

Lincoln Hills Cyclists

Operating Policies and Procedures

>> Index <<

	Page
Article 1 INTRODUCTION	2
Article 2 MEMBERSHIP	2
Article 3 GUEST POLICY	3
Article 4 COMMUNICATION WITH MEMBERSHIP	3
Article 5 NOMINATING AND ELECTION OF OFFICERS	4
Article 5.1 LHC OFFICER TERM AND RESPONSIBILITIES	4
▪ President	
▪ Vice President	
▪ Secretary/Treasurer	
Article 6 SUPPORT POSITIONS	6
▪ Webmaster	
▪ Safety Coordinator	
▪ Ride Leaders	
▪ Community Affairs Coordinator	
▪ News Media Writers	
Article 7 DUES	9
Article 8 LHC ROSTER	10
Article 9 CONTRACTS	10
Article 10 RESOURCES	11
Article 11 REVISIONS	11

Article 1 - INTRODUCTION

The Lincoln Hills Cyclists (LHC) Bylaws is the ruling document for LHC and should be read and included with these Operating Policies and Procedures.

Article 2 - MEMBERSHIP

All residents of Sun City Lincoln Hills are welcome to join the LHC. Each household membership in good standing shall be entitled to one (1) vote. Household membership in good standing shall be defined as those whose dues are current and who have filled out a membership application form to be retained on file by the LHC Secretary/Treasurer.

Any member or officer in violation of the rules of these Shared Interest Group Guidelines will be suspended from the LHC.

Member Riders responsibilities are:

1. To observe safe cycling practices at all times which include:
 - a. Wearing an approved helmet,
 - b. Not wearing earplugs (headphones, ear listening devices such as air pods) in both ears,
 - c. Riding with a rear view mirror attached to the bike or rider,
 - d. Ride with rear (red) mounted light on during ride,
 - e. Observe all *CA DMV* vehicular codes and
 - f. Follow the directions of the Ride Leaders while on the road.
2. Register for group rides and review the route on the website. Have the route with you on the ride (either printed or on electronic device).
3. Carry a cell phone and the ride leader's phone number.
4. Whatever group you are riding with, give the ride leader your name, cell phone number and emergency contact information prior to the ride.
5. Stay with the group. If you are leaving the group let the ride leader know that you are going a different route, consider having another rider stay with you. Text the ride leader when you have completed your ride.
6. If you are ill or have had an accident do not ride alone.
7. Complete and submit a LHC Membership application to the LHC Secretary/Treasurer.
8. Keep informed on LHC activities by checking the LHC Website.
9. Pay dues in a timely manner.
10. Advise the LHC Secretary/Treasurer of any address, email, emergency contact or telephone number changes.

Article 3 - GUEST POLICY

Resident Guests are:

1. Members of the *SCLHHOA* that may participate in LHC activities for a limited time before joining the LHC organization.
2. The number of ride times prior to joining the LHC shall not exceed more than three (3).
3. Responsible, while cycling with a LHC group, to observe all the safety requirements of a member stated above in Article 2 #s 1, 3, 4, 5 and 6.

Non-Resident Guests:

1. Are not allowed by *SCLHHOA Rules* to be members of the LHC. However they can ride with a resident member.
2. May participate in LHC activities only by invitation and accompanied by a LHC member.
3. The LHC member is responsible for the non-resident riders conduct while riding.
4. Responsible, while cycling with a LHC group, to follow the instructions of the Ride Leader and observe all the safe cycling practices listed in Article 2 #s 1, 3, 4, 5 and 6.

Article 4 - COMMUNICATION WITH MEMBERSHIP

Meeting notices and other information will be provided to LHC members to their last known email address. All BOD meeting notices, meeting agendas and meeting minutes are to be emailed to active members. Meetings and events for the membership will be included on the LHC Ride Calendar.

Emails sent to members will only be sent by the Secretary/Treasurer. No political groups are promoted by the club and such correspondence will not be sent to the general membership. Correspondence from organizations who promote cycling may be sent out to the membership with the disclaimer that the LHC does not have a position pro or con regarding the actions of the organization. Members should use the information, if desired, to support or protest the organization's actions as individuals.

Ride Leaders and other members in "Support" positions may request periodic emails sent to the membership. These emails for the benefit of the membership at large include LHC meetings and events, cycling safety issues, roster updates, road conditions and information pertaining to cycling events.

Members may request items for sale be shared with the membership for their own cycling equipment. Send the email to the Secretary/Treasurer to forward and include one picture of the item, brief description, price and contact information.

Members desiring to share cycling event information, current road conditions or other correspondence with the membership should email the Secretary/Treasurer. Emails will be forwarded to "Support" members for review and sent to the general membership if appropriate.

Article 5 – NOMINATING and ELECTION of OFFICERS

All LHC Officers must be SCLH residents and be elected by the LHC membership.

A nominating committee consisting of at least three (3) but not more than five (5) LHC members shall be appointed by the President for the purpose of nominating officers for the election. Only LHC members willing to serve will be considered. The slate of candidates will be listed on the LHC Website at least two (2) months before the next Annual Meeting.

Article 5.1 - LHC OFFICER TERM AND RESPONSIBILITIES

Officers can serve four (4) continuous years. Officers that have served four (4) continuous years must take at least a one (1) year break. An appeal for an exception may be brought to the membership if or as needed. All elected Officers should serve at least a two (2) year term, unless that term is shortened by mitigating circumstances. In that case the position will be taken by another LHC Officer until the remaining officers can activate the election committee and find a replacement, then a special election will be held.

Officers will be elected by a vote of the members at the January meeting. A quorum is required of 30% of the membership or 35 members, whichever is fewer. The officers will begin their term at that meeting. The elected officers shall be president, vice president and secretary/treasurer.

President

Will preside over all regular meetings, ride leader and officer meetings of the LHC. The President will appoint all committees and shall act as an ex officio member thereof, with the exception of the elections nominating committee.

President Responsibilities:

1. Provide the SCLH Activities Department with a revised and signed "*SCLH HOA Group Contacts Update Form*" with no less than three (3) contacts including phone numbers and email addresses and officer election results, if any changes.
2. Monitor the LHC budget and finances.
3. Manage the Rides with GPS (RwGPS) contract with the LHC.
4. Solicit volunteer LHC members to submit monthly articles to the *SCLH Compass*, *Lincoln News Messenger* and *Sun City Senior News*, supervise the news media writers.
5. Appoint one LHC member as Safety Coordinator.
6. Appoint one LHC member as the LHC Website Webmaster.
7. Appoint one LHC member as the Community Affairs Coordinator
8. Review the LHC Website

Vice President

Will work in cooperation with the President and shall, in absence or disability of the President, perform the duties and exercise the powers of the President. The Vice President may be delegated by the President to perform one or more duties of the President. In the event of the resignation of the President during their term of office, the Vice President shall therefore become President.

Vice President Responsibilities:

1. Maintain and keep up to date the Ride Leader Roster on the LHC Website.
2. Establish and coordinate the training of Ride Leaders in the use of the Ride with GPS System.
3. Schedule Ride Leader and Safety Meeting meetings as required.
4. Assist the Webmaster with coordination and maintenance of the rides and Ride Schedules.
5. Coordinate and manage the request for bids on all activities involving contractors for events and products for the LHC.
6. Review the LHC Website.

Secretary/Treasurer

The LHC Secretary/Treasurer will work with the other Officers and maintain proper fiscal controls over the resources and assets of the LHC.

Secretary/Treasurer Responsibilities:

1. Maintain the LHC bank account with a signature card bearing the signatures of the President and Secretary/Treasurer.
2. Promptly record all receipts and deposit funds in the Wells Fargo checking account.
3. Oversee all non-profit tax information required by the Internal Revenue Service (**IRS**) and the California Franchise Tax Board (**CTFB**) including:
 - **IRS – 990-N**, Annual Electronic Notice for Small Organizations. *Must be submitted at end of each tax period by the 15th day of the 5th month after the close of each tax year.*
 - **CFTB – Form 199-N**, California e-Postcard. *Must be submitted at the end of each tax period by the 15th day of the 5th month after the close of the tax year.*
 - **Note:** Non submittal of **IRS Form 990-N** or **CFTB Form 199-N** as required for three (3) consecutive years will terminate the LHC tax exempt status and reinstatement will require the resubmission of **IRS Forms 1024** and **8718** with a **FEE** and **IRS Form 990-N** and **CFTB Form 199-N** for the current tax year.
4. Collect dues and all other monies while maintaining a current and accurate accounting of the LHC finances.
5. Oversee the Community Affairs program as needed for funding requests.
6. Ensure communications to membership is maintained via emails regarding LHC business, including emailing updated roster at least twice a year.

7. Maintain an up-to-date dues roster.
8. Maintain an up-to-date roster with the LHC Webmaster. Inform members of the website roster password.
9. Make all payments for authorized LHC bills.
10. Report the financial status of the LHC at the Ride Leader Meetings and LHC General Member Meetings.
11. Maintain a current file of all member application forms.
12. Record and preserve the minutes of all meetings.

Article 6 - SUPPORT

Support assignments will be made, as required by the LHC Officers, to maintain proper communications and logistics between LHC Officers, the membership and the surrounding community.

Webmaster

Is responsible for maintaining the LHC Website and acting as a single point of contact for all information placed on the website. Ensures the site is operating correctly by generating and revising the software data as required. The Webmaster will also control access rights and contents requested to be put on the website

Webmaster Responsibilities:

1. Control security and all activities related to;
 - a) LHC Website: www.LincolnHillsCyclists.com
 - b) LHC Ride Calendar: www.clubsdheduled.com/lhccalendar/calendar.ph?local_L2_Choice=View%20calendar
 - c) Ride with GPS: <http://ridewithgps.com/find>
2. Maintain, in partnership with the President, Vice President and Secretary/Treasurer an up-to-date roster of LHC Members and Ride Leaders with appropriate levels of website access.
3. Review and place articles and photos of events that support the LHC on the LHC Website and related links.
4. Review and post upcoming events on the "Events" section of the web page.
5. Keep the web page current.
6. Make changes, as required, to the web page and links to maintain accuracy and timeliness of the information displayed.

Safety Coordinator

Coordinate the development, implementation, administration and updating of cycling safety programs for the LHC.

Safety Coordinator Responsibilities:

1. Be familiar with all current *California Vehicle Code (CVC)*, *DMV Vehicle Laws and Regulations*, www.dmv.ca.gov, especially those related to "bicycles."
2. Make connections with the community and educate other riders and non-riders on cycling/auto compliance with the *California Vehicle Code (CVC)* and the *Department of Motor Vehicles Driver Handbook* laws.
3. Develop programs to encourage cycling safety on LHC sponsored rides.
4. Investigate cycling accidents involving LHC members to determine the cause(s) of the accident and make recommendations to avoid such incidents in the future.
5. Collaborate with Lincoln PD, Placer County Sheriff's Office and CHP as required.
6. Be sensitive to a rider's confidentiality relative to accidents and media information.
7. Publish safety information and updates to the membership via the webpage.
8. Report LHC Safety Stats at the LHC Annual Meeting and Ride Leader Meetings.
9. Monitor as needed the condition of Placer County and associated Cities roads, bike lanes and bike paths and make recommendations to the appropriate agencies.

Ride Leaders

Will establish the safest route that matches the objectives and abilities of the riders in the group. They will publish the rides on the LHC Website Ride Calendar and review the results to determine by the size of the group, if the group should be divided up.

Ride Leader Responsibilities:

1. Post ride information on the LHC Website Ride Calendar and Ride with GPS prior to each ride.
2. Update website ride group description as needed with the Webmaster.
3. Provide an overview of each ride and any ride dangers prior to the group departing.
4. Review the registered riders prior to each ride. If the list of riders signed up for the ride, is too large consider breaking the group into manageable sub-groups.
5. Have extensive experience cycling the various routes and awareness of potentially critical situations, such as merging with traffic, steep declines and dangerous intersections.
6. Be aware of who is in the group at the start of the ride. Periodically re-group and check to see that all riders are with the group, consider having an assigned "sweep" rider. Practice "no drop" policy.
7. Brief the Safety Coordinator of all accidents involving group riders.

8. As needed remind all riders of cycling safety and member responsibilities as stated in Article 2.
9. Check that all cyclists are following the safety policies stated in Article 2 #s 1, 3, 4, 5 and 6.
10. Report any road construction, repair or hazardous conditions to the Safety Coordinator or LHC Officers.

Community Affairs Coordinator

Support LHC with information on organizations within the area of Lincoln that the LHC could assist with financial aid or equipment support focused on cycling and cycling safety education.

Community Affairs Coordinator Responsibilities:

1. Determine opportunities for LHC to support not-for-profit organizations based in and supporting the residents of the City of Lincoln.
2. Establish and maintain liaison with all local governing agencies, volunteer groups, Chamber of Commerce, etc., to coordinate LHC participation in appropriate Lincoln area activities.
3. Recommend to the LHC Officers, participation in local activities such as rides, parades, school events, workshops, etc.
4. Publish information regarding cycling related events, on LHC website.
5. All financial support identified for community services must be approved by the LHC Officers.

News Media Writers

Support LHC by publishing articles to educate Sun City Lincoln Hills residents and community to promote LHC purpose and focus on cycling and cycling safety education.

News Media Article Coordinator Responsibilities:

1. Write and publish articles to promote LHC. These articles will reflect our ride area, routes taken, distances traveled, ride safety and other areas of interest. Local publications include the *Compass, Lincoln News Messenger and Sun Senior News*.
2. Report to President to discuss general theme for articles.

Article 7 - DUES

Annual dues are due and payable at the LHC Annual Meeting in January and will be in arrears thirty (30) days after that meeting. The membership is for entire family, regardless of size. Members in arrears shall be dropped from the group membership and all activities supported by membership. Dues will not be refunded for any reason. If a new member joins after the first of the year, dues will be prorated for the remaining months.

Any change in the amount assessed for dues will be proposed by the officers and voted on by the membership at the next Annual Meeting.

Annual dues are \$12.00 per household.

Article 8 - LHC ROSTER

The LHC roster will be maintained and protected by the Webmaster in partnership with the Secretary/Treasurer. Copies are available only to LHC members in good standing. The roster can be accessed through the LHC Website using the current password and the Secretary/Treasurer. The roster can be only used for LHC activities.

The following policies are in-place to protect the privacy of the LHC Members:

- a. Lists of members with phone number, email and any other information about the members, if provided by the member, are the property of LHC.
- b. Emails sent to members must always use the Blind Carbon Copy (BCC) method
- c. Only Members designated by the BOD may have the authority to send emails to the general membership.
- d. Membership addresses and/or email addresses will be used to convey LHC events and are forbidden to be used by any person for commercial or political purposes or to promote any personal causes not related to the business of LHC.

SCLHCA may sometimes request distribution of an email pertaining to overall Association business. The LHC BOD will use their discretion before forwarding any such email to the LHC membership.

Article 9 – CONTRACTS

All Financial Contracts over \$100 USD for goods and services must be approved by the President or Vice President and Secretary/Treasurer.

Goods and Services include but are not limited to:

1. Special Events, Catering, Music, Decorations, Space Rental,
2. Clothing, Cycling Kits, Hats, T-Shirts,
3. Promotional Items, First Aid Kits, Tire Repair Kits,
4. Special Training, website, RvGPS and
5. Support Equipment.

A proposed goods and services venture must be presented to the membership for review, suggestions and volunteers. The Coordinator of the proposal must:

1. Establish a Committee of Volunteers
2. Prepare a Scope of Work (SOW), for services/goods to be contracted.
3. Prepare a Request for Quotation (RFQ) to be sent out to contractors for bids. (Three (3) contractors minimum)
4. Review all RFQ's received with committee for attention to SOW, time line, cost, etc.
5. Present and make recommendations on RFQ's to the President or VP and Secretary/Treasurer
6. Announce winning bid and relevant details, to membership via appropriate media.
7. Provide a written cost summary of the finished project, two (2) weeks after completion.

Article 10 – RESOURCES

- LHC Roster = *On LHC Website*
- LHC Forms = *On LHC Website*
 - LHC Membership Application
- SCLHCA - *Club Information and Guidelines Handbook*
- Bike Shops = *On LHC Website*
- Lincoln Bikeways Master Plan = *On Website <https://www.lincolnbikeplan.com/>*
- Placer County Transportation Planning Agency = *Overall Work Program and Budget Fiscal Year 2018/19*
- Placer County Regional Bikeway Plan = *<http://pctpa.net/bikeway-planning/>*
- LHC - *Website* = <https://www.LincolnHillsCyclists.com>
- Ride with GPS - *On Website* = <https://RideWithGps.com/find>
- LHC - *Ride Calendar* - *On Website* = http://www.clubsched.com/lhccalendar/calendar.php?local_L2_Choice=View%20Calendar

Article 11 - REVISIONS

Revisions to these Operating Policies and Procedures shall be reviewed and revised by the current LHC Officers. Revised Operating Policies and Procedures will be posted on the website for the membership to review prior to a vote at either the Annual Meeting or mid-year Meeting. A quorum is required for approval of the revised/up-dated Operating Policies and Procedures. A quorum is defined as thirty percent (30%) of the membership or thirty five (35) members, whichever is fewer.

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