



By-Laws & Policy and Procedures Manual

LAST UPDATED December 2015

CHAPTER BY-LAWS

- I. NAME AND PURPOSE
- II. PRINCIPAL OFFICE
- III. CHAPTER RESPONSIBILITIES
- IV. MEMBERSHIP
- V. VOTING BY MEMBERS
- VI. NOTIFICATIONS AND MAILINGS TO MEMBERS
- VII. OFFICERS OF THE CHAPTER BOARD OF DIRECTORS
- VIII. ACTIONS AND MEETINGS OF THE BOARD OF DIRECTORS
- IX. COMPENSATION OF OFFICERS AND MEMBERS
- X. FISCAL YEAR
- XI. AMENDMENTS OF BY-LAWS

I. NAME AND PURPOSE

- 1) The name of the Chapter is: The Southern Off-Road Bicycle Association, Woodstock, GA
- 2) The purpose of this SORBA Chapter will complement the goals and purpose of the main SORBA organization as described below:

SORBA Woodstock is a non-profit 501c organization partnered with /The International Mountain Biking Association/The Southern Off-Road Bicycle Association (IMBA/SORBA), both of which are dedicated to promoting sustainable trail access for mountain bicyclists and to maintaining the trails on which mountain bikers ride. SORBA Woodstock supports the conservation of open spaces and is committed to educating mountain bicyclists to ride sensitively and responsibly in order to protect the natural environment and the experience of other trail users. Toward these ends, SORBA Woodstock has the following goals:

1. Activities and Programs. To provide its members and the general public with opportunities to steward, care for, and create trails open spaces of Cherokee County, GA. We offer trail maintenance work days, bike patrols, group rides, educational programs and family activities designed to promote the responsible use of public trails by mountain bikers.
2. Environmental Protection. To provide leadership in protection and preservation of the environment by advocating the development of informed public policy and by encouraging the establishment and management of protected land and water areas within SORBA Woodstock's geographical area.
3. Organization. To provide an organization of volunteers and professionals who will manage SORBA Woodstock's facilities and programs, encourage public respect for the environment and mountain biking, offer SORBA Woodstock's expertise to others, and support individual contributions in realizing SORBA Woodstock's goals.

II. PRINCIPAL OFFICE

The principal office contact of the Chapter shall be The Southern Off-Road Bicycle Association, Woodstock Georgia Chapter, Post Office Box 2652, Woodstock GA 30188

III. CHAPTER RESPONSIBILITIES

- 1) The chapter shall not have the power to take any action that is in violation of the Charter or By-laws of IMBA/SORBA.
- 2) The Chapter shall be responsible for carrying out, at the local level, the purposes of IMBA/SORBA as set forth in these By-laws.
- 3) The Chapter must host a minimum of two work parties per year. This obligation may be met by organizing work parties on any trail within the Chapter's responsibility or on any trail not already stewarded by a particular chapter.
- 4) The Chapter must lead a minimum of two rides per year.
- 5) The Chapter membership must perform a total of at least 80 hours of trail maintenance on approved trails per year.
- 6) The Chapter Financial statements must be presented to the IMBA/SORBA Treasurer as required by IMBA/SORBA.
- 7) The Chapter may pursue programs and activities consistent with the IMBA/SORBA By-laws
- 8) The Chapter may allocate Chapter Funds only as defined in section IV of the SORBA Woodstock Policies and Procedures manual.

IV. MEMBERSHIP

Membership shall be handled by IMBA/SORBA. In order to obtain membership in the chapter applicants are required to join IMBA/SORBA and designate Woodstock as their chapter.

V. VOTING BY MEMBERS

On all matters upon which the members of the Chapter are entitled to vote, each individual membership shall be entitled to one vote, each family membership shall be entitled to two votes, which need not be the same, and organizational memberships shall not be entitled to any vote. The registered members holding a family membership shall, however, be the only member of the family group of members who shall be authorized to cast the votes of the family membership. With regard to any matter requiring the petition of a certain number of members, however, each membership shall count as only one member, and organizational memberships shall not be counted.

VI. NOTIFICATIONS AND MAILINGS TO MEMBERS

Any mailings of ballots or otherwise, and all notices of the Chapter to any member(s) shall be deemed to have been received by said member(s) if a mailing is made according to the roll of members in the usual manner, in good faith. This is regardless of the fact that any one or more members do not receive such mailing, or that such failure is due to negligence of the Chapter or its agents, unless such failure shall be due to the willful misconduct of the Chapter or its officers.

VII. OFFICERS OF THE CHAPTER BOARD OF DIRECTORS

1) Chapter Board of Directors:

The Board of Directors shall serve as the governing body for the Chapter and shall be responsible to set all policies of the Chapter and shall make decisions regarding the Chapter's operation. The Chapter shall elect the Chapter Board of Directors by simple majority of the membership.

2) The officers and duties of the SORBA Woodstock Board of Directors for the Woodstock Chapter shall be:

1. **President** – The President shall be responsible for carrying out the directives of the Chapter Board of Directors. The President is also responsible for meeting all obligations of a chapter president as defined by IMBA/SORBA.
2. **Vice President** – The Vice President shall be responsible for assisting the President in administrative tasks such as contracts and agreements, setting up committees for specific needs, insuring chapter policies and standards are adhered to as well as coordination and oversight of all chapter events. The Vice President is also responsible for representing and performing the duties of the chapter president whenever the president is unable to do so.
3. **Treasurer** – The Treasurer shall maintain records of all financial transactions and report such to the Chapter membership at each regularly scheduled meeting of the Chapter Board of Directors and monthly membership meeting.
4. **Secretary** – The Secretary shall record the minutes at each regularly scheduled meeting of the Chapter Board of Directors, monthly membership meeting, maintain a current version of the By laws, and maintain the SORBA Woodstock's archives and library and provide information to members and others from this resource.
5. **Trail Director** – The Trail Director is responsible to ensure that all trails and trail infrastructure are maintained to the standard set by the Board of Directors. The Trail Director shall be the advocate and champion of the trail system and strive to preserve and improve the user experience.
6. **Mountain Bike Patrol Director** – The Mountain Bike Patrol Director shall organize and manage all aspects of the Chapter's mountain bike patrol, in accordance with the guidelines set forth by the National Mountain Bike Patrol (NMBP) including, but not necessarily limited to, issues regarding trail information, safety, and rider education.
7. **Trail Advocacy Director** – The Trail Advocacy Director shall network and coordinate with public and private entities whose missions and budgets intersect with the mission of SORBA Woodstock and the desire to build and maintain new mountain bike trails.

3) Election and Tenure of Board of Directors Officers

1. Qualifications

- a. Any member of the Chapter meeting the following prerequisites may hold any Chapter office.
 1. Participation in one Chapter work party
 2. Participation in one Chapter ride
 3. Attendance of two monthly Chapter meetings
- b. No one member may occupy more than one position on the Chapter Board of Directors.
- c. A Trail Director must **have Crew Leader training or equal experience in leading trail work crews.**
- d. A Mountain Bike Patrol Director must have served as a Certified NMBP member for a minimum of one year.

2. Nomination of Officers

a. Nominations by the Chapter Board of Directors

The Chapter Board of Directors shall, at its regular November meeting, each year, nominate officers for the term beginning January 1 of the following year. A person shall be deemed nominated if, on the vote upon the nominations for that office, s/he receives at least two votes and meets the qualifications as set-forth in VII 3-1

b. Nominations by Membership

Any member not nominated by the board of directors may be nominated for any office upon the request of at least five members, other than officers, of the Chapter provided they meet the qualifications as set-forth in VII 3-1. Such request may be made orally at the nominations meeting or in writing at any time before the nominations are closed.

3. Notification of Membership

The Chapter membership shall be notified each year, prior to the November meeting, of the nomination process and date of the meeting.

4. Closing of Nominations

The Chapter Board of Directors shall fix a date for the closing of nominations for the members no earlier than the last day of November.

5. Election of the Chapter Board of Directors

Chapter officers shall be elected by a simple majority vote of the membership of the Chapter. Ballots shall be delivered to members no later than the 31st day of December.

6. Newly elected officers shall take office on the 1st day of January, and the members shall be notified as soon as practical of the results of the election.

7. Terms of Officers

All Chapter officers shall serve for a term of one year, or until their successor has taken office. There are no consecutive term limitations.

8. Vacancies

- a. A vacancy shall be filled by a simple majority vote of the Chapter Board of Directors.
- b. A vacancy occurring by an increase in the number of officers shall be filled by a regular election, a special election called for that purpose, or by a simple majority vote of the Chapter Board of Directors. If not a regular election, no more than three individual positions with remaining terms of less than one year may be filled.
- c. In all cases of a special election to fill a vacancy, reasonable opportunity shall be afforded to the membership to make nominations in the manner for regular elections.

4) Removal of Officers

Any officer may be removed from office at any time, with or without cause, either by action of Chapter Board of Directors, or by action of the members.

1. Any officer may request the Chapter Board of Directors remove any officer, and such request, if seconded, shall be voted on at the next regular meeting of the Chapter Board of Directors, or at a special meeting called for that purpose not less than two weeks after the request is seconded. Upon the vote of two-thirds of the votes cast by the Chapter Board of Directors, the officer shall be removed.

2. Upon the receipt of the written petition signed by at least 10 of the members of the Chapter requesting the removal of any officer, the President shall order that a vote of the membership be taken on the removal of the officer. If a majority of the votes cast favor removal, the officer shall be removed.

- 5) Chapter Board Appointed Leaders
Board Appointed Leaders serve under the direction of the Chapter Board of Directors in specific areas of need as determined by the Board of Directors. Each board appointed leader will be given a written description of responsibilities.
- 6) Board Appointed Leaders are:
 1. Appointed or removed at the sole discretion of the Board of Directors.
 2. Required to be members of IMBA/SORBA-Woodstock Chapter.
 3. Not given any special voting rights. Voting rights remain the same as chapter members.
 4. Acting on behalf of SORBA Woodstock only as directed by the Board of Directors.

VIII. ACTIONS AND MEETINGS OF THE BOARD OF DIRECTORS

- 1) The board of directors shall meet once per month.
- 2) A special meeting of the Board of Directors may be called by the President and shall be called by the President upon the request of a majority of the officers, upon 10 days notice to the officers. Such notices shall be deemed complete if in writing, and mailed by at least first class mail, to the officer's address as shown on the roll of members, with adequate postage affixed to it, or if sent electronically and receiving officer responds.
- 3) All regular meetings of the Board of Directors shall be open to any member of the Chapter. Members in attendance shall have the right to be recognized on any debate or discussion being addressed by the Board of Directors at the end of the meeting or before a vote is taken. The maximum allotted time for any member to speak will be 3 min.
- 4) Voting
 1. A majority of the officers present at any meeting shall constitute a quorum for the conduct of any business except in the case of Director elections or by-law changes. The quorum shall continue until adjournment regardless of the departure of any officer.
 2. The affirmative vote of a majority of the officers present and voting shall be required for any action of the board of directors, unless otherwise provided in these By laws.
 3. Any officer present at the meeting shall be deemed to have waived notice thereof, and to have assented to all actions taken therein unless that officer requests specifically that his/her dissent be recorded in the minutes.
- 5) The officers may take any action without a meeting using conventional or electronic mail. This includes such matters as require the assent of more than a simple quorum. The consent of the Board of Directors to use this method and the record of the vote shall become a part of the minutes of the board of directors.

IX. COMPENSATION OF OFFICERS AND MEMBERS

No officer shall receive any compensation or remuneration for his/her services in official capacity of the office, but the officer may be reimbursed for actual expenses incurred. The Chapter may employ any member, other than an officer, in his/her personal business, or professional capacity to perform services for the Chapter which would, in the normal course of business be contracted for with non members, and the Chapter may pay such member reasonable compensation for such services.

X. FISCAL YEAR

The fiscal year for the Chapter shall begin and end concurrently with the IMBA/SORBA fiscal year.

XI. AMENDMENTS OF BY LAWS

- 1) These By laws may be amended by the affirmative vote of at least two thirds of the Chapter Board of Directors at any regular meeting of the board of directors, or any special meeting called for that purpose, provided that all officers have been notified, at least 10 days prior to such meeting. The notice may be included in the notice for the special meeting.
- 2) Notwithstanding the above, any amendment which substantially alters the rights of members shall take effect only upon the vote of a majority of the members in a referendum. An amendment shall be deemed to substantially affect the rights of a member only if it:
 1. Changes the rights of a member to vote, or to make nominations, including adequate notice of same.
 2. Affects a member's right to receive notices or his/her access to information about the Chapter.
 3. Alter the rights of members to remove officers or to elect officers to fill vacancies.
 4. All members shall be notified of any amendments of the By laws as soon as possible.

SORBA Woodstock Policies and Procedures

- I. CHAPTER OFFICERS
- II. CHAPTER OFFICER CODE OF CONDUCT
- III. BOARD APPOINTED LEADER ROLES AND DESCRIPTIONS
- IV. CHAPTER FINANCES
- V. EVENTS
- VI. EVENT STANDARDS
- VII. INSURANCE
- VIII. PROCEDURES FOR CONTRACT BIDS & NONCOMPETITIVE PROPOSALS
- IX. TRAIL WORK & WORK/TRAIL BUILDING PARTIES
- X. FACILITY
- XI. COMMUNICATIONS
- XII. CHAPTER ASSETS
- XIII. CHAPTER DOCUMENTS

I. CHAPTER OFFICERS

A chapter officer is any member who is serving on the Board of Directors or as a Board Appointed Leader. The Chapter President is responsible for making sure that the chapter fulfills its obligations to SORBA Woodstock and the members of the chapter. Chapter Presidents are leaders with many duties, and SORBA Woodstock recognizes the commitment that its presidents make to the organization and its members.

II. CHAPTER OFFICER CODE OF CONDUCT

SORBA Woodstock adopted a Code of Conduct to serve as a guideline to ensure that chapter leaders conduct themselves in an ethical manner. Each chapter president and the chapter officers agrees to abide by the following:

- 1) The Chapter Board of Directors (Board) and all Chapter Officers commit to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum while acting as Directors or Officers. At all times, the members of the Board are expected to hold themselves to a higher duty of care and conduct. Their actions should in no way reflect poorly on the Chapter or SORBA-IMBA.
- 2) Board members and Officers must have loyalty to the membership of the organization, un-conflicted by loyalties to staff, other organizations or groups, and any self-interest.
- 3) Board members must avoid conflict of interest with respect to their fiduciary responsibilities.
 1. Members will annually disclose their involvements with organizations or with vendors, staff or affiliates and any other associations that might be reasonably seen as representing a conflict of interest.
 2. When the Board is to decide on an issue about which a member has an unavoidable conflict of interest, that member shall disclose such conflict and recuse him or herself without comment not only from the vote but from the deliberation.
 3. Board members will not use their Board position to obtain employment in the Chapter for themselves, family members, or close associates. A board member who applies for employment must first resign from the Board.
 4. An employee who becomes a candidate for the Board shall automatically be deemed to be on an extended leave of absence during his or her candidacy. An employee candidate who successfully becomes a board member shall be deemed to have automatically and voluntarily resigned as an employee.
 5. Board members may not attempt to exercise individual authority over the organization, its affiliates, or any of their parts or staff.
 6. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
 7. Board members will be properly prepared for Board deliberation.
 8. Board members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.
 9. Board members are bound at all times to comply with all federal, state and local laws and regulations that apply to the club and its activities. Any Board member that fails to comply with any such law or regulation governing the actions of the club is subject to impeachment pursuant to the provisions of the bylaws. The foregoing includes knowingly and purposefully riding on trails on which the applicable governing authority has officially prohibited mountain biking and the construction or alteration of trails in violation of any applicable law or regulation. In addition, a Board member's participation in the construction of unauthorized trails is presumptively deemed to be in direct conflict with the club bylaws and mission statement and shall constitute ground for immediate removal from the Board pursuant to the procedures set forth in the bylaws.

III. BOARD APPOINTED LEADER ROLES AND DESCRIPTIONS

Unless stated otherwise Board Appointed Leaders report directly to the Board of Directors.

1) **Events Coordinator:**

1. Arrange food for the chapter meetings. This can be accomplished by recruiting businesses to sponsor our meetings, bringing or having food delivered yourself or by having other members help.
Sponsorship entails: providing food for up to 30 people. A cookout using the club grill or having food delivered. In return sponsors get a 10 minute spot to talk about their business to the membership. Businesses should be related to mountain biking/fitness. While this a primary responsibility of the Events Coordinator all chapter leaders should make an effort to find sponsors.
2. Keep the chapter calendar up to date with all meetings, events, bike demos and work parties.
3. Work with bike shops and manufacturers to schedule bike demos and add to calendar.
4. Arrange food for work parties. Close coordination with the Trail Director running the work party is expected. Trail Director will handle announcements.
5. Point person for coordinating all aspects of chapter festivals and events. Recruit and delegate volunteers. Ensure communications to the members and community at large about upcoming events. Work closely with the Vice President in crafting announcements and advertising.
6. Work with chapter race promoter to ensure they have all resources and information required for a smooth and successful event.
7. Post announcements of upcoming chapter meeting on website and Facebook page.
8. Reports to Membership Director.

2) **Webmaster:**

Maintain and provide support for the sorbawoodstock.org website, chapter online social accounts, chapter email accounts and eNews.

3) **Fire/Rescue Liaison:**

Provide a single point of contact for the local Fire Departments and first responders to coordinate efforts in establishing the most efficient means for safe and quick rescue of injured or distressed persons in the Blankets Creek and Taylor Randahl mountain bike trail systems. This is to include the establishment of Emergency Access routes suitable for the current equipment being used by the local emergency personnel. The FRL is also charged with educating both SORBA Woodstock and the relevant emergency agencies on the processes and procedures in place and ensuring that these remain updated as conditions and equipment evolve.

The Fire/Rescue Liaison reports to the Trail Directors and the Bike Patrol Director. The Fire/Rescue Liaison should be proactive in developing and monitoring the effectiveness of current processes and procedures. The Fire/Rescue Liaison should also have an awareness of current standards of safety for all volunteers, particularly in regards to the storage and operation of manual tools and machines (chainsaws, grinders, Dingos, etc.).

4) **Chapter Journalist:**

Write articles for the chapter as requested by the board of directors. Reports to the Vice President. Articles are to be approved by the Vice President or the Board of Directors prior to publishing.

5) **eNews Coordinator:**

Responsible for creating, gathering and preparing the content of the monthly SORBA Woodstock newsletter so that it is ready to be published by no later than the 20th day of each month. The coordinator is responsible for promoting the newsletter. The newsletter should contain at a minimum:

1. Feature article based on the biggest news involving SORBA Woodstock in the previous month
2. Recap on the chapter meeting and work party from the previous month and info on the upcoming meeting and work party.
3. Information on how to join, volunteer and donate to SORBA Woodstock
4. Ads for SORBA Woodstock sponsored events
5. Club group rides
6. Two or three general interest articles.

The coordinator should keep the eNews focused on the core goal:

Engage, entice and enlist readers to join, volunteer and donate.

The eNews Coordinator will report to the Vice President. The eNews must be approved by the Vice President or the Board of Directors prior to being published.

6) **Trail Coordinator:**

The Trail Coordinator's primary focus is the condition of the trails and supporting infrastructure, engaging in ensuring regular maintenance efforts and in identifying the need for larger projects. The Trail Coordinator will conduct work parties and Trail Crew Leader training or equivalent experience is required. The Trail Coordinator reports directly to the Trail Director.

IV. CHAPTER FINANCES

Policies for expenses are as follows:

- 1) Chapter funds cannot be used for alcohol.
- 2) Chapter funds are to be used for SORBA Woodstock's expenses only. Chapter funds should never be used to aid any other organization, business or individual.
- 3) Chapter board directors are allowed to spend or direct a volunteer on their behalf to spend up to \$75 at any one time without prior approval for routine expenses. This includes items such as gas, chainsaw chains, screws, wood to make a repair, etc. This does not include expenses for new projects, improvements or new equipment such as wood for a new project, a new tool, etc. If any expense does not have prior approval it will be subject to review by the board.

Exceptions to this policy: The Trail Director will have a \$200 no approval needed limit to use for trail related maintenance/repair. The director who has responsibility for the chapter meeting food will have a \$150 no approval needed limit for purchasing the food for the monthly meeting.

- 4) All expenses above \$75 will require prior approval. Any expense above \$500 will require approval at a board meeting. An exception may be approved for emergency repairs of no more than \$1,500 to the club's machinery.
- 5) All expenses by non-board directors will require prior approval from the board unless the expense was on behalf of a director and within the directors 75, 150 or \$200 limit.

The approval process will be as follows: An expense form will be made available. This form is to be filled out and submitted to the board either at the board meeting or by email. Approval requires a majority vote in favor. Board members will have 48 hours to cast their vote. The President and Treasurer must acknowledge the request and advise the board on the availability of funds to cover the expense.

V. EVENTS

Events may be sponsored by SORBA Woodstock, a partnership between chapters or race promoters. Events may be clinics, rides, festivals, races, or any combination of bike-related group activities.

Policies for events are as follows:

For Blankets Creek Only:

- 1) No more than three mountain bike races per year at Blankets Creek. Additional Time Trials or competitions can be held at events put on by SORBA Woodstock.
- 2) Non-mountain biking races or competitions will not be allowed at Blankets Creek. Primary purpose of any race or competition must be at least 50% mountain biking.

For Blankets Creek and Rope Mill:

- 1) Event dates for the upcoming year should be finalized by the last day of September of the preceding year so that SORBA Woodstock can create an inclusive calendar of events. Any events not submitted by this time may be denied if SORBA Woodstock determines there will be a conflict with events taking place at either park.
- 2) The submission process will be as follows:
A formal request should be sent to SORBA Woodstock by mail to the following address:

SORBA Woodstock
P O Box 2652
Woodstock GA 30188

Or sent by email to: events@sorbawoodstock.org and president@sorbawoodstock.org

The request should outline the type of event, estimated attendance, date, trail usage and impact, and if needed a request to close the trails. The request should be postdated by September 30th. Once SORBA Woodstock has received all requests by this date it will decide at its sole discretion which events to fill or not fill the three available slots at Blankets Creek with. The selection process for these will be loosely based in order of importance:

1. Donations
2. Impact to the trails
3. Reliability and reputation of event organizers
4. Promotion of mountain biking.

Per city of Woodstock policy at Rope Mill there will not be a specific limit on the number or types of events however SORBA Woodstock must receive and approve of all requests for use of the trails. Only the city/county or SORBA Woodstock can close the trails. If any event requires the trails to be closed specific permission will be required from SORBA Woodstock. Events which by their nature are destructive to the trails or environment will not be approved.

- 3) In the event of adverse weather conditions best judgment by race organizers and SORBA Woodstock may be used however SORBA Woodstock retains the right to close the trails at any time. If it becomes necessary to close the trails events would have to be postponed.
- 4) Event organizers are responsible for any damage or cleanup of the trails. Cleanup must be carried out at the end of the event. Trails should be returned to pre-event conditions within 24 hours after the end of the event.

VI. EVENT STANDARDS

All SORBA Woodstock sponsored events must comply with SORBA Woodstock event standards, which include:

- 1) Securing all permits and requirements of the land managers
- 2) Locating and acquiring adequate insurance coverage for participants if needed
- 3) Providing facilities for participants and volunteers
- 4) Taking steps to make the event as safe as possible for participants
- 5) Providing food, if needed.
- 6) Including SORBA Woodstock Sponsors on event materials, which may include flyers, posters, t-shirts
- 7) It is customary to use the SORBA Woodstock logo and the logos of suppliers who support the event on all event-related material. Samples of all promotional materials should be made available to SORBA Woodstock. SORBA Woodstock will maintain a logo standard and will provide print ready art of the logo to the event director.

VII. INSURANCE

IMBA/SORBA provides insurance for SORBA Woodstock, purchased annually, as a benefit to the chapter. RJF Agencies is the policy holder for all SORBA Woodstock general insurance needs.

- 1) SORBA Woodstock must use waivers for trail building parties, group rides and club time trials. The waiver should state that participants will not hold the club responsible for injuries during the event.
- 2) SORBA Woodstock is responsible for obtaining the proper insurance for an event that is not covered by the general policy.

VIII. PROCEDURES FOR CONTRACT BIDS & NONCOMPETITIVE PROPOSALS

All projects must be awarded by a majority vote of the Board of Directors at a board meeting.

Bid procedures for appropriate projects are as follows:

- 1) A project scope or narrative should be developed and issued as a Request for Proposal (RFP) document. The basic items required for the RFP are as follows:
 1. Name of project and its location (city, county, state).
 2. Name of the owner and land manager entity(s), along with their contact information.
 3. Description of the project.
 4. Description of pricing line items and alternates (if applicable).
 5. General timetable or schedule for project completion.
 6. Outline for project progress review milestones, such as site progress checks at daily or weekly intervals or progress checks performed at a defined percentage of completion. Milestones and review procedures are determined by the SORBA Woodstock representative.
 7. Insurance and licensing requirements.
 8. Contractors and consultants experience requirements.
 9. Special requirements from the funding entity or owner, should the entity require such.
 10. Information about how and when to submit proposals to SORBA Woodstock. Delivery choices can be email, US mail, delivery service, or hand delivery, and must include all addresses for where proposals are to be sent. Accepted formats may be PDF, MS Word file or printed copies. Verbal proposals are prohibited. State that late submissions may not be considered.
 11. Statement of winning bid date announcement and procedures for notifying the winning bidder.
 12. Information about pre-bid site visit or walk-thru date, if required.

13. Statement that all contractors or consultants shall not, under any circumstances, subcontract any portion of the scope of work, without requesting and receiving written consent from SORBA Woodstock.
 14. Billing forms and requirements (can be standard AIA format) and statement about retainage, withholding and final release. Also applicable lien and waiver forms.
 15. Description of procedures changes in scope of the project once the contract has been awarded, whether the changes are requested by the owner or unforeseen conditions arise. The land manager, the contractor, and SORBA Woodstock may all request changes in project scope. Changes must be documented and agreed to by all parties before the change can be implemented.
 16. Statement that SORBA Woodstock may reject any and all submittals for no reason whatsoever.
- 2) RFP invitations shall be extended to a minimum of three contractors chosen by SORBA Woodstock's Board of Directors
 - 3) Proposal replies shall contain, at minimum, the following information:
 1. Amount of bid and alternate prices (if any), displayed on company letterhead and signed by a legal representative of the bidding company or organization.
 2. Duration of time that the bid price is valid, such as "bid is good for 120 days from bid submittal date". This date must be later than the date set for SORBA Woodstock Woodstock to notify the winning bidder.
 3. Narrative describing project approach and basic project schedule.
 4. Acknowledgment of site conditions.
 5. Acknowledgment that no subcontractors will be hired, if subcontractors will be hired, an explanation of the duties that a subcontractor is expected to perform, as well as the name and contact information of the subcontractor. For example, the contractor may cut the trail tread, but use a subcontractor to install signage or a kiosk.
 - 4) RFPs are reviewed and a contract shall be awarded to the bidder who is best-suited for the project. RFPs shall be evaluated with respect to the following components:
 1. Bid Price and alternates (if any).
 2. Experience and past project performance.
 3. Project approach and schedule.
 - 5) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
3. The awarding agency authorizes noncompetitive proposals; or after solicitation of a number of sources, competition is determined inadequate.

IX. TRAIL WORK & WORK /TRAIL BUILDING PARTIES

New trail construction, re-routes, additions to trails or trail features, or significant changes to existing trails require approval by the Board of Directors.

Work parties are small and large and may involve more than one chapter. Work parties may work on new trails or maintain existing trails.

- 1) Work/Trail Building parties must be scheduled by either the Trail Director or by the Board of Directors.
- 2) All work must have prior approval by either the Trail Director or by the Board of Directors. The Trail Director is reminded of his obligation to obtain approval by the Board of Directors as required in the chapter by-laws and policies and procedures manual.
- 3) Work/Trail Building parties should include an appropriate number of Crew Leaders to oversee the volunteers. All work must be supervised by at least one trained and experienced Crew Leader.
- 4) Work must meet the IMBA standards for sustainable trail construction.

Volunteers' responsibility:

- 1) General release/sign-in: All volunteers must sign the SORBA Woodstock or land manager release and sign-in form.
- 2) Clothing and equipment requirements: Volunteers should have appropriate clothing, including: work gloves, long pants, boots (preferred) or sturdy shoes. No open-toed shoes allowed! Volunteers are also encouraged to wear a hat, sunscreen, insect repellent, and carry any personal medical supplies (ie. epi-pen, insulin, inhalers).
- 3) Volunteers should have, or be provided: water and food/snacks appropriate for the duration of the work.
- 4) Parental/guardian permission for minors: Anyone under the age of 18 should be accompanied by an adult, and have permission from parent or legal guardian to attend a work party.

Crew Leaders' / Coordinators' Responsibility:

- 1) 'Tailgate' safety meeting
- 2) Outline Volunteer responsibility. Ensure everyone has appropriate gear and supplies.
- 3) Teach tool and equipment safety and usage
- 4) Coordinate work plan
- 5) Supervising volunteers
- 6) Follow construction guidelines.
- 7) Monitor tool and equipment usage
- 8) Maintain a safe working environment
- 9) Monitor volunteers for health and safety including heat exhaustion, weather exposure, etc.
- 10) Keep first-aid supplies on-hand.

Trail Work outside of Work/Trail Building parties:

- 1) All work must have prior approval by either the Trail Director or by the Board of Directors. The Trail Director is reminded of his obligation to obtain approval by the Board of Directors as required in the chapter by-laws and policies and procedures manual.
- 2) All work must be supervised by at least one trained and experienced Crew Leader.
- 3) Work must meet the IMBA standards for sustainable trail construction.

X. FACILITY

The portion of the maintenance building owned by Cherokee County and located at Blankets Creek Mountain Bike Trails that SORBA Woodstock has been granted use of is herein referred to as the “clubhouse”.

- 1) The clubhouse is to only be used for the following reasons: chapter meeting, training, repairs, events, and trail maintenance.
- 2) A SORBA Woodstock board member must be present at all events in or utilizing the clubhouse.
- 3) Children should never be left unsupervised and are not allowed to run or play in the clubhouse.
- 4) Clubhouse is to be locked at all times unless a board member or representative of a board member is present.
- 5) The combination code is to be changed on a monthly basis and board members notified by email of the new code.
- 6) The code should not be given out to anyone by board members unless necessary to allow temporary access to a representative of the board member.
- 7) The code can be changed by any board member at any time for any reason. When changed the new code must be sent to all board members and board appointed leaders as soon as possible or within at most 4 hours of the change.

XI. COMMUNICATIONS

- 1) All public communications or use of images, graphics, logos or name on the behalf of the chapter should be approved by the President or the Board of Directors prior to release or publication.
- 2) All communications on behalf of the chapter must be made by a board member or board appointed leader.

XII. CHAPTER ASSETS

- 1) All assets should be cataloged.
- 2) All assets should be insured.
- 3) Storage of all assets should be at the clubhouse unless prior approval from the Board of Directors has been given for temporary storage elsewhere.
- 4) Personal use of club equipment, loaning equipment out, or use for any purpose other than the business of SORBA Woodstock requires approval from the Board of Directors.
- 5) Disposal or disposition of assets requires approval from the Board of Directors.
- 6) All assets acquired through gifts or donations from industry representatives (swag) is to be distributed to the riding community in a timely and impartial manner. Board officers are not eligible to receive swag from the chapter.

XIII. CHAPTER DOCUMENTS

All documents, agreements, contracts and other important chapter communications and records should be maintained “Chapter Assets” and “Chapter Documents” by the chapter president and treasurer. When possible these documents should be made available to the Board of Directors online in the chapter cloud drive (currently google drive).