

Policy Update

At the June 16, 2022, board meeting revisions to two policies were given final approval:

BAC Governance polices (page 21) were revised to clarify procedures to deal with conflict of interest.

Board members must avoid any conflict of interest, or the appearance of a conflict of interest, with respect to their responsibilities to the organization.

a) Real, or potential, conflicts of interest should be declared by a potentially conflicted Board member or may be raised by any other board member. When a conflict is questionable, a majority vote of the Board, not including the potentially conflicted member(s), will determine if a Board member has a conflict of interest or not. If a conflict exists, the Board member must recuse him or herself from any Board decision making about the matter. The conflicted Board member, with the consent of a majority of the board may be allowed to participate in preliminary discussions of the issues in conflict prior to any motion being made and/or discussed.

i) Real or perceived conflicts of interest will be assumed to exist in any decision making associated with a tour where the Board member is part of the leadership team for the tour.

ii) Real or perceived conflicts of interest will be assumed to exist in any decision making associated with a personnel evaluation or action where the Board member is the spouse or partner of the employee or contractor.

b) The identification of any real or perceived conflicts of interest that were not identified on a timely basis may be sufficient grounds to terminate a Board member's, or former Board member's, membership in the Club.

The BAC RLPG (Ride Leader Policies and Guidelines) were revised to require specific language requiring specific language in a CAT (commercially assisted tours) contract. Also added was a clearer description/definition of an Orphaned Tour.

Orphaned Tour

An Orphaned Tour is one that

a) has not been offered to the BAC membership in the past three years and is not on the Tours in Planning (TIP) list to occur within the next 18 months

or

b) was led most recently by a ride leader who is no longer a club member

or

c) the most recent ride leader chose to "orphan" the tour

Even for tours that haven't been offered for three years and are not in the TIP, the most recent tour leader, if still a BAC member, should be contacted to determine their intentions regarding the tour.

Commercial tours can only be restricted if the ride coordinator has customized the tour for BAC in conjunction with the tour company. A tour will be considered customized if significant modifications have been made to routes, number of days, or planned special activities. A customized tour will be treated as a directed tour with respect to the "orphaned" tour procedure. The Board may provide flexibility on this if there are extenuating circumstances (e.g., impact of Covid-19 on tours).

CAT Tour Contract Requirements

14. See Appendix B for a template agreement that **must** be used with commercial tour companies. While INDEMNIFICATION and INSURANCE are overseen by BAC, it is important that they be included in contracts between ride leaders and the tour company.