

RABA Policies  
May 2, 2013

Reimbursement of Expenses (August 14, 2011):.....	1
Bicycling Advocacy Director, Reimbursement of Expenses (August 14, 2011):.....	1
Reimbursement of Expenses – General Club Meetings (March 4, 2013):.....	1
Donations to Non-Profits that allow RABA to regularly utilize their parking lots for RABA functions (October 1, 2012):.....	1
Donations to volunteer rescue squads that respond to accidents on sanctioned RABA rides (August 14, 2011):.....	2
Donations in Memory of RABA Members (August 14, 2011): .....	2
Other Donations (August 14, 2011):.....	2
Rides Eligible to be Considered a RABA Sanctioned Ride (May 7, 2012): .....	2
Ride Participants (August 14, 2011):.....	2
Rides Included In Club Statistics (August 27, 2012): .....	3
Ride Sign In Sheets (February 13, 2012):.....	3
High Mileage Award (March 4, 2013):.....	3
Repository for Official RABA Documents (August 14, 2011):.....	3
HOVA Fund Raising Ride (August 14, 2011): .....	4
Harvey Award (August 14, 2011): .....	4
Presidents Award (August 14, 2011):.....	4
Adopt-a-Highway (August 14, 2011): .....	5
RABA Apparel (August 27, 2012):.....	5
New Rider Ride (March 04, 2013):.....	5
RABA Grants Committee (March 04, 2013): .....	5
Appointment of Standing Chairs (March 04, 2013): .....	6

### **Reimbursement of Expenses (August 14, 2011):**

The Treasurer is authorized to reimburse board members and standing committee chairs for expenses related to their official RABA duties in an amount not to exceed \$50 in any month. The board must approve the reimbursement of amounts over \$50 in a month, unless a higher limit is specifically authorized elsewhere in this policy.

The Bicycling Advocacy Director can be reimbursed up to \$600 per calendar year for expenses related to their advocacy activities without the prior authorization of the board.

Board approval is required for the Treasurer to reimburse funds to a RABA member that is not a board member or standing committee chair.

To be reimbursed, receipts must be provided to the Treasurer in a timely manner.

### **Bicycling Advocacy Director, Reimbursement of Expenses (August 14, 2011):**

The Treasurer is authorized to reimburse the Bicycling Advocacy Director for expenses related to their official duties in an amount not to exceed \$600 in any calendar year without additional Board approval. To be reimbursed, receipts must be provided to the Treasurer in a timely manner.

### **Reimbursement of Expenses – General Club Meetings (March 4, 2013):**

The Program Chair may be reimbursed for expenses up to \$300 to obtain a venue and other items needed to conduct general club meetings and awards programs. This provision does not apply to large RABA events such as the club picnic or holiday party.

### **Donations to Non-Profits that allow RABA to regularly utilize their parking lots for RABA functions (October 1, 2012):**

Around October of each year RABA will donate \$200 to churches and other non-profits that allow RABA to use their parking facilities on a regular basis to start and finish RABA rides. Typically these will be facilities utilized for weekly rides. The Treasurer is authorized to make such payments when made aware that RABA has regularly utilized a non-profit's parking facilities for rides and has been provided the information needed to make the donation.

### **Donations to volunteer rescue squads that respond to accidents on sanctioned RABA rides (August 14, 2011):**

RABA will donate \$100 to volunteer rescue squads that answer or provide emergency services to any participant on a RABA sanctioned ride. This includes RABA's annual century ride. The treasurer is authorized to make such payments when made aware that a volunteer rescue squad has responded and has been provided the information needed to make the donation to the responding squad.

### **Donations in Memory of RABA Members (August 14, 2011):**

RABA often makes a donation in the amount of \$100 in memory of a deceased active RABA member.

RABA often makes a donation in the amount of \$100 in memory of a deceased past RABA member that made significant contributions to RABA.

The Board must approve such donations.

### **Other Donations (August 14, 2011):**

The Board may approve donations to other groups or non-profits. Normally such groups or non-profits must have a mission or program designed to promote or encourage bicycling activities in Virginia.

The Board may make donations to individuals. Typically such donations will be to a RABA member that has been severely injured.

### **Rides Eligible to be Considered a RABA Sanctioned Ride (May 7, 2012):**

For a ride to be a RABA sanctioned ride and utilize a RABA ride sheet, a ride must be organized and led by a RABA member and:

- 1) be organized and led or co-led by a RABA member
- 2) have a RABA sign-in sheet
- 3) designed primarily for members of RABA or be designed as a joint ride with another organization(s) (provided that such organization(s) does not charge a fee
- 4) be approved by a RABA Ride Director and;
- 5) have been announced in the Pedaler, the Pedaler Plus or through the RABA email system.

### **Ride Participants (August 14, 2011):**

For a rider to be a participant on a RABA ride, they must sign the standard RABA ride sheet with waiver prior to beginning the ride. RABA rides are conducted on public roads

so RABA cannot prevent other people from riding with riders that are participants in the RABA ride.

RABA strongly recommends that all riders wear helmets.

### **Rides Included In Club Statistics (August 27, 2012):**

All miles ridden members will be eligible for inclusion in the RABA Bikejournal mileage statistics beginning January 1, 2013. However, riders will be covered by club insurance **only** when participating in rides described by “Rides Eligible to be Considered a RABA Sanctioned Ride” elsewhere in this Policy Manual.

### **Ride Sign In Sheets (February 13, 2012):**

All riders must sign-in on a RABA sign-in sheet. Ride leaders should submit original sign-in sheets to a RABA Ride Director within 30 days of the ride date.

### **High Mileage Award (March 4, 2013):**

RABA’s presents high mileage awards each year to the male and female members that ride the most cumulative miles during a calendar year as recorded on BikeJournal.

Plaques will be awarded at a member meeting after RABA’s statistician has determined the winners of the award.

### **New Rider Recruitment and Retention Mileage Awards (March 4, 2013):**

The New Rider Recruitment and Retention Chair may award certificates for RABA members riding more than 1,000 miles in a calendar year. The New Rider Recruitment and Retention Committee shall have a budget of \$200 to produce these certificates. These will be presented at a member meeting where the high mileage award is presented.

### **Repository for Official RABA Documents (August 14, 2011):**

RABA’s treasurer shall keep all official RABA documents other than ride sheets and membership forms. Normally such documents shall be kept for at least four years, including the current year.

RABA’s statistician shall keep all ride sheets for a period of three years, including the current year, after which they may be destroyed.

RABA’s membership director shall keep all membership forms for a period of three years, including the current year, after which they may be destroyed.

## **HOVA Fund Raising Ride (August 14, 2011):**

RABA's Century Chair director is authorized to make all decisions about the RABA's annual Heart of Virginia ride, unless otherwise stated below. The Century Chair is authorized to contract for up to \$1,000 in expenses for this event without requiring additional authorization from the Board.

The following is guidance:

RABA will split the net proceeds from the Heart of Virginia after all costs of running the event are accounted for with its charitable partners. Expenses of running the event include direct expenses for the event and donations that are made to organizations that assist with the Heart of Virginia. RABA will keep 50 percent of the net proceeds and will donate 50 percent of the net proceeds to its charitable partners.

RABA will normally make a donation from its portion of the net proceeds to the League of American Bicyclist. The donation will be in the amount of \$1 per participant unless RABA's net proceeds are less than this amount, in which case RABA will make a donation in the amount of its net proceeds.

## **Harvey Award (August 14, 2011):**

Once each year the Harvey Award is presented to a RABA member that has provided extraordinary service to RABA. A committee of three people, selected by the President, selects the winner of this award. Normally the selection committee consists of prior Harvey Award winners. This award is typically presented at the annual meeting. The recipient receives the Harvey Award Plaque on which their name is engraved along with past winners names. Each year the previous year's winner returns the plaque so it can be engraved and presented to next year's winner.

The Harvey Award is named after Ed Harvey. Ed Harvey was a very active and popular member of RABA who was struck and killed by a drunk driver while riding on the club century in September of 1982. The Harvey Award was established shortly thereafter and the 1982 award recipient was Allen Webb, who was riding right behind Ed Harvey and was struck a glancing blow, but survived. The club century was named the Harvey 100 the next year and remained that until changed to the Lake Anna Century in the late 90's.

## **Presidents Award (August 14, 2011):**

No more than once each year, the President of RABA determines the recipient of the Presidents Award. This award is given to a person or group that has made extraordinary contributions to RABA. In any given year, this award may or may not be made. If an award is made to an individual, a plaque will be presented to the recipient. This award is typically presented at the annual meeting.

### **Adopt-a-Highway (August 14, 2011):**

RABA has entered into a contract with the Virginia Department of Transportation to pick up 2.7 miles of U.S. Bike Route 1. The section of road is south of Ashland starting at on Rt. 626 just across the RR tracks from the Elmont Market, at the intersection of Elmont Rd. & Old Elmont Rd and heading north along the ABC route.

### **RABA Apparel (August 27, 2012):**

RABA Apparel Chair is allowed a \$3,500 revolving budget to be kept separately by line item by the treasurer of RABA, and that monies collected for apparel be put back into the line item for future use without board approval. The chair of RABA Apparel has the discretion to maintain inventory and purchase new items and replace existing items in inventory without prior board approval not to exceed the allowed budget. The board shall approve or disapprove any new designs of apparel that displays the RABA name or logo.

### **New Rider Ride (March 04, 2013):**

The purpose of this program is to introduce new riders to RABA recreational group rides. These rides will involve grouping new riders with experienced RABA ride leaders to review safety procedures and then do a casual pace (C or D) ride.

The New Rider Ride shall take place the first Saturday of every month from April through August, unless otherwise designated by the New Rider Ride team.

The New Rider Ride team will consist of the following members:

- New Rider Recruitment and Retention Chair – responsible for organizing the event for the upcoming riding season and coordinating publicity and ride leaders to support new riders.
- RABA Publicity Chair – will coordinate efforts to inform potential new riders of the event and how to participate.
- Lead “New Rider Ambassador” – will organize the New Rider Ride on the day of the event, including reviewing safety procedures with the new riders and arranging safe group sized for the planned ride.
- “New Rider Ambassadors” – will be ride leaders assigned to individual groups of new riders to ensure safety, demonstrate safe riding procedures, and render assistance when needed.

### **RABA Grants Committee (March 04, 2013):**

The mission of the RABA Grants Committee is to seek worthy cycling projects and then vet them for Board consideration of financial grants. Once suitable projects have been identified, the committee will prepare the appropriate background information to support a grant award. The chair of the committee will present recommendations at regularly scheduled board meetings, and may bring in representatives from organizations being considered.

The committee will consist of the chair and other committee members as appointed by the chair to evaluate projects and proposals.

### **Appointment of Standing Chairs (March 04, 2013):**

Upon taking office in January of each year, the President shall appoint (or reappoint) club members to serve as the following standing chairs:

- BikeJournal Administrator
- New Rider Recruitment and Retention Chair
- RABA Apparel Chair
- RABA Grants Committee Chair