

Gold Country Riders Bylaws

December 5, 2015

Section 1. Name

Gold Country Riders, referred to as GCR, is a California women's motorcycle Chapter, operating under the guidelines and Bylaws of the Women On Wheels[®], a non- profit social organization, referred to as WOW.

Section 2. Purpose

These GCR Bylaws were adapted by the GCR Chapter to meet the needs specific to this Chapter - to provide direction, consistency, clarity, and to keep order within the Chapter, without conflicting with the WOW Bylaws, but simplified, with fewer formalities.

Since GCR is a chartered Chapter of the national organization WOW, our mission is their mission, which is stated as follows:

Mission Statement: To unite all women motorcycle enthusiasts for recreation, education, mutual support, recognition, and to promote a positive image of motorcycling.

Section 3. Chapter Membership

To become a GCR Chapter member, you must first become a member of WOW. Therefore, WOW's Bylaws concerning membership (Article II. Member) apply to our membership. (see Reference A)

GCR is non bike specific, and all motorcycles are welcomed whether you have two or three wheeled motorized vehicles, whether you ride on streets or dirt, if you are a passenger, and even if you do not ride but eagerly support our Mission Statement.

To highlight a few things important/specific to GCR, concerning GCR membership:

Full Membership: a) All Full Members affiliated with GCR have voting privileges on chapter-specific officers and issues. b) Only Full Members can vote and hold an office position. c) If a Full Member sponsors a Support or Child Member, they must keep that member up to date with important WOW and GCR business, such as WOW Bylaws, GCR Bylaws, GCR's use of social media and ride guidelines. (References A,C and E)

Support Membership: Support Members (male or female) are welcome in GCR and must be sponsored by a Full Member associated with GCR. They should stay up to

date with GCR policies and guidelines. Support Members and their sponsors are expected to review and abide by the Support Member guidelines in the WOW Chapter Director - State Ambassador Handbook Policies and Procedures. (Reference D)

Child Membership: A Child Member (under the age of 16) must be sponsored by a Full Member associated with GCR, and should stay up to date with GCR policies and guidelines. The child must be accompanied by the sponsor, and a legal guardian must agree, in writing, to this sponsorship.

Section 4. The Board Members

A. GCR will have a five member Board (or less, if volunteers cannot be found). This Board serves as the governing body of GCR and will meet as needed, to make decisions which benefit the majority of the active GCR membership.

B. Of the five Board Members, four will be these officers: the current Director; the Director-elect (the one taking office the following year); the current Secretary; and the previous Director. The fifth Board Member will be a Member-At-Large (MAL) which is any other qualifying Full Member. See Section 5 for information about these positions and qualifications.

C. All Board Members and Officers will be elected according to the election procedures documented in Section 6. of these Bylaws. Note that some elected officers will automatically become Board Members as noted in B. above.

D. If a Board position is not filled at the end of the yearly elections, or if a position is vacated during the year, a qualified Full Member can run for and fill that position as another Member-At-Large (MAL). If an officer is later found and elected (this specifically applies for the office positions of Director, Director-elect and Secretary), the MAL, who previously filled that Board vacancy, must resign. If there are multiple MALs that joined at the same time, a new election will be held to determine who will remain. Elections, if necessary under such a circumstance, will be held in accordance with the guidelines set forth in Section 6.

Section 5. Chapter Management (Officers, Volunteers, Members)

A. Positions: The "Gold Country Riders Job Descriptions" contains details about the various volunteer areas that need leadership, so that our Chapter runs smoothly and thrives. This is a 'living document' that changes as our needs change. The latest version of this document is posted on the www.goldcountryriders.com website, on the Resource/Links page. (Reference B)

A few requirements that cannot be changed in the "Gold Country Riders Job Descriptions" document are as follows:

Director: A Director must have been a GCR Full Member for two years, at the time of taking office.

Board Member: A Board Member must have been a GCR Full Member for one year, at the time of taking office.

Director-elect, Secretary, Member-at-Large: Since these members will automatically serve on the Board, they must also have been a GCR Full Member for one year, at the time of taking office.

B. Media: Every member should be aware of and familiar with the "GCR Media and Social Media Guidelines" which defines how our Chapter uses the various forms of electronic media, to effectively communicate amongst the members. (Reference C)

C. Meetings: Monthly meetings are typically led by the Director and should be conducted in an orderly fashion. An orderly fashion would include:

- Plenty of advanced notice of meetings; agenda items received well in advance, and then an agenda sent out at least three days prior to the meeting.
- Meetings should start and end on time and should keep within the agenda topics. It is advised that a timekeeper (ideally the Secretary) be assigned, so that all agenda items can be discussed.
- Meeting notes should be taken (ideally by the Secretary) and should be summarized, verified by the Director and distributed to the members, ideally within two weeks after the meeting.
- Democratic principles should be applied for the purpose of resolving and gaining a favorable outcome on a particular issue. If the issue is complicated or there is conflict, it should be 'tabled' and taken to the Board Members for further discussion and direction.

D. Concerns / Suggestions: Members should bring any concern or suggestion directly to the leader in that area of concern (Reference B). If this is not comfortable or if the concern does not seem to be being addressed, inform the Director and/or a Board Member, and if that is not possible, contact an appropriate WOW officer (CA State Ambassador, WOW Board Trustee for example).

If you are aware of a threat to the health or safety of another member, notify any Board Member and if participating at a GCR chapter event, notify the event leader so that immediate measures can be taken to resolve the issue. Note that bullying, demeaning, and/or excessive teasing can be considered a threat. Aggressive, careless, and impaired driving are a few examples of safety threats. Also note that malicious or intentionally false reports are not acceptable.

Additionally, guidelines in the WOW Chapter Director - State Ambassador Handbook Policies and Procedures include a "Code of Conduct" (Reference D) and there is much in the WOW Bylaws (Reference A) that further explains WOW membership expectations.

E. Authority: Depending on the importance* of a certain GCR topic, the Board will decide if a Full Member vote is required; whether a Committee should be formed to submit a proposal concerning the topic; or whether only the Board Members need to decide on the topic (typically for minor things). Ideally, a Board Member should become a member of any GCR committee that is formed, to assist and contribute GCR and WOW insight.

* Examples: Changes to our Bylaws would be considered an 'important topic' requiring a Full Members vote, while changing the methods for awarding 'points' to encourage involvement can be decided by just the Board.

Section 6. Nomination / Election /Voting Process

Announcements of nominations, elections, and anything requiring a formal Full Member vote will be sent out via email, on the schedules set below, so that all members are aware of the opportunities, and encouraged to participate in these activities. In extreme circumstances where a member does not have internet access to their email, or will be traveling during the specified timeframes and will not be guaranteed reliable internet coverage, special arrangements can be made provided advanced notification has been given to a Board Member and or a member of the associated Committee formed to orchestrate the vote.

A. A Nominating Committee will be formed yearly for the Board / Officer Elections

1. The Nominating Committee will consist of at least two Full Members but shall not include a member seeking nomination. To avoid any perceived conflicts of interest it is also recommended that the current Director and Director-elect refrain from serving on this committee.
2. The Nominating Committee will handle announcements of nominations and elections.
3. All Full Members are eligible to nominate a fellow Full Member and can vote in the elections.
4. Board Member / Officer Nomination Timelines
 - a. The Nominating Committee will open the nomination period during the week preceding the September GCR Meeting by sending out a request for nominations, via email.

- b. Cross announcing via popular GCR created social media sites (such as Facebook) and additional reminders at the September/October meeting (and on agendas) is encouraged during this time to increase member awareness and participation.
 - c. Nominations will remain open until 11:59 pm on October 31st.
5. Board Member / Officer Elections
- a. During the first week of November, the Nominating Committee will announce the upcoming election via email. The election/voting will take place yearly at the November meeting.
 - b. On the Sunday prior to the November meeting, the Nominating Committee will send out another email, which will:
 - 1) Announce the finalized candidates for each Board/Officer position (even if unopposed), and if any position remains vacant.
 - 2) If a Board/Officer position remains vacant at this point, Full Members are still welcome to volunteer to fill that position. If two members volunteer for a vacant position after official nominations are closed, election procedures identified in this Section 6 will then apply for that position.
 - 3) If a Board/Officer position has more than one nominee, this email will also announce that elections/voting will take place at the November meeting.
 - 4) This email will include instructions for absentee voting, if a Full Member cannot attend the meeting to vote.
 - c. At least two members of the Nominating Committee will run the election at the November meeting, using a secret ballot, and they will count the number of votes each candidate running for each position receives. Only the Full Members present at the meeting may participate in the vote. (Provided they have not already voted absentee, as a Full Member can only vote once.)
 - d. Full Members who are unable to attend the November meeting, but still wish to participate in the election, must respond to the email noted in item 5.b. above, by 11:59 pm on the Saturday following the November meeting, with the names of the candidates they would like for each position.
 - e. The election will be considered closed as of 11:59 pm on the Saturday following the meeting.
 - f. The two members of the Nominating Committee who counted votes at the meeting, will verify that there are no additional votes received by Full Members that attended the meeting, and will then each independently count votes received by email, and add them to the number of votes received for each candidate at the meeting.
 - g. The candidate receiving the majority vote will be considered the person fairly elected for that position and will hold that office.
6. In the event that a Board Member position remains vacant or is vacated following the November elections, the existing Board will follow the procedures set forth under Section 4, Item D.

B. When documents pronounced 'critical' by the Board Members are created or revised; or if these GCR Bylaws are revised, a Full Member vote for acceptance or rejection of the proposed documents will take place.

1. A Bylaw Committee or committee associated with the 'critical' document will be formed with the Board's direction, and this committee will coordinate all aspects of the document reviewing and voting process.
2. Document Review Timelines
 - a. A notice of the forthcoming document will be sent via email to Full Members, which will:
 - 1) summarize why 'critical' document creation/revisions are required.
 - 2) include the timeframe for when to expect the proposed document for review.
 - 3) identify when voting will occur.
 - b. Cross announcements via popular GCR created social media sites (such as Facebook) and on meeting agendas are encouraged to increase participation.
 - c. A second email will be sent, which will:
 - 1) include the proposed document for member review.
 - 2) inform the membership of how long they have to review the document and to ask for clarifications. Members shall have a minimum of two weeks to review the proposed document, to ask for clarifications or to voice concerns.
 - 3) announce the closing date of the review period and voting period.
3. The Committee may then make changes to the document in response to convincing Full Member concerns, noted during the review period.
4. If changes are made, a third email will be sent out requesting members to again review the document (providing the timelines as noted in B. 3. above, unless the Committee deems that the changes are minor enough for a lesser review time) and a deadline for receiving the Full Member vote via email, on the acceptance or rejection of the final version of the document will be explained in the email.
5. A two-thirds vote of Full Members, who participated in the vote, is required to determine the outcome of the document. The votes will be sent to and counted by an unbiased volunteer Full Member chosen by the Board, and a Committee Member.

C. Other matters requiring a Full Member vote

1. The Board will determine if a matter arising during the year can be solved via a Board vote, or if a Full Member vote is warranted.

2. If a Full Member vote is warranted, the Board will decide the best method for input based on the urgency, and impact of the issue at hand to the general membership. For example, the Board may decide to execute a quick turn-around email vote, if a time sensitive decision is needed, by announcing the issue on the next meeting agenda and voting at the meeting, or they may chose to follow the voting procedures outlined in this Section 4 of these Bylaws.

Section 7. Finances / Funding

A. According the WOW Bylaws, local Chapters such as ours, cannot charge 'dues'.

B. With WOW's approval, it has been decided by this Chapter that there will not be any banking of money; therefore no Treasurer or treasury reports are required.

If a Treasurer position is ever required or created, these Bylaws must be revised to include information in this section, specifying how any funds will be managed. (collected, distributed, authorized, secured, monitored etc.)

C. Presently, if a financial need arises, donations may be requested to cover that expense. However, a Board Member must be informed of that need prior to the purchase being made, and they will then decide if donations will be requested to cover that expense. Members who make purchases without this formality will most likely not be reimbursed.

D. GCR fundraising is acceptable to meet some GCR financial needs or to help with a charitable cause, as long as the methods of fundraising align with our mission statement, and provided that the fundraising event is approved and monitored by the Board Members.

E. When donations or funds are being raised, at the very minimum, an income/expense/balance sheet should be kept; should be up to date and should be readily available for review by any Board Member. A Board Member will also determine how often a report should be provided to all the members.

Section 8. Group Riding Rules / Rules of the Road

The GCR riding guidelines can be found under the heading of "GCR Riding Guidelines" on our website at www.goldcountryriders.com, on the Resource/Links page. (Reference E)

These guidelines are required to make our excursions safe and more organized. These are 'living documents' that can change as our needs change, but of course they will never conflict with existing city/state/federal laws.

All members must become familiar with these documents, and should abide by them.

To highlight a few things important/specific to GCR, concerning the ride guidelines:

Waivers / Liability: At the beginning of each year, before joining an official GCR ride, every member (full, support, passenger, and a child member's legal guardian) must agree to and sign the GCR "Waiver/Release of Liability Form". (Reference E)

Proper motorcycle insurance and motorcycle licensing is required of all GCR members who operate a motorcycle, during Chapter activities.

When a GCR member became a WOW Member, other liability form signatures were required and signed, which state WOW's requirements and waivers.

Ride Preparation: Persons coordinating an official GCR ride should review the Ride Coordinator documents on the GCR website which explain what is expected of them. They should make sure that all the necessary forms (release forms, sign-ins...) are brought to the meet up point, and signed prior to departure.

References: All the documents referenced in these Bylaws can be found by clicking on the GCR Website document links provided on the Resource/Links page at: www.goldcountryriders.com/Links_Resources.html

If you cannot obtain the referenced documents from the website links provided, contact a GCR Board Member for a copy.

A - "Women on Wheels Bylaws"

B - "Gold Country Riders Job Descriptions"

C - "GCR Media and Social Media Guidelines"

D - "WOW CD/SA Handbook Extracts " for Support Member Info & Code of Conduct

E - "Gold Country Riders Riding Guidelines" and all documents below this header

IN CONCLUSION: These "Gold Country Rider Bylaws" were created with extracts and references to prior GCR Bylaws, other WOW Chapter Bylaws, the WOW Bylaws, and internet resources. They were reviewed and preapproved by the 'GCR Bylaw Committee' formed in June 2015, consisting of Cindy Giesen, Linda Garcia, Jill Dunphy, Janet Davidson, and Shirley Perry. They were then submitted for a GCR Full Member vote, according to the Election process defined in Section 6.

These "Gold Country Riders Bylaws", dated December 5, 2015, were approved with a YES/APPROVED vote from 19 of the 19 votes received from the GCR Full Members, who submitting votes before December 16, 2015. The votes were counted and confirmed by the 2015 GCR Bylaw Committee and a non-committee Full Member.

This meets/exceeds the 2/3 vote requirement to pass, and therefore these Bylaws are officially the "Gold Country Rider Bylaws" that govern our Chapter.
(see the actual signed master document upon request)

Cindy Giesen (committee member, vote-validator) _____

Jill Dunphy (committee member) _____

Linda Garcia (committee member) _____

Janet Davidson (committee member) _____

Shirley Perry (committee member) _____

Jeanie Thurston (vote-validator) _____