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Welcome to the McHenry County Bicycle Club

McHenry County Bicycle Club (MCBC) schedules events all year around. During the riding season, we have numerous events that range from easy to fast-paced rides. We ride the rural back roads of McHenry and adjacent counties, as well as the paved trails in the area. In addition, we have many special outings such as camping, picnics, canoeing, and our Annual Banquet. Our first annual meeting is our Winter Picnic Potluck in February. During the winter, we hike, snow shoe and cross-country ski to continue the good times all year long.

Regular rides are scheduled on Tuesdays, Thursdays and Saturdays or as ride leaders set other rides from early spring until late fall-

Overnight and weeklong camping/motel trips are offered throughout the summer and early fall. A popular campout is Door County.

Hiking, cross-country skiing and snow shoeing outings are scheduled and planned accordingly, weather permitting. That information will be sent through the MCBC Events members' email network.

We hope you will make the most of what our Club has to offer. Come out to our rides, join social activities and enjoy one of the best sports in the world--- bicycling.

Who To Call:
Check the mchenrybicycleclub.org website for general information

If you don't get an email Newsletter	<i>Membership Director</i>
If your address, telephone, etc. changes	<i>Membership Director</i>
To volunteer for a committee	<i>President</i>
If you have an article for the Newsletter	<i>Newsletter Editor</i>
If you wish to volunteer for a Board position	<i>Any Board Member</i>
If you would like to lead a ride	<i>Rides Director</i>
If you want information about a specific ride	<i>Rides Leader</i>
If you would like to be placed on the agenda for a meeting	<i>President</i>
If you would like copies of minutes from any Board or General Meeting	<i>Secretary</i>
Questions about hikes (e.g. time, location, distance...)	Hiking Director
Questions about skiing, snowshoeing	Cross Country Ski Director

Checklist

Have you recently

1. Cleaned and lubricated your chain?
2. Lubricated your headset assembly?
3. Tightened loose spokes?
4. Checked your brakes?
5. Made pre-season maintenance check-ups?
6. Checked the condition of your tires and wheels?

Before your ride:

1. Check your tires – Fifty percent of the strength of the tire comes from air pressure. Be sure to bring them up to specifications for proper riding.
2. Clean mirrors and readjust, if necessary.
3. Are quick release wheels tightened properly?
4. Is your bike properly adjusted to your body?

Equipment Checklist

Identification
Helmet
Sunglasses
Sweatband
Gloves
Water bottle
Cyclometer
Jacket and/or tights
Rain gear
Tire pump
Tool pouch

Tool Pouch Checklist

Spare tube
Tire changing tools
First aid materials

For your comfort

Riding shoes
Riding shorts
Riding gloves

10 Tips for Safe Group Riding

Based on the principles taught in the Leagues of American Bicyclists effective cycling program:

1. **Be Predictable:** Group riding requires even more attention to predictability than riding alone. Other riders expect you to continue straight ahead at a constant speed unless you indicate differently.
2. **Use Signals:** Use hand and verbal signals to communicate with members of the group and with other traffic. Hand signals for turning and stopping are as follows: left arm straight out to signal a left turn; left arm out and down with your palm to the rear to signal slowing or stopping; right turn put your right arm straight out or put your left arm out and up.
3. **Give Warnings:** Warn cyclists behind you well in advance of changes in your direction or speed to notify the group of a change in path, the lead rider should call out “left turn” or “right turn” in advance to giving a hand signal.
4. **Change Positions Correctly:** Generally, slower traffic stays right, so you should try to pass others on their left. Say “on your left” to warn the cyclist ahead that you are passing. If you need to pass someone on the right, say “on your right” clearly since this is an unusual maneuver.
5. **Announce Hazards:** When riding in a group, most of the cyclists do not have a good view of the road surface ahead, so it is important to announce holes, glass, gravel, grates and other hazards. The leader should indicate road hazards by pointing down to the left or right, and by shouting “hole,” “bump,” etc. where required for safety. Also announce railroad tracks and cross at a right angle after checking for traffic. Tracks may be slippery when wet.
6. **Watch for Traffic Coming from the Rear:** Since those in front cannot see traffic approaching from the rear, it is the responsibility of the riders in back to inform the others by saying “car back.” Around curves, on narrow roads or when riding double, it is also helpful to warn of traffic approaching from the front with “car up.”
7. **Watch Out at Intersections:** When approaching intersections that require vehicles to yield or stop, the lead rider will say “slowing” or “stopping” to alert those behind to the change in speed. Each cyclist is responsible for verifying that the way is indeed clear.
8. **Leave a Gap for Cars:** When riding up hills or on narrow roads where you are impeding faster traffic, leave a gap for cars between every three or four bicycles. That way a motorist can take advantage of shorter passing intervals and eventually move piece meal around the entire group.
9. **Move Off the Road When You Stop:** Whether you are stopping because of mechanical problems or to regroup with your companions, move well off the road so you don’t interfere with traffic. When you start up again, each cyclist should look for and yield to traffic.
10. **Ride One or Two Across:** Ride single file or double file as appropriate to the roadway and traffic conditions and where allowed by law. Most state vehicle codes permit narrow vehicles such as bicycles and motorcycles to ride double file within the lane. Even where riding double is legal, courtesy dictates that you single up when cars are trying to pass you.

Rider's Responsibilities

1. Maintain your bike in good working condition.
2. Choose your ride carefully to match your current abilities for both speed and distance.
3. Call the ride leader the day before if you have any questions.
4. Sign in on the Ride Leader Form so that the leader knows how many members are riding.
5. Inform the leader if you must leave the group before the end of the ride.
6. In case of physical or mechanical problems, members should aid each other and inform the leader.
7. Follow the bicycle rules of the Road at all times.
8. Helmets are required.

Ride Leader's Responsibilities

1. Pick a date with help of Rides Director well in advance of your ride (so it can be published in the Newsletter approximately by the 12th of the month before the ride or sent out on the Events line).
2. a. Select an existing club route from the club website and print ride waiver
OR
b. Establish your start, destination and route.
3. a. Send map and cue via the MCBC Events email for riders to print
OR
b. Prepare a cue sheet, include all instructions to follow on the ride. This should be printed as a series of brief, easy to read directions and includes mileage from the start.
4. Adhere to the advertised speed of the ride.
5. Ride Leader should arrive early to greet riders, have a few available cue sheets and maps and have riders sign waiver sheets.
6. Discourage riders with unsound bikes **or** helmets from joining the ride.
7. Don't allow riders without helmets to join the ride.
8. Make an announcement at the beginning of the ride describing the ride, including the distance, time, general route, difficulties, dangers, rest/regroup points and any other pertinent information. Also, a reminder to follow Rules of the Road.
9. All riders knowing that they are going to defer from the proposed route should inform the Ride Leader prior to the start of the ride.
10. Complete the Ride Leader Form and send it to the Rides Director. Include any special happenings or unusual occurrences transpiring during the ride. These could be used for special recognition at the Banquet or Awards Ceremony.

BYLAWS OF McHENRY COUNTY BICYCLE CLUB

ARTICLE I

Purpose and Powers

The purpose of the Club is to encourage, support, sponsor and promote the sport and safety of bicycling. In addition to the powers set forth in the Club's charter, the Club shall have such powers as are now or may hereafter be granted by the General Not-For-Profit Corporation Act of the State of Illinois and as a 501(c)7 (a recreational tax-exempt organization) under US Federal tax law. Note: The Club is not a 501(c)3 (a charitable tax-exempt organization)

ARTICLE II

Registered Office

The Club shall have and continuously maintain in this state a registered office and a registered agent whose office is identical with such registered office and may have other offices as the Board of Directors may from time to time determine.

ARTICLE III

Membership and Dues

Section 1. Membership in the McHenry County Bicycle Club is open to anyone 18 years or age or older who is interested in the sport of bicycling.

Section 2. All persons **18 years of age or older** living at the same address will be included in a membership and entitled to 2 votes per household, if two or more adult members are present.

Section 3. In order to become a member, each individual must sign a current waiver used by the Club assuming full responsibility for any accident, damage, injury, or loss incurred at any Club sanctioned event or activity. A parent or guardian must sign for each child under 18 years of age.

Section 4. An adult member must accompany any family member or guest under 18 years of age for all club activities. A parent or guardian must sign a waiver for each child under 18 years of age.

Section 5. The Club reserves the right to cancel any membership at any time for conduct detrimental to the image of the Club; for continual failure to observe the Rules of the Road; for compromising the safety of either himself or fellow riders; or for failure to maintain his equipment in a safe and road-worthy condition. Cancellation will be by a simple majority vote or a quorum of the Board. The vote of the Board would be ratified by a 2/3 majority of the voting members present at the next regular Club meeting. The cancelled member's dues will be refunded on a pro rata basis.

Section 6. The annual membership dues shall be as determined by the Board of Directors with the purpose of creating a proposed balanced budget for the upcoming year within the limits and in compliance with 501(c)7 organization. as defined in the US Federal Tax Code

Section 7. Dues shall be due and payable on January 1 of each year. Failure to pay by January 1st will result in being dropped from the membership roster.

Section 8. Dues from new members who pay after September 15 will be applied to the following year.

ARTICLE IV Board of Directors

Section 1. General Powers: The affairs of the Club shall be managed by its Board of Directors.

Section 2. The Board of Directors shall be composed of the President, Vice President, Recording Secretary, Treasurer, Membership Director, Rides Director, and one or two Members-at-Large. The President, Vice President, Recording Secretary, Treasurer, and one or two Members-at-Large are elected annually, and may serve no more than five consecutive years in any one of these positions. The Membership Director and Rides Director are appointed positions, and there are no term limits on these positions.

Section 3. The President shall be the principal executive officer of the Club and shall in general supervise and control all the business and affairs of the Club. He/She shall preside at all meetings of the members and of the Board of Directors. The President or the Treasurer may sign any checks, contracts or other instruments authorized to be executed. In general, he/she shall perform all duties incident to the office of President, including serving as an exofficio member of all committees, except the Nominating Committee. The President should take the initiative to appoint all committee chairs from member volunteers.

Section 4. In the absence of the President or in the event of his/her inability to act, the Vice President shall perform the duties of the President. When so acting, he/she shall have all the powers of and be subject to all the restrictions upon the President. The Vice President is to help provide arrangements for meetings, arrange for programs and the social part of the general meetings.

Section 5. The Secretary will take minutes at Club and Board Meetings and conduct the necessary correspondence of the Club. He/She shall perform all duties incident to the office of Secretary.

Section 6. The Treasurer shall have charge and custody of and be responsible for all funds of the Club and deposit all such monies in a timely manner in the name of the Club in a bank approved by the Board of Directors. He/She is to keep a ledger of expenses and income and present a verbal or written report at each meeting of the Club and Board of Directors. He/She shall file the annual not-for-profit organization charter fee with the Club recognized office. Expenditures up to \$75.00 may be made by the Treasurer. The Board of Directors can approve expenditures up to \$350. Amounts over \$350.00 must be approved by a majority of the membership present at a general meeting, with the exception of expenses pre-approved such as deposits and other ordinary expenses of the Club. The Treasurer shall prepare an annual report at

the end of each elected term. The Treasurer shall submit a report at the end of each fiscal year to a Board recommended accountant which contains information required for filing with the Internal Revenue Service.

Section 7. The Membership Directors responsibilities include giving a membership report at meetings, maintaining and distributing via email to all members the membership directory, contacting new members personally by phone or email and welcoming them at gatherings. He/She will submit volunteer information from the membership applications to appropriate leaders. The Membership Director should promote new membership through emailing current newsletters and applications to interested inquiries. He/She will update the renewal forms as needed on the MCBC website for members to download. He/She shall submit new member names and information to the newsletter editor.

Section 8. The Rides Director shall insure that an adequate number of rides are scheduled. He/she will request that ride leaders obtain waiver sheets from the website and have them signed by all participants and returned to the Rides Director for future reference. He/she will inform ride leaders that a list of responsibilities can be referenced from the website or bylaws. He/ she will suggest that riders review the rider's responsibilities as listed in the bylaws or on the website.

Section 9. A Member-at-Large shall be either a previous Board member who provides advice and consultation to the other Board of Directors members to insure a smooth transition from one term to the next, or a Club member wishing to become familiar with the workings of the Board prior to attaining another elected position. A Member-at-Large should attend all Board meetings and should be familiar with the Club history and activities, seek input from Activity Directors not represented on the Board, and be prepared to fill the emergency vacancy of a Board position.

Section 10. Members elected to the Board of Directors are encouraged to take an active part in the Club events.

Section 11. Any vacancy which may occur shall be filled by a majority vote of the remaining Board of Directors to fill an unexpired term.

Section 12. Two members sharing one vote may hold any elected office. One person may hold no more than two offices. The President may not hold an additional office.

ARTICLE V

Committees

Section 1. The Board of Directors may appoint committees to assist the Board in performing its functions. Such committees shall derive their authority directly from the Board of Directors and are responsible to the Board. The chairpersons thereof shall be appointed by the President.

Section 2. The Club Newsletter Editor receives articles for publication in the **Pedaler** and may edit and arrange as he/she chooses. The Editor may also submit any articles of interest.

Section 3. Web Master maintains club website in a timely manner.

Section 4. Other Committees to help with Club interests are Camping Coordinator, Publicity, Social, Mail Handler, Nominating Committee, Advocacy and Special Events Committee. The duties of these committees will be determined in agreement with the Board of Directors as needed by the Club.

ARTICLE VI Meetings and Quorum

Section 1. The annual meeting of the members shall be held between October 15 and December 15 each year at a time and place to be designated by the Board of Directors for the purpose of:

- a. electing a President, Vice President, Secretary, Treasurer and one or two Members-at-Large,
- b. presentation of ending year actual revenue, expenses and an estimated upcoming year revenue and expense budget.
- c. presentation of and membership vote for approval of donation of Club funds or goods to other organizations that support the purpose of the Club as described in Article I; and
- d. for the transaction of such other business as may come before the meeting.

More membership meetings can be held as desired by the Board of Directors and the members.

Section 2. An annual meeting of the Board of Directors shall be held at a time and place designed by the President and with agreement of a majority of the Board of Directors for the purpose of planning the year's activities, budget and goals. Subsequent meetings may be held as needed throughout the year to conduct the necessary business of managing the Club.

Section 3. Special meetings of the members or the Board of Directors may be called by the President or a majority of the Board of Directors. If a quorum of the Directors shall meet at any time and place, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such a meeting, any corporate action may be taken.

Section 4. Notice of meetings shall be written, stating the place, day and hour of any meeting of members and shall be delivered to each member entitled to vote at such meeting, not less than five nor more than forty days before the date of such meeting, by the President or persons calling the meeting. In the case of a special meeting, the purpose for which the meeting is called shall be stated in the notice.

Section 5. The following shall occur at regular membership and Board of Directors Meetings: The President shall provide a written agenda whenever possible for each meeting.

Call to Order (by presiding officer)

Reading of the previous meeting's minutes – Secretary

Treasurer's Report

Membership Director's Report

Ride Director's Report

Hiking, Camping, Skiing/Snowshoeing Directors' Reports

Committee Reports

Old Business
New Business
Adjournment
Program

Section 6. Quorum: The quorum shall constitute the majority of the members present at a general membership meeting. A quorum for the Board of Directors shall consist of a majority of the total Directors. The president shall vote only in the case of a tie vote.

ARTICLE VII Election

Section 1. Election of officers shall be held at the Annual Meeting (between October 15 and December 15) for a one-year term. Election is by a majority of members present. All officers shall assume their positions on January 1. It is the responsibility of each retiring officer to turn over any records or files from previous years on or before January 1.

Section 2. The Nominating Committee, appointed by the President, shall present a list of candidates for the offices to be filled no later than the October meeting or before the October newsletter deadline. Additional nominations, with the nominee's approval, may be received from the floor up until the time of election.

Section 3. At all meetings, except for the election of officers, the membership will vote by a showing of hands. Written ballots will be used for all elections of officers unless this procedure is waived by a unanimous vote. A household membership is entitled to two votes if two or more adult members are present.

ARTICLE VIII Contracts, Checks, Deposits and Funds

Section 1. Contracts: The Board of Directors may authorize any officer or officers, agent or agents of the Club, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Club, and such authority may be general or confined to specific instances. All expenditures that exceed a budget line item must be approved by the Board of Directors prior to being committed to by a member of the Club.

Section 2. Checks, Drafts, etc.: All checks, drafts or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Club, shall be signed by the Treasurer or the President. These two signatures shall be registered at the bank of agreement with the Board of Directors. All bills shall be presented in writing. Any bills over \$75.00 shall require a Board of Directors approval. Any bills deemed re-occurring or routine may be paid by the Treasurer without Board approval.

Section 3. Limitation of Spending: The Board of Directors may spend no more than \$350.00 without the consent of a majority of members present at a regular meeting. Exception is for the

expenditures necessary, the Annual Banquet Meeting, multi-day events, insurance, storage and legal fees previously agreed on.

Section 4. Deposits: All funds of the Club shall be deposited in a timely manner from time to time to the credit of the Club in such banks, trust companies or other depositories as the Board of Directors may select.

Section 5. Financial Account: Any financial account maintained by the Club shall require two signatures for closure.

Section 6. Gifts: The Board of Directors may accept, on behalf of the Club, any contribution, gift, bequest or devise for the general purpose or for any specific purpose of the Club. The Board shall inform the individual, group, organization or business offering a contribution, gift, bequest or devise that the Club is a 501(c)7 (tax exempt recreational club – not a charitable (501(c) 3 organization.)

Section 7: Sponsorships: Sponsors or sponsorships may be recognized by the Club during a Club meeting or within its printed or electronic media.

Section 8: Support: The Club may raise revenue in connection with club activities, so long as the activities are for the purpose of the Club and those revenues are used for the benefit of the Club membership as a whole and are within the limits allowed for gross receipts beyond membership dues for a 501(c)7 (a tax exempt recreational club) organization.

Section 9: Gross receipts: Gross receipts shall include charges, admissions, membership dues, sponsorships, contributions, gifts, bequests, devises, investment income and shall not include initiation fees (if any) or capital contributions (if any). Unusual amounts of income such as sale of Club owned equipment or property will not be included in gross receipts or in figuring the percentage limits.

Section 10: Gross receipts from non-membership sources: Gross receipts, including investment income or from sources outside Club membership (including individual, family or corporate/business members) used to support Club operation and membership benefits shall be limited to 35% of the Club's total annual gross receipts. Of the 35%, up to 15% may be derived from use of Club owned facilities or equipment or services to the general public (non-members).

Section 11: Gross receipts from non-members sources in excess of limits set forth in Article VIII, Section 10 shall be donated by the Club to individuals or organization in support of the purpose of the Club. See Article VI, Section 1, item c. **and Article I**

ARTICLE IX Books and Records

Section 1. The Club shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and Committees having any of the authority of the Board of Directors.

Section 2. Officers and Committee Chairpersons are responsible to transfer the records and notes kept during their term of office and previous years to their replacements. These are to be kept in containers supplied by the Club.

Section 3. All books and records of the Club may be inspected by any member or his agent or attorney for any proper purpose at any reasonable time.

Section 4. A simple audit shall be performed quarterly by the President or appointed representative to verify that the accounting system is orderly and balanced. A gross revenue and expense budget shall be presented by the President or appointed representative to the membership at the first Club meeting following the January 1st membership dues and roster deadline.

Section 5. A full audit can be requested by a minimum of five members at any time when deemed feasible.

Section 6. The fiscal year of the Club shall begin on the first day of January and end on the last day of December in each year.

ARTICLE X
Indemnification of Members, Directors and Officers

The members, Directors and Officers of the Club shall be indemnified by the Club to the fullest extent now or hereafter permitted by law in connection with any actual or threatened civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the name of the club or otherwise) arising out of their position in or service to the Club or any other organization at the Club's request. Persons who are not members, Directors or Officers of the Club may be similarly indemnified in respect of such service to the extent authorized at the members, Directors, Officers or other person against any liability, cost or expense incurred in connection with any such action, suit, or proceeding. The provisions of this Article shall be applicable to actions, suits or proceedings commenced after the adoption hereof, whether arising from acts or omissions occurring before or after the adoption thereof. The indemnification herein provided for shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any Bylaws agreement, or otherwise.

ARTICLE XI
Approved Release and Waiver
Bicycling

As a member or participant in the McHenry County Bicycle Club, I hereby waive, release and discharge any and all claims for damages, at law or equity, including but not limited to, claims for death, personal injury, or property damage which I may have, or which may have hereafter accrued to me, as a release is intended to discharge, in advance, the McHenry County Bicycle Club and its events. This release is intended to discharge, in advance, McHenry County Bicycle Club, Inc., its successors and assigns, the promoters, the sponsors, the officials, and any involved municipalities or other public entities against any liabilities arising out of or connected in any way with my participation in any and all McHenry County Bicycle Club activities and events,

even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

I further understand that serious accidents occasionally occur during bicycle events and that participants in bicycling events occasionally sustain mortal or serious personal injuries and/or property damage as a consequence thereof. Knowing the risks of participating in bicycling events, I hereby agree to assume those risks and to release, indemnify, and hold harmless all of the further understood and agreed that this waiver, release, and assumption of risk is binding on my heirs and assigns. I also understand that helmets are required and following the Rules of the Road is expected.

Hiking/Snowshoeing/Cross-Country Skiing

As a member or participant in the McHenry County Bicycle Club, I hereby waive, release, and discharge any and all claims for damages, at law or equity, including, but not limited to, claims for death, personal injury or property damage which I may have, or which may have hereafter accrued to me, as a direct or indirect result of my participation in the McHenry County Bicycle Club and its events. This Release is intended to discharge, in advance, McHenry County Bicycle Club, Inc., its successors and assigns, the promoters, the sponsors, the officials and any involved municipalities or other public entities (and their respective agents, officers, directors, employees, members, successors and assigns) from and against any liabilities arising out of or connected in any way with my participation in any and all McHenry County Bicycle Club activities and events, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

I further understand that serious accidents occasionally occur during hiking/snowshoe/cross-country skiing events and that participants in hiking/snowshoe/cross-country skiing events occasionally sustain mortal or serious personal injuries and /or property damage as a consequence thereof. Knowing the risks of participating in hiking/snowshoe/cross-country skiing events, I hereby agree to assume those risks and to release, indemnify and hold harmless all of the persons or entities mentioned above who might otherwise be liable to me for damages. It is further understood and agreed that this waiver, release and assumption of risk is binding on my heirs and assigns.

ARTICLE XII Parliamentary Authority and Amendments

Section 1. Authority: The authority for all matters of procedure shall be the current edition of *21st Century Robert's Rules of Order*.

Section 2. Amendments: These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a majority of the members present at any regular or special meeting, provided that at least ten days written notice is given of intention to alter, amend or repeal or to adopt new Bylaws at such meeting.

ARTICLE XIII
Dissolution

Upon dissolution of the McHenry County Bicycle Club, the monies held by the Club would be donated equally between the following organizations: Project Mobility, Active Transportation Alliances, Rails to Trails Conservancy, League of Illinois Bicyclists, Illinois Trails Conservancy.

Revised: 2/2/2019