



**Haliburton**

**Real Easy Ryders**

## **Policy & Procedures**

1. Board Meeting dates for the calendar year shall be established in consultation with the Directors. The Board will meet a minimum of four times: in the fall following the Annual General Meeting, in January to prepare for the new season, in the spring prior to the cycling season, and in mid-summer to prepare for the Annual General Meeting. Additional meetings of the Board shall be at the discretion of the President. Directors are encouraged to attend all of the meetings, with a minimum expectation of two thirds attendance during each one year term of office.
2. Vacancies on the Board shall be filled as quickly as possible. The President shall bring forward a recommendation for the filling of a vacancy to the Board for ratification at the earliest opportunity. Such ratification of appointment requires a two-thirds majority vote by the Board. An individual filling a vacant position shall be an active member in good standing of the HRER Cycling Club and will serve in the position until the next Annual General Meeting.
3. One of the prime communication tools with the membership is the club's Website. This shall be reviewed by the Website Coordinator on an annual basis and prior to the cycling season. In addition, our HRER Facebook Group is open only to HRER members and will be maintained if we have a member willing to administer the site.
4. The Club requires that all individuals taking part in Club rides be members of the Haliburton Real Easy Ryders, (or guests who have signed a waiver). Directors in attendance at each ride will make an effort to ensure this policy is enforced.
5. The club places a high priority on rider safety. Accordingly, approved bicycle helmets are required on all rides. In addition, all members are required to comply with all of the conditions outlined in the Club's Risk Management Policy. This policy shall be distributed annually with the membership application form. Any member who does not comply with the Risk Management Policy shall not ride and may be asked to relinquish his or her membership. This policy shall be monitored and implemented by any member of the Board of Directors. Directors in attendance on rides will make an effort to monitor all aspects of the policy. Each Ride Captain and Director in attendance is encouraged to carry a cell phone.

6. Accidents involving injury or damage must be reported immediately to a member of the Board who is in attendance on the ride. The approved Sport Injury Report Form shall be completed by a member of the Board and submitted as soon as possible to the President of the club, for review and passing it to the Safety & Risk Coordinator for file management. Board members will carry Sports Injury Forms with them to all rides and are encouraged to take pictures of all incidents involving personal injury or property damage.
8. The Treasurer shall bring forward a recommendation regarding the amount of membership fees to the Board, prior to the Annual General Meeting. Membership fees are non-refundable.
9. The signing Officers of the club shall ideally be the President, Vice-President and Treasurer. Signatures of any two of the above are required for all banking transactions.
10. The club's official mailing address will be that of the President.
11. Nominations and the election of members to the Board shall be held at the Annual General Meeting (A.G.M.). Elections will be conducted for positions "at large". At the Board meeting following the A.G.M., the incoming Directors shall determine which position each will hold.
12. An honorarium in the amount of \$200 shall be given to the organizer(s) of each of the Spring and Fall Trips. In addition, upon the recommendation of the Treasurer, any reasonable out of pocket expenses with receipts, incurred by the organizer(s) shall be reimbursed, up to \$300. (Policy to be reviewed annually).
13. Any club member incurring out of pocket expenses with receipts, while carrying out responsibilities assigned by a Director, shall be reimbursed upon the recommendation of the Treasurer.
14. As endorsed at the 2010 Annual Meeting, the amount of \$2,500 shall be maintained as a Restricted Equity Account on the Balance Sheet of the Club.
15. Contributions to charitable organizations shall be generally bike-related.