

## SJW: Policies & Procedures v.7/7/21

*Policies give detail on procedures allowed by but not requiring a change, in the Bylaws. (app.=approved)*

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### DEFINITIONS

Club Activity: Anything the club does. Includes meetings, rides, picnics, centuries etc.  
Club Ride: Ride only, without a complex planned social activity.  
Club Event: Complex planned social activity. Most include a bike ride. As of 7/8/21: Belleplain Cabin, 3 ride/picnics-(Brewery/July 4/F.Mott), Vermont, Convention, Holiday Party.

### MEMBERSHIP

**Regular Membership** app.2015

Individual: 1yr=\$20, 3yr=\$55, Family: 1yr=\$30, 3yr=\$80 (3yr receives \$5 discount per person)

**Devil Ride** (applies to new members only) app.8/2019

1. Dues paid:

Before the Devil Ride: Counts only for the year they join. They receive the member discount for the Devil Ride of that year.

At the Devil Ride: Must pay nonmember fee for that Devil Ride. All membership benefits begin the day after the Devil Ride and extend through the next calendar year.

After the Devil Ride through Dec 31: All membership benefits begin the day of payment and extend through the next calendar year.

2. When possible, the cost of membership and the Devil Ride shall be structured to avoid creating an incentive for people to join the club just to save money on Devil ride due to a member discount.

**Club – Rides/Events** app.7/6/21

Nonmembers are allowed one club ride that is not coupled with an organized social event. For insurance (and other) reasons, Time Trials must be Members Only.

Events that include an organized social component are Members Only. A one time exception shall be allowed for a personal quest of a member (except not Convention or Vermont). Current club events include: Cabin Weekend, ride/picnic-Brewery/July 4/Fort Mott, Vermont, Convention, & Holiday Party.

**2020 Adjustment** app.8/7/20 Due to canceling all SJW events for 2020 the Executive Committee has voted to extend everyone's current membership by one year.

Dues due in January of: 2021-now due Jan.2022, 2022-now due Jan.2023, 2023-now due Jan.2024.

### TREASURY

**Donations** app.11/2013

Special donations may be made through out the year but must be approved at a general meeting or by the EC.

Donations will be divided into the following categories and percent of total donations. The entire amount for each category does NOT have to be spent.

1. Facilities and Organizations that directly help with club events: 30%
2. Cycling Advocacy Organizations: 60%
3. General Charities (Cancer, Red Cross etc): 5%
4. Personal - a special case for a member or someone important to the club: 5% (if Personal is unused, the amount may be used in other categories).

## NEWSL-WEB-FACEBK

**Newsletter Ads** app.3/5/21, The EC voted to stop offering newsletter ads to non-members.

## ADVERTISING

## ADVOCATE

## JERSEY DEVIL

## CLUB RIDES

**Membership Requirement** (see **MEMBERSHIP**)

**Basic Safety** app.5/2021

While Riding, All Riders Must: 1. Obey all traffic laws. 2. Wear an approved helmet. 3. Not use personal listening devices. 3. Not use a cell phone. 4. If Small Child not riding bike: child must wear approved helmet & be in child seat in an attached bike trailer. 5. If Night Ride: bicycle must be equipped with proper headlight and taillight.

**E-bikes** app.6/24/21, Only class-1 pedal-assist electric bikes (e-bikes) shall be allowed at SJW rides and events. The motor must not exceed maximums of 750 watts power and 20 mph assist. E-bikes with a throttle assist option (class 2&3) are NOT allowed at any SJW ride or event.

## CLUB EVENTS

**Membership Requirement** (see **MEMBERSHIP**)

**Convention** app.11/2013

Club expenditures for the yearly convention shall not exceed 15 % of the club treasury after accounting for all significant costs of the last century of the year. These expenditures shall cover, in order of priority: (1) Planning costs by the coordinators (2) One night lodging cost per room for members meeting the criteria listed below (3) common expenses such as door prizes and ride refreshments. All expenses must first be paid by the planners or attendees then reimbursed after the total club cost is approved at a regular meeting.

Reimbursement for attendees is only for current members meeting the criteria listed below. Exceptions may be approved by the convention committee. The president shall appoint the treasurer, the convention chair and one other member as the convention committee to determine who meets the criteria. A member not receiving reimbursement may request reconsideration from the committee.

Criteria: Perform at least eight hours of work for the club during the year of the convention.

Examples of eight hours of work are:

- a. Help 1 full day at a century ride (or equivalent over 2-3 century rides)
- b. Mark roads (or equivalent preparation work) for 2 centuries
- c. Led 4 club rides (credit 2 hrs per ride x 4 = 8 hrs)
- d. Attended 4 monthly meetings (credit 2 hrs per meeting x 4 = 8 hrs)

- e. Write 4 one column newsletter articles (or edit 8 copied articles)
- d. Help the club in some manner equivalent in time or effort to the above.

The total money available for reimbursement of attendees is divided equally between the total number of rooms. Members with individual membership are entitled to one room. Family memberships are entitled to two rooms if two family members have met the criteria and at least one family member occupies each room. Members must pay any additional charges.

## BUSINESS

### **President-Job Description** app.1/2021 *(in addition to Bylaw directives)*

#### 1. Meeting Preparation:

Preparation for meetings is critically important. The president shall make a reasonable attempt to discuss club business by phone, email or in-person with other officers between meetings. Phone or in-person communication is preferred. The president should prepare detailed written notes on issues/topics to be discussed.

#### 2. At meetings:

- a) The president shall begin meetings with a general welcome to all and introduction of first time attendees. A brief summary of topics to be discuss may occur when deemed beneficial.
- b) The president should introduce issues/topics to be discussed but encourage others to lead the resulting discussion. The president shall attempt to keep discussions “on topic” and recognized when a discussion should be concluded. The president should attempt to recognized when a discussion has reached a point where a motion for a vote should be made. As per “Roberts Rules” further discussion may continue after a motion but the president will attempt to call for the vote as quickly as reasonable.
- c) The president shall check that the meeting room is left in good order after meetings.

## MISCELLANEOUS

## POLICES & PROCEDURES - 1989 - 2011

### OFFICERS, MEMBERS, MEETINGS,

- 3/90 All membership registration forms will have the check off questions: I would like to help in club functions, and I would like to lead club rides.
- 8/90 A "paper" membership card will be part of the newsletter including the members address label and a 60 day expiration date.
- 1/04 We will give Gale Rodio one more complimentary membership for past work setting up our website.
- 11/04 We extend a complimentary membership to Mabel Schalick, Loren Thomas, and a final year to Gale Rodio.
- 11/05 We voted to have all memberships run from January to December of each year instead of the month the member joins. All dues will be due in January of each year.
- 2/06 Jim Gullo volunteered to become Newsletter editor, Maggie volunteered to become Advocate.
- 11/06 Raised membership to: \$15 individual, \$20 family
- 10/07 We will list member's birthdays (month only) in the newsletter.

### FINANCIAL (tax # )

- 5/90 All club officers will be registered to sign club checks.
- 10/02 Art will list the total number of riders at each century ride on the monthly treasurer's report.
- 11/04 We approved Norma's request to change the club bank to a bank in Sea Isle.
- 3/05 Our new club bank will be: 1st Bank of Sea Isle.
- 4/05 Voted approval to obtain a club credit card for website, conventions & several other functions.
- 9/05 We decided to NOT get a club credit card.
- 3/11 Approved a club debt card with \$500 limit to be used for century supplies.

### NEWSLETTER, WEBSITE, PUBLICITY

- 3/91 We will solicit local bike shops to place paid ads in our newsletter. Prices and ads set for one year periods.
- 6/97 Voted to raise the advertisement rate from \$125 per year to \$135 per year.
- 3/99 Voted for Jeff to spend \$230.00 for the newest version of Adobe Acrobat.
- 10/99 Gale Rodio proposed we get our own website and web host. We agreed and voted a two year plan for \$493 most of which is a one time fee. Our name will be: sjwheelmen.org.
- 11/01 We decided a shop's ad will be removed from the newsletter if payment is not made by April.
- 11/02 Gale Rodio is redesigning the website using Dreamweaver from Macromedia.
- 9/04 Our web hosting cost (Interland) has been lowered from \$17.95 / month, to \$7.95 / month.
- 5/05 Our new web hosting company is Lunarpages at \$7.95/m. Bulletin board capability included.
- 6/05 Our website domain name registration has been completely transferred to Network Solutions.
- 4/06 Will distribute 10 copies of newsletter to each supporting bike shop and more if requested.
- 9/06 Paid \$99.95 to renew our web domain name for five years.
- 9/07 Newsletter ad cost lowered to: one year ¼ page \$100.
- 11/08 Paid Web Host, 3/09 to 3/14, at \$4.95 per month. Present rate is \$7.95 per month.

### ADVOCATE

- 3/91 The club will promote bicycle safety in the community. Ideas include distributing booklets on bike safety and club members speaking to youth groups.
- 3/00 The Oprah show against city cycling canceled due to thousands of protest letters.
- 8/00 Art reported the Landis Avenue (Rt 56) bridge over the Maurice River will soon be replaced. He will attend a planning meeting to promote a shoulder be built wide enough for cycling.
- 2/01 The state has published its new bike route maps. One map will cover most of South Jersey.
- 7/01 Art met with the Cumberland and Salem County Road Planners. They are beginning work on a two county road map with bike routes highlighted.

- 10/01 Art attended 1st meeting of new NJ sponsored bike and pedestrian planning organization.
- 8/07 Efforts by Art Schalick has new bridge at Landis Av/Maurice River wide enough for bikes.  
Tom gave reasons for and methods to defeat Quick Release Bill in NJ Assembly
- 4/08 Cross Country Connection an organization promoting bike commuting is taking inventory of SJ roads and trails to determine which communities are most bike friendly.
- 6/08 Rumble strips – Club position: Roads with the strips must be cleaned more often. Strips cause debris and litter to remain on road longer than normal.

## CLUB RIDES

- 5/90 Our ride classification will be the same as the present S.J. Outdoor Club classification.
- 1/06 We agreed the best club ride for high attendance is a weekly ride with multi levels, B & C being the best.

## CENTURIES

- 9/80 First: Jersey Devil Century
- 5/81 First: Metric Century
- 8/87 First: Bridgeton Zoo Century
- 5/89 A 4th century ride added, starting at Gloucester County College, called Roadrunner Century.
- 8/89 Paint crew and sag wagon drivers will be reimbursed for mileage expenses.
- 1/90 New Century prices: (prereg-day of) Metric \$7-\$9, Roadrunner \$8-\$10, Zoo \$6-\$6, Devil \$8-\$10
- 10/90 The price of century patches for club members will be: \$4.00.
- 7/91 Century Rides are free to members registered on the most recent monthly membership list.  
Persons joining the club the day of a Century Ride must also pay for that ride.
- 10/91 The Roadrunner Century Ride will be canceled.
- 11/91 New Century Prices for 1992 (Metric, Zoo, Devil): Preregistration \$10, Ride Day \$12. Lunch and a second 50 mile route will be added to the Zoo Ride.
- 11/95 Voted to raise price of centuries for nonmembers to \$12 preregistration and \$15 day of ride.
- 7/97 We voted to raise the Bridgeton Zoo Ride lunch coupon from \$3.00 to \$3.50.
- 1/98 Water bottles instead of patches will be given to nonmembers with each payed registration.  
Nonmembers price: \$14 preregistration, \$17 day of ride. Members: \$3 to ride, water bottle \$2.
- 1/98 We will also have two Porta Potties at each ride.
- 3/98 Insurance: dropped from \$1.00 to .854 per rider for our centuries rides.
- 11/98 We voted to keep the Zoo ride as a No Frills ride.
- 11/99 Century Rides will continue to be \$14 preregistration, and \$17 day of.
- 11/01 We voted to raise century ride cost for members to \$5.00 plus \$3.00 for a first aid kit.
- 1/02 We voted to charge only \$1.00 for century rides for members who mark roads or work that ride.  
If a member works all day, their discount extends to the next Century Ride. The \$1.00 will cover our insurance cost.
- 3/02 Because of a recent rise in the cost of insurance, we raised the cost to ride a century from \$1 to \$3 for a member who works at a century (first aid kits: additional \$3).
- 9/02 We bought two new gas grills plus some accessories for \$373.79.
- 11/02 We keep our normal date of the 2003 Jersey Devil in spite of conflict with the MS150. We decided keeping normal ride date is more important than changing dates to avoid conflict.
- 3/03 We voted to raise the century ride cost for members to \$10. This will include the give away item.
- 1/04 The new full name for the Zoo ride will be: Bridgeton Zoo Century /Arthur P. Schalick Jr. Memorial Ride.
- 10/04 Officers will have the option to credit preregistration payment to any one of the next three century rides if a person does not show for reasons we feel appropriate. A letter is sent explaining the credit, listing the century dates by year, and signed by an officer then must be surrendered at a listed century to receive the credit.
- 10/05 Will try to have one person, separate from ride chairperson, in charge of sag and rest stops.

- 2/06 Closing time for centuries will be: Metric: 3:30, Zoo: 4:00, Devil: 5:00.
- 11/06 New century prices: day of-\$19, early regis-\$17, members-\$10, & extra discount for members who work.
- 3/07 Approved: 20% off regular price to nonmembers preregistered before Metric for all 3 centuries.
- 5/07 Voted to NOT reimburse for sag and other volunteer services.
- 6/07 Quality water stops will be priority: water, Gatorade, bananas, oranges, baked goods, peaches-if possible
- 10/07 Jersey Devil road marks changed to bright orange. Will NOT add more porta potties at century rides. Will try to list bathrooms places on cue sheets.
- 11/07 Zoo Ride changed to Green Branch Park for 2008. Cost all centuries: \$20, \$17 preregister, \$10 members. Will have food and grills at all century rides. Will stop food coupons for Anderson's.
- 3/08 Will use **Active.com** as extra century registration. Cost will be same as early registration plus Active fee.
- 6/08 Will develop short children rides at centuries. Will attempt first at 2008 Devil Ride.
- 10/08 Will close Active.com century registration Wed (11:59pm) before ride. Cue sheet mileage on 2nd half of century rides be continuous from 1<sup>st</sup> half instead of starting over at 1 mile.
- 11/08 Will eliminate the Bridgeton Zoo from that ride and change name to Green Branch Park / Arthur P. Schalick Memorial Century Ride. Will use shorter versions of name as needed.

#### CONVENTION, VERMONT, OTHER EVENTS

- 2/89 Convention money will be paid per room instead of per person. This applies to 1989 only.
- 9/89 Convention money is given at two people per room, members must pay charge for extra people.
- 11/99 We agreed NOT to reimburse members for the fall '99 convention. (in 1/00 minutes)
- 1/04 Will enforce policy that all convention payments must be made by September meeting. After meeting unpaid rooms will be canceled. Cancellations must be minimum one week before convention to get back money.
- 2/04 We have NOT had people sign liability waivers, including non member guests. We will do this in the future.
- 2/04 A letter to be given to all who attend a convention. The letter will express our expectation of work at club functions as "repayment" for the reimbursement money usually given for part of the room cost.
- 11/08 Voted to NOT VOTE on club issues at conventions unless deemed "time urgent" by officers.
- 1/10 East Creek Cabin: Motion passed to increase expenditures to \$400 per weekend for two weekends per year.

#### MISCELLANEOUS

##### Donations

- 1/98 Donate: \$250 to League of American Bicyclist and \$100 to Delaware Valley Bicycling Coalition.
- 3/99 Voted to donate \$100 to the Bicycle Coalition of the Delaware Valley.
- 1/02 Maggie Carter Minton and Jay Essington are riding in a National multi-day benefit ride this summer. We voted for the club to pledge \$300 for this ride. We also voted to raise our LAB donation to \$300 and the Delaware Valley Bike Coalition to \$100.
- 5/02 Will donate \$100 to the North Jersey Singles ride, which raises money for charities.
- 11/02 Approved to donate one dollar per rider (\$300) from the Devil Ride to LAB, also \$300.00 be sent to Bob Leon's family to help in their time of need.
- 5/03 Will send \$100 apiece to The Vineland Cancer Association and the Vineland First United Methodist Church as per Mable Schalick's request.
- 4/04 Will donate \$200 to LAB, \$200 to Delaware Valley Coalition, and \$100 to Adventure Cycling.
- 1/05 Donation to Quinton Fire increased to \$100 for use of parking lot on two century rides.
- 5/05 Donations: LAB-\$200, BCP-\$100, Zoo-\$100, Quinton Fire Hall-\$100, South Harrison Twp-\$100, QuintonTwp-\$50, Schalick HS-\$50
- 6/05 Will increase donation to Schalick HS to \$100 and lower Bridgeton Zoo donation to \$50.

- 1/07 Donations for 2006: Quinton Twp - \$50, Quinton Fire - \$100, Bridgeton Zoo - \$50, S. Harrison Twp - \$100, LAB - \$200, Bike Coalition Greater Phil - \$100, Adventure Cycling - \$100.
- 8/08 Voted to donate \$100 in Klaus Gottwald's name to Lance Armstrong Cancer Foundation.
- 10/08 Donations: Quinton Twp \$50, Quinton Fire \$100, Bridgeton Zoo \$50, South Harrison Twp \$100, Pittsgrove Twp \$50, LAB \$200, Bike Coalition Greater Phil \$100, Adventure Cycling \$100,

#### Clothing (T-shirts, Jerseys etc)

- 4/89 T-shirts will be \$6.00 for members and \$7.00 for nonmembers.
- 11/89 T-shirts sold to members at meetings will be \$1.00 off regular price. At all other times price is \$7.00 for members and nonmembers.
- 1/90 The \$1.00 reduced price of T-shirts sold at meetings (see Nov.'89), will be written on the monthly treasurers report, so members present will be aware of reduction.
- 4/00 The cost of the new club jersey for prepaid orders will be \$45.00. All others will be \$55.00.
- 8/00 Because of unexpected costs, we changed the price of the new club jerseys to \$70 for non prepaid. Those who prepaid have already been notified concerning their payment options.
- 6/01 We voted to price the new T-shirts close to our cost, rather than seeking a high profit. The cost per shirt will be \$10.00, except XXL will be \$12.00.
- 2/01 We will purchase 144 black T-shirts with red and white lettering. Club cost: \$5.96 each except XXL:\$7.73.
- 3/03 We voted to purchase T-shirts: 72 short sleeve (club cost \$5.90), and 72 long sleeve (club cost \$8.62).
- 3/04 Club cost for new T-shirts: Short sleeve \$6.82, long sleeve \$9.62, screen and art cost \$70.
- 7/06 The design theme for our new club jersey will be our three century rides.
- 4/07 New club jerseys: 64 preordered, remaining 36 will sell for \$60 each.
- 2/08 Club Shorts: ordered 29 pairs.

#### General

- 6/91 We will purchase an answering machine - #863-6693. Callers hear a message about club events and leave or receive messages from other club members.
- 10/98 We voted to approve a \$50 per year budget for a club library of county and local maps.
- 6/01 We will keep the telephone line through this cycling season.
- 9/01 This year the phone has cost 187.79. We voted to cancel the phone after December 2001.
- 11/02 We will drop our club phone starting January 2003.
- 3/03 We voted to spend \$210 for the large club banner. Al proposed an ice cream coupon for helmets program. We voted to spend \$150 for the program.

### **ELECTIONS**

- 11/95 President: Gary Pilling, 1st Vice President: Bill O'Brien, 2nd Vice President: Norma Poole, Treasurer: Art Schalick, Membership: Glenn Koerner, Newsletter: Jeff Harker, Ride Coordinators: Terry Carrozzino and Jacques Brunner, Bike Advocate: Bill O'Brien and Art Schalick, Secretary: to be appointed.
- 11/98 Vice President-Centuries: Scott Medaugh, Vice President-Publicity: Norma Poole, Treasurer: Art Schalick, Secretary: Gary Pilling, Membership: Klaus Gottwald, Newsletter: Jeff Harker, Advocate: Art Schalick, Media: Mike Ohr. Need President and Ride Coordinator.
- 11/99 President Dan Malvestuto, Co-Vice President Scott Medaugh and Norma Poole, Secretary Gary Pilling, Treasurer Art Schalick, Membership Klaus Gottwald, Newsletter Jeff Harker, Advocate Art Schalick, Media Officer Mike Ohr.
- 11/00 President and Co-Vice President: Norma Poole, Co-Vice President: Scott Medaugh, Secretary: Gary Pilling, Treasurer and Advocate: Art Schalick, Membership: Klaus Gottwald, Newsletter: Jeff Harker.
- 11/01 Secretary cast vote for the present officers except that Ron Ball has taken the Newsletter position.
- 11/02 President Norma Poole, VP Scott Medaugh and Maggie Carter-Minton, Secretary Gary Pilling, Treasurer and Advocate Art Schalick, Membership Klaus Gottwald, Newsletter Ron Ball, Webmaster Gale Rodio
- 11/03 Vice President: Scott Medaugh and Maggie Carter Minton, Newsletter: Ron and Judy Ball, Secretary & Webmaster: Gary Pilling, Treasurer: Norma Poole, Membership: Klaus Gottwald.
- 11/04 President: Maggie Carter Minton, Vice President: Scott Medaugh and Jim Gullo, Newsletter: Ron and Judy Ball, Secretary & Webmaster: Gary Pilling, Treasurer: Norma Poole, Membership: Klaus Gottwald.

- 11/05 President: Maggie Carter Minton, Vice President: Scott Medaugh and Jim Gullo, Newsletter: None, Secretary & Webmaster: Gary Pilling, Treasurer: Norma Poole, Membership: Elaine Miller.
- 11/06 President: Dan Malvestuto, Vice-Presidents: Scott Medaugh and Jim Gullo, Treasurer: Norma Poole, Secretary/Webmaster: Gary Pilling, Membership: Dawn Engstrom, Newsletter: Jim Gullo, Advocate: Tom Garrett, Advertising: Maggie Carter-Minton
- 11/07 President: Dan Malvestuto, Vice President: Scott Medaugh, Secretary/Webmaster: Gary Pilling, Treasurer: Norma Poole, Membership: Dawn Engstrom, Newsletter Editor: Jim Gullo, Advocate: Tom Garrett, Advertising: Maggie Carter-Minton
- 11/08 President- Dan Malvestuto, 1<sup>st</sup> Vice President- Scott Medaugh, 2<sup>nd</sup> Vice President- Jim Gullo, Secretary/Webmaster-Gary Pilling, Treasurer- Norma Poole, Membership- Dawn Engstrom, Newsletter Editor- Jim Gullo, Advocate- Tom Garrett and Lee Burke, Advertising- not confirmed