

Regular Members

Junior Members

Honorary members

Social Members (e.g. non-riding members: typically, friends, relatives and/or spouses of riding members)

Non-member “Try-out” and “Guest” riders

Regular members are those members who have paid an annual fee (set each year at the AGM), have read the Club’s Risk Management policies and have signed a non-liability waiver (release and indemnity agreement) for the year for which the fees have been paid.

Junior members (persons under the age of 18) may join the club. They are required to pay the annual fee (set each year at the AGM), have read the Club’s Risk Management policies and have signed (by a parent or guardian) a non-liability waiver for the year for which the fees have been paid.

Honorary members are those persons on whom the executive bestows membership in recognition of attaining the age of 80 and still riding with the club. From 2018 onward the honorary status lasts for one year only.

Social members are those members who have paid an annual non-riding fee (set each year at the AGM), have read the Club's Risk Management policies and have signed a non-liability waiver (release and indemnity agreement) for the year for which the fees have been paid. These members may attend and/or help in the planning and management of après-cycling social events of the club.

Non-member are guests of members or club try-out riders and must sign the annual club waiver before riding with the club. Application of this policy "NO WAIVER = NO RIDE" is mandatory.

Non-member riders are allocated up to 3 rides as non-members. Non-members may host a social event (e.g. a potluck) but cannot be a ride leader.

The Yearly membership fee is halved after August 24.

MEMBER RESPONSIBILITIES

In order to uphold and maintain the integrity of the club, there are expectations of members.

- Each member is required to host at least one ride per season.
- Hosting a ride requires the provision of a route map and a Ride Leader. Hosting doesn't mean you have to "lead", just ensure you have delegated a ride leader.
- Ride leaders are encouraged to ride or drive the route prior to the ride to verify safety and accessibility.
- Members participate in a minimum of 3 club events per cycling season

By joining the Ganaraska Freewheelers Recreational Cycling Club (the Club), all members agree to abide by the following Risk Management Policies when participating in Club rides.

Ride leaders will be a member of the Ganaraska Freewheelers in good standing. **The Ride Leader will:**

1. Select a route that avoids prolonged stretches of busy and/or dangerous roads.
2. Outline the route, including the final destination, to all participants at the start of the ride. This will normally be accomplished by handing out written directions and/or maps.
3. Verify at the start of the ride that any guest riders have signed their annual waiver. Make a list (written or mental) of all ride participants and ensure that all riders are accounted for at the conclusion of the ride.
4. At the start of the ride, take steps to ensure that no one is left to ride on his/her own.
5. In conjunction with the implicated riders, report any incident involving first or third party injuries and/or property damage to the club Vice President within 48 hours and, if appropriate, to the police. The member involved in the incident completes the Incident Report form and submits it to the Vice President.

Ride Participants will:

1. Wear approved cycling helmets.
2. Carry personal identification and emergency contact information.
3. Assume full responsibility for following the route as outlined by the Ride Leader at the start of the ride.

4. Make every effort to contact the Ride Leader if leaving the ride early or electing not to come to the final destination.
5. Agree to cycle in a safe and responsible manner at all times, including having lights on at dusk.
6. Show courtesy to fellow riders by doing such things as pointing out hazards and giving appropriate warning when turning, slowing and passing.
7. When riding on public highways, obey the rules of the road established under the highway traffic act.
8. Be courteous and respectful to other users of the road.
9. Ensure that the bicycles they use for Club rides are safe and in good working order.
10. Have the equipment and/or knowledge required to undertake basic bicycle repairs including repairing flat tires.
11. Recognize that dogs pose a significant danger to cyclists in the rural areas of Northumberland County and be aware of some common-sense procedures for minimizing this danger.
12. Report any incident involving personal injury to the Ride Leader a.s.a.p.

THE EXECUTIVE

The club will be managed by a group of elected (at an AGM) officers collectively called the Executive. The executive group consists of five positions: President, Vice President, Treasurer, Secretary and Webmaster. The duties are summarized below.

President, who shall

- call and chair meetings as required
- achieve the short-term goals of the club
- enforce the by-laws
- provide an agenda for each meeting and
- attend all executive meetings as required

Vice-President, who shall

- perform all duties of the President in the absence of the latter and
- perform such other duties as agreed on with the other members of the executive
- liaise with our insurance provider, oversee accident reporting and promote club safety
- attend all executive meetings as required

Treasurer, who shall

- record the financial dealings of the club
- prepare an annual statement for the club's Annual General Meeting
- prepare a statement for all executive meetings and
- attend all executive meetings as required.

Secretary, who shall

- keep copies of the By-Laws
- keep copies of member forms, waivers and accident reports
- provide notices of general meetings
- record minutes of all executive and general meetings and safeguard them for future reference
- advise members and the executive on procedures
- review documents to be signed by club executive and execute documents as required

attend all executive meetings as required.

Webmaster, who shall

be directly responsible to the President and the members
update the club's website in a timely fashion and keep the overall look cohesive
maintain the club website and links, including liaising with members, other clubs and groups that interface with the club
ensure that the information presented is up-to-date and accurate, especially for scheduled events (e.g. ride rosters, specific rides and for hosted events)
maintain and keep confidential (to the club membership) the club's email addresses, residential addresses, phone numbers and accounts
ensure that the domain name registration and web hosting is current and renewed promptly
attend all executive meetings as required.

EXECUTIVE NOMINATION PROCESS AND TIMING

Executive positions each last two years, but the incumbents have the option of volunteering for a further two years without the need to be voted in again.

Vacant positions are filled as follows:

- Vacancies are announced to the Club members one month prior to the AGM. Members should be informed that ANYONE can apply for one of the positions PRIOR to the AGM, but the applications require a Nominator and a Secunder.
- The applications should be sent to the Club Secretary. If there is more than one applicant for any of the positions, the incumbent Executive should attempt to get the applicants to reach some sort of consensus ahead of time to avoid choosing between nominees at the AGM.
- Incumbents need to be confirmed at the AGM where we officially vote on new Executive members.
- Where possible, the President/Vice President roles and Secretary/Treasurer roles will end their terms on alternating years to optimize continuity of the Executive.

MEETING PROCEDURE – EXECUTIVE

Call to order.
Agenda revisions and approval.
Declaration of conflict of interest.
Adoption of previous minutes.
Orders of business: Matters not concluded.
 Correspondence.
 Reports.
 New business.
 Scheduling for next meeting.
 Close meeting

MEETING PROCEDURE – ANNUAL GENERAL MEETINGS

Shall be held before November twenty first (21st) at a time and place decided by the president for the purpose of:

Electing positions that are vacant in the executive group

Redefining the long-term goals of the club

Examining the performance of the club for the operational year (usually through reports from the treasurer, ride coordinators, membership and welcoming committees, trip coordinators, and webmaster)

Making amendments to the By-Laws

Selecting and approving volunteers (Tuesday morning ride coordinator; Friday /or Saturday-Sunday ride coordinator, Welcome Committee coordinator, tour ride coordinator and committee), to populate the calendar for rides and social events for hosts, ride leaders and social event hosts.

Each individual (paid) member or a representative (in writing) is allowed to cast a vote at items presented for voting.

AMENDMENTS TO THE BY-LAWS

Any member wishing to introduce an amendment must present it in writing to the executive group 2 weeks before the AGM

Notice of intent to change the By-Laws will be sent to all members within 7 days of the AGM, along with the agenda of the AGM. No moves to amend the By-Laws can be made from the floor of the meeting.

A quorum shall consist of 20% of all members in good standing at the time of the meeting.

In the matter of voting, a sixty-six (66) percent of votes passed will decide on the amendment.

In the event of no quorum the executive can pass the amendment by at least 66% majority of the executive group.

RULES OF ORDER

Robert's Rule of Order, Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.