

# **FFBC Donations Procedure And Guidelines**

## **Introduction**

Every year, the Fremont Freewheelers Bicycle Club makes donations out of the proceeds from our Century. These donations do not always follow a formal pattern and are seldom consistent with our Bylaws (Article II "Purpose"). The Guidelines and Donations Committee ("Committee") proposes the Board establish a percentage of Primavera receipts be used for donations during the upcoming year. The Committee recommends 20% of Primavera revenue net of expenses be used the first year for donations.

## **Background**

FFBC has never put into writing formal procedures for determining donation recipients. Consequently, requests for donations are made informally, throughout the year and final determinations are often made with very little advanced notice to club members. Often recommendations are made by the Board Directors rather than allowing members the opportunity to bring donation nominations to the membership. These guidelines are intended to streamline and form a donation nomination structure but will not affect donations made to organizations or individuals assisting with the business of running the Primavera Century.

## **Procedures**

The first donations committee meeting shall convene subsequent to budget approval, possibly in January or February of the following year. Any FFBC member or non-member may submit proposals anytime throughout the year. The date of the proposed donations meeting will be announced in the club newsletter and an announcement made during the club meeting. A volunteer to act as Chair of this committee shall be selected by the Board prior to the first committee meeting and shall remain as active chair to collect and record donation recommendations. Membership is open to any FFBC club member.

Recommendations will be presented and discussed during the first committee meeting and the Committee's recommended donation recipients will be selected by a majority vote of members present during the first committee meeting. Designated donation recommendations will be articulated in the Club newsletter and a vote will be taken during the subsequent general membership meeting. A majority of members present will determine whether to accept or reject the proposed list in its entirety. If the list is accepted, funds will be distributed by the Club Treasurer; if the list is rejected, there will be a brief discussion at the Club meeting and the list will return to the committee for further consideration. No fine tuning of the proposed list will be done during the Club's general meeting unless members at the meeting explicitly agree to do so by a majority of members present. This process will be repeated until a proposed list is accepted by membership.

## **Guidelines**

The donations proposal must meet these guidelines:

- 1) Donations must adhere to the purpose of the FFBC Bylaws.
- 2) Donations to organizations are preferred over donations to individuals.
  - a) No donations shall be made on behalf of individuals doing rides.
- 3) Bay Area benefit is preferred when making donations, except:
  - a) Statewide and nationwide organizations that meet other approved criteria,
  - b) There is a trickle-down local affect,
- 4) Non FFBC members may make presentations to the Donation Committee and answer questions. However, the discussion and final decision is limited to FFBC members. Non-members must excuse themselves from the meeting after the presentations conclude.

Respectfully submitted,