

## SOP Work Hours

Each RCYC (Club) Active Membership is to complete a minimum of sixteen (16) work hours annually before December 10th, with at least eight (8) hours performed in the first half of the year by June 10<sup>th</sup> (General Rule 13 and Bylaw Article IV.1). This work is either completed physically onsite at the Club through work parties or special work tasks or it can be completed offsite in a variety of ways. To see a list of available offsite work, refer to the list of Committee Chairs, Activity Leads, Primary Contacts and Representatives as updated annually in the Yearbook. Ideally work hours are spread throughout the year to complete required maintenance and periodic tasks for the operation of the Club.

Each appointed Chair, Lead, Contact or Representative may earn actual hours worked on Club projects and receive credit. If approved by the appointed Chair or Lead, each Member may record earned hours on the approved projects. (Approved April 2021 Board meeting). Some examples of this would include activities such as RCYC hosted races; social functions that are the responsibility of the Social Activity Lead, i.e., Opening day, Saint Patrick's Day, 4th of July and the Christmas Party. It would not include things like Walk BBQs or non RCYC races as a couple of examples.

Per Bylaw Article V. 3. unfulfilled work hours in each period will be automatically billed to Memberships. As approved by Membership in March 2021 this will be at the rate of \$100.00 for each unworked hour. The only exceptions are if the Membership has sought and received **Board approval prior** to the end of the assignment period to either complete work hours at another time or a waiver of work hours due to a medical condition or other hardship.

Per Bylaw Article V.3. "Continued failure to perform the required work hours constitutes "objectionable conduct" and shall trigger Bylaws Article XX. Such action shall be brought by the Vice Commodore on behalf of the Board in performance of their duties related to the work hour program."

All work hours are to be recorded on the appropriate onsite hard copy clipboard or the offsite electronic clipboard. It is the responsibility of each Membership to perform their work hours in a timely manner. It is not the responsibility of the Work Party Program Lead nor the Vice Commodore to come up with extra work towards the end of each 6-month reporting period to accommodate Memberships that have not fulfilled their obligation.