WSCC Policy and Procedures

Amended May 3rd, 2020

Membership

A roster of current paid club members will be distributed yearly to all WSCC members in June. The data base for the roster will be generated by the Treasurer from the membership list and submitted to the Board to distribute in PDF digital form to the membership. The roster will include member name, email, phone number and city.

Meetings

Board and general meetings shall have an agenda similar to that suggested by Roberts Rules:

- Determination of a quorum should be noted during board meetings.
- There should be a written agenda for the meeting.
- Minutes of the previous meeting need to be acknowledged and approved.
- Treasurer's report.
- Committee reports.
- Unfinished business.
- New business.
- Program, if applicable.
- Announcement of activities, events, special meetings, etc.
- Adjournment.

General meetings occur in February, April, October and November of each year at 7 pm on the second Wednesday. The current venue is at the United Way Building in Bremerton but meetings may also be held by video conference. The club picnic is usually scheduled in August, and the club Christmas party occurs in December.

Communications

All communications to the membership should include the content of the email in the subject line, the name of the person sending the information prominently displayed, except meeting notices, and a means of contacting that person (email or phone number).

Dropbox is the central repository of working documents. Board members and interested members will be given access to these files.

Members of our club, in any capacity, should not state or infer they represent the will or point of view of the WSCC, or any of its committees, unless a formal vote was taken to authorize this. While a past or current association with the club is a factual part of a resume, it does not imply the right to speak for, or to represent, the club or its individual members.

Committees and Chairmanships

Committees may be formed by the Board, and chairpersons appointed by the President. Short descriptions of past or current WSCC committees and the roles of chairpersons are described below:

1. **Membership**
   Call and stay in contact with new members, answer questions, distribute club information, promote new-member rides.

2. Advocacy
Advocate for accessible, safe, and convenient roadways and trails for bicycling. Communicate the needs of bicyclists to city, state and local officials, and others who affect the bicyclist's riding environment.

3. Publicity:
Act as liaison to media sources to advertise upcoming events. Ensure that club event dates are published in the appropriate media in a timely fashion.

4. Ride Coordinator
Promote, coordinate, and implement rides from beginner through advanced levels. Recruit and support Ride Leaders for weekly and multi-day rides. Collect and save non-member ride waivers. Ride waivers should be transferred in electronic form to the President.

Ride notices should include the route, distance, and expected pace: relaxed (10 mph avg.), moderate (12 mph avg.), brisk (14 mph avg.), and strenuous (16 mph avg.) All riders must sign a waiver on the day of the ride.

The Ride Coordinator function can be augmented by a Ride Coordinator Team, appointed by the Ride Coordinator.

5. Equipment Coordinator.
Maintain and store WSCC's bicycling equipment and keep an up-to-date inventory.

6**. Safety and Education Coordinator**:
Provide information and training to mitigate risks when bicycle riding, including but not limited to use of properly fitted and maintained equipment, clarification of traffic laws as they apply to cyclists, instruction in proper cycling etiquette when riding in a group, and most importantly, instruction in the critical art of maintaining situational awareness while cycling.

7. Special Events Coordinators
The board may appoint individuals to represent WSCC for special events.

8. Program Chairman Find / recruit speakers for regular meetings, by tradition a task of the vice-president.

9. Audit committee
Appointed by the board to conduct the mandated yearly audit of club finances.

10. Nominating committee
The board should appoint a nominating committee in June of each year, anticipating the upcoming elections of new officers.

11. Budget committee
Coordinated by the Treasurer. Creates a budget to be approved for the coming year.

12. Clothing Chairman
Purchase clothing, with Board authorization, as needed to promote WSCC.

Financial Considerations

Expenditures and bills paid by the Treasurer must be presented to the Board to assure all payments and expenses are authorized. Receipts for reimbursement need to be accompanied by the “Request for Reimbursement" form.

The Board will establish a written budget, if needed, for any event that is approved by the membership. The budget will provide specific funding limits for each of the general areas where expense is normally incurred.

The event committee Chair will maintain records of all expenditures. If funding limits for a expense area are approached, the event committee Chair will contact the Board, which, at its next meeting, will determine if an adjustment to the budget is required.

If an individual expends club funds more than the limits of the budget, the club may not reimburse that individual for the over-expenditure.

The Treasurer will maintain the Club’s Financial Records using the Club’s subscription to online (cloud based) Quickbooks. Ownership can be transferred as board officers change.
The Treasurer, President, and Membership Coordinator will collaborate in such a way that all parties are aware of new memberships or payments coming through Quickbooks or via paper membership applications and written checks.

The Treasurer will be made aware of all financial correspondence sent to the club’s P.O. Box weekly. The arrangements for doing so must be approved by the Treasurer and President.

Document Management

The club roster shall be distributed in PDF format.

Ride waivers collected by Ride Leaders shall be given to the ride coordinator or the President in electronic form. Waivers should be saved for a period of two years. Waivers for minors will be kept as per state statute.

Both the club Bylaws and the Policy and Procedures document shall be available to the WSCC membership in Dropbox.