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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.

During the first weekend in June each year, we put on one of the best Invitational Bike Rides in Illinois called The Udder Century. If you are new to biking, an invitational is an event where the whole Club volunteers to work on the day of the event. We invite all cyclists that can attend to come and ride our special route on a certain day. We get approximately 1,300 riders out to enjoy a ride ranging from 32 miles up to 100 miles. Rest stops are provided about every 20 miles offering food and drinks (lemonade, Gatorade and water).

Regular rides are scheduled on weekends from early spring until late fall, with scheduled rides on Tuesday and Thursday every week during the summer. Overnight and week long 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, help with our Udder Century and enjoy one of the best sports in the world---bicycling.

## Who To Call

### Check the [mchenrybicycleclub.org](http://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>Ride Leader or Newsletter</i>
To volunteer to work on the MCBC Invitational Ride	<i>Invitational Chairperson or President</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>
Where is the group getting together for skiing, snowshoeing or hiking	<i>Rides Director</i>

## 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 preseason 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 12<sup>th</sup> 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, if possible, Duplicate these to give to the riders.
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 from joining the ride.
7. 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.
8. Before leaving, place the sign-up sheet and maps in a conspicuous place (usually under the wiper blade on one of the vehicles) for late comers.
9. The Ride Leader should ride at the rear of the group or designate someone to ride as sweeper. As Ride Leader you should know the whereabouts of each rider. Another experienced rider should assist you if there is a large turnout for 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.

## **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 over 18 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.

Section 7. Dues shall be due on January 1 of each year and payable within 60 days or at the at the time of written application for membership. Failure to pay by March 1<sup>st</sup> 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. A Board Member can only serve five consecutive years in one elected position.

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 ex-officio 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 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 for the Club Invitational, the annual Banquet Meeting, supplies for general meetings and multi day rides including sag expenses if applicable. 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 Director will coordinate the membership responsibilities with the Treasurer. Responsibilities include giving a membership report at meetings, maintaining and publishing a membership directory, providing a mailing list and labels, contacting new members personally by phone or note 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 mailing current

newsletters and applications to interested inquiries. He/She will supply membership renewal forms to members the first of every fiscal year. 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 and activities of interest to bicycle tourists are included in the Club's ride schedules and general meetings. He/She will submit a monthly schedule to be published in the Club newsletter. He/She shall provide each ride leader with a copy of the current waiver being used by the Club to be signed by every participant, or their guardian, requesting these be returned for future reference. He/She shall provide each ride leader with a guide for leading rides. He/She should encourage articles from the Safety Committee about Club riding and hints and guidelines for different situations involving trail and road rides to the newsletter.

Section 9. A Member-at-Large shall provide advice and consultation to the other Board of Directors members to insure a smooth transition from one term to the next and should attend all Board meetings. A Member-at-Large does not need to have any previous Board experience but should be familiar with the club history and activities. At least one of the Members-at-Large should have previous Board experience.

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. The Annual Club Invitational Committee shall be chaired by one or more persons. The chairpersons are responsible for organizing the event and will answer directly to the Board of Directors for all financial decisions.

Section 4. Web Master maintains club website in a timely manner.

Section 5. The Safety Committee Chairperson shall work closely with the Rides Director in submitting articles concerning bicycle safety to the Newsletter Editor. He/She should promote safety in appropriate ways to the members and the community in general whenever possible.



Section 6. 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 electing a President, Vice President, Secretary, Treasurer and one or two Members-at-Large and 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
- 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.

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 for the Club Invitational, 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.

## **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.

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**

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.

**ARTICLE XII**  
**Parliamentary Authority and Amendments**

Section 1. Authority: The authority for all matters of procedure shall be the current edition of *21<sup>st</sup> 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: The League of American Bicyclists; Active Transportation Alliances; Rails to Trails Conservancy; League of Illinois Bicyclists; Illinois Trails Conservancy.

**Revised April 24, 2014**