

OPERATIONAL RULES & PROCEDURES OF THE GREENSBORO VELO CLUB

The following rules and procedures for daily operation of the Greensboro Velo Club have been approved and adopted by the Executive Committee effective March, 2011. Changes to these rules must be presented in writing to the Executive Committee for discussion, approval and adoption. Adopted rules are effective as of the date of the Executive Committee Meeting wherein they were approved. All amendments to these operational rules must be published in the following issue of the club newsletter.

FINANCIAL PROCEDURES

All financial and/or monetary transactions are controlled by the club Treasurer. All monies taken in by the Greensboro Velo Club are considered Club Funds with no distinction made as to their origin. During a calendar year, all cash assets are available for club use as proposed in the approved annual budgets presented by the Vice Presidents and Special Events Coordinator.

At the close of each calendar year, cash assets not in excess of \$2,500 and not earmarked for use between January 1 and February 1 of the following year, are distributed to the members of the GVC Racing Team who have met the requirements. If the GVC does not produce enough revenue to cover either the approved budgeted expenses or the costs approved during the calendar year, all budgets will be cut proportionately and new budgets will be approved by the Executive Committee. It is the responsibility of the Treasurer to monitor the cash assets and to alert the Executive Committee as soon as it is apparent that expenses cannot be met.

Sponsorships monies acquired by the Executive Officers shall be deposited into the Clubs General Operating Fund and used as general cash assets, unless specified by the donor for a particular use.

Reimbursement of expenses: reasonable costs incurred in the legitimate practice of club business are reimbursed upon presentation of official receipts and documentation of use. Expense receipts should accompany a written request for cash that lists the details of and reason for the expense, and mailed to the GVC mailing address to the attention of the Treasurer. Reimbursement will be made within 30 days of receipt of paperwork and may be mailed through the US Postal system, or hand delivered to the recipient.

Advancement of club expenses: reasonable costs or debts incurred in the legitimate practice of club business shall be paid with club funds. All accounts payable should be directed to the Club Treasurer for prompt payment. In certain circumstances, checks may be issued in advance of known and expected costs.

Expenses above and beyond the amounts presented in the annual budgets prepared by each Vice President must be approved by the Executive Committee.

No officer may make verbal promises, or use personal funds for Club expenditures, in advance of Executive Committee approval.

YEAR-END DISTRIBUTION OF CASH ASSETS TO RACING TEAM MEMBERS:

At the end of the fiscal year, following a current financial report from the Treasurer, the Executive Committee approves a balance of cash funds to be used as reimbursement for racing expenses, to racers who meet the following requirements.

A. The amount is determined:

- by the amount of excess club funds left at years end,
- the amount of sponsorship funds received from official commercial sponsors.
- financial obligations of the club during the first two months of the coming year

B. The funds are distributed to individual race member via a "one share per race" system, with eligibility as follows:

- racer must have paid entries to a minimum of 6 qualifying USA Cycling races
- racer must have worn the complete & current team clothing while participating
- racer must have provided verifiable volunteer service to 2 qualifying GVC cycling events during the calendar year.
- racer must complete a distribution worksheet documenting the races entered and volunteer jobs completed

Calculation of distribution:

The total number of qualifying races is multiplied by the total number of qualified racers requesting reimbursement. The resulting product becomes a Per Rider/Per Race Share value. That value is divided into the total sum of available cash, resulting in a Per Race Reimbursement Amount. Each racer receives one share per race entered.

Cash payments:

The Treasurer issues a club check to each qualifying racer.

SPECIAL EXPENSES: Extraordinary expenses are expected to arise during the course of normal club business in a calendar year. Such expenses include the sponsorship of new events or programs, donations to community activities at large and special awards or scholarships. Any regular member may submit a request for this type expense, in writing, to the Executive Committee by giving it to any Club officer, or by mailing it to the GVC business address. Any requests received must be presented at the next scheduled EC meeting.

EXECUTIVE COMMITTEE MEETINGS:

Elected officers, as designated in the GVC By-Laws, form the Executive Committee. The Executive Committee will meet monthly at a time and location set forth by the President. Records of each meeting are kept by the VP - Administration and stored permanently at Cycles de Oro bike shop. Special or emergency meetings can be called by the President. The presence of three (3) executive officers shall constitute a quorum.

MONTHLY MEETINGS:
The Club shall hold an open membership meeting monthly, at a time & location set forth by the Executive Committee. The meetings will include; recognition and welcome of any new members; report of club business including a current financial report; and any program or speakers scheduled.

Monthly meetings are presided over and controlled by the President of the Club. If the President is unable to attend, the stated duties fall to the Vice Presidents, in this order: Vice President – Road Racing, Vice President – Mountain Bike Racing, Vice President – Recreational Riding; Vice President – Mountain Bike Trails/Advocacy; Vice President - Administration; Treasurer; Newsletter Editor; Community Liaison/Special Events Coordinator. In the unlikely event that none of the Executive Officers can be present, the meeting will be cancelled. Suggestions for new locations, times and dates may be made to any Executive Officer for presentation at the next Executive Committee meeting. The GVC/FTS strives to be flexible in this matter and is open to any venue that can accommodate the expected number of members in a convenient manner.

YEARLY EVENT CALENDAR

The Club sponsors, organizes and presents a number of public group bike events each year, including but not exclusively:

The Polar Bear Ride	January 1st
Valentine’s Ride	Weekend closest to Valentine’s Day
Rites of Spring	Spring
Carolina Cup Races	First Sunday in September

For each of these events, the specific dates for the following year and the executive officer responsible for their organization shall be set by the Executive Committee. Other cycling events held within the year, and supported with club funds shall be scheduled, organized and budgeted by the appropriate club committee. Event budgets for these events shall be presented to the executive committee when called for by the Treasurer.

All club events require the preparation and presentation of the approved GVC Budget Form to the Executive Committee as outlined in the By-Laws.

Record Keeping

Cycles de ORO, Inc. (bike shop), currently located at 1410 Mill Street, Greensboro, NC provides the GVC/FTS with file cabinet storage for club documents. Following the completion of a club event, all records, including a finalized expense and income report, shall be placed in the file cabinet for future reference. It is recommended that the names and phone numbers of all vendors, contacts, and volunteers be recorded, along with a copy of any photographs taken. Records are meant to serve as a research resource for future Executive Officers and event organizers.

11/1/04:

Operational Rules were amended by approval of the Executive Board as follows:

The following section was **removed** following a vote to discontinue Special Funding for certain racers, as follows:

SPECIAL FUNDING FOR USCF CATEGORY 1 AND CATEGORY 2 RACERS:

Qualified GVC racers, Category 2 or higher at the beginning of the season, receive the following as a bonus;

- 1 skinsuit, 1 jersey and one pair of bib shorts.
- Paid entry into 10 pre-specified races.