

# **The Bike Dump Guiding Document**

## **Updated June 28, 2006**

### **Introduction**

The purpose of this document is set out the principles and guidelines for the operating structure of the Bike Dump, a co-cooperatively run, community bicycle space in Winnipeg, Mb.

### **Part 1. Mandate**

#### **Mission Statement**

The bike dump exists to make cycling accessible to everyone, by eliminating financial, social, and knowledge barriers that prevent people from owning and maintaining a bicycle. We will do this by providing space, tools, parts, and knowledgeable volunteers to help people repair their bike or build one; by offering bicycle education workshops focused on those who encounter social barriers to cycling knowledge; and by supporting cycling as transportation.

#### **Secondary Principles**

In addition to our core objective of promoting bicycle knowledge and accessibility, the bike dump will:

- a) Operate as a collective to attempt to reduce hierarchy
- b) Promote a safe and non-oppressive workspace, accessible to all.
- c) Work for aid and cooperation with all people who use the bike dump
- d) Operate in an environmentally sustainable manner inasmuch as is possible

### **Part 2. Organizational Structure**

#### **Collective Membership**

The Bike dump is organized and operated by a collective of committed and involved individuals, and sub-committees which are assigned to specific roles.

Membership in the Bike Dump collective will be open to and invitations extended to all volunteers who have demonstrated a commitment by volunteering for a minimum of 3 complete shifts in a 30 day period and have continued to maintain involvement in the bike dump. Prospective collective members will be asked to attend a meeting as an observer before participating in the consensus process or any subcommittee.

#### **General Meetings**

All meetings of the bike dump collective are open to all all members of the collective. Decisions at general meetings will be made using Formal Consensus decision making. All meetings are conducted in the spirit of nonviolent conflict resolution, with special attention given to open mindedness so that diversity of ideas and lifestyles is valued and supported. All decisions at any meeting must be in harmony with the Mission Statement of the Bike Dump.

Quorum at a meeting of the Bike dump is minimum 2/3 of the collective membership. If quorum is not achieved, discussion may take place, but no binding decision may be made.

The roles of Facilitator and Note taker for the next meeting will be set at the end of each meeting. These roles will be rotated through all collective members, though no one will be forced to accept a role. The date and time for the next meeting will also be set. General meetings will normally be

scheduled on alternating Wednesday evenings at 7pm

### **Committees**

There are seven standing committees. Temporary committees can be convened as needed by the collective members. Membership on any committee is open to all members of the the Bike Dump collective.

These committees will have the ability to make decisions within the scope of their committee. Any decisions made which would result in a significant difference in the operation of the Bike Dump should be brought before the general collective at the next meeting.

The volunteer members of each committee will be self appointed. Committee members may be re-appointed once their term has expired. The number of members on each committee will be determined by the active membership size of the collective.

Each committee will meet as often as necessary to conduct its business. Each committee will be responsible for carrying out the tasks assigned to it and will report back to the general collective on its work. No committee has authority to make decisions in the name of the Bike Dump unless explicitly assigned the responsibility for a particular decision.

Committee decisions must be made by consensus, though internal structure and process for each committee may be determined by the committee.

### **Finance Committee**

The Financial Committee is responsible for general fiscal management, including oversight of accounts and finances, income, expenses, and grants, and replacement of new parts.

### **Space Committee**

The space committee is responsible for maintaining the bike dump physical space including replacement of tools under \$100, improvements to the workspace, signage, and communicating with the building management.

### **Triage Committee**

The triage committee is responsible for sorting used parts and bicycles and maintaining the system by which used parts are organized, stored, labeled, and cleaned.

### **Donations Committee**

The Donations Committee is responsible for soliciting donations of bicycles and organizing pickups.

### **Outreach Committee**

The Outreach committee is responsible for advertising and spreading the word about the bike dump. They are also responsible for building appropriate partnerships with other organizations.

### **Workshops Committee**

The Workshops committee is responsible for planning and executing workshops and series, including scheduling, curriculum, and advertising.

### **Volunteer Committee**

The Volunteer committee is responsible for coordinating and orienting all volunteers and ensuring that

open nights will have sufficient volunteers present.

### **3. Shop Guidelines**

Addition, modification, or removal of these shop guidelines may be made by proposal at a general meeting of the collective. Consequences for disregarding these guidelines will be determined on a case by case basis, with serious incidents being brought to a meeting of the collective.

1. Replace tools in their correct space and report any broken tools.
2. Clean up and sort parts and tools when you are finished with them.
3. Help out. The bike dump is volunteer run and operated. We appreciate any help.
4. Respect the other users of the shop, the volunteers and the space.

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### **Part 4. Volunteer Guidelines**

The bike dump tries to be a shop which is for everyone. People come from different backgrounds and bring different expectations. Anyone can volunteer at the bike-dump and we welcome help and support in any form.

Volunteers shall read and agree to follow the guidelines set out for the shop.

#### **Guidelines for teaching Bike Repair**

Be aware of unconscious acts of oppression. Be conscious of the language you use when explaining or teaching. Never take a tool out of someones hand. There is no minimum level of knowledge needed to start working on a bike.

There are many different types of bikes, and many different types of bicyclists. Do not push your opinions of what is best on others.

The goal of the bike dump is increase cycling accessibility by teaching people to work on and maintain their bikes. It is better that something takes five times as long and something is learned than it is for a volunteer mechanic repair someones bike without passing on any skills.

During open shop hours, the bike dump is to be free of alcohol and smoking.

#### **Sale of Bikes**

Bikes for sale are to be listed with suggested value. This value should be based on the new parts which have been put into them, the labour to repair them, and the quality and type of bicycle. These values are suggested only, and it is not the goal of the bike dump to deny anyone access to a bike for financial reasons. When selling a bike, record the name of the purchaser and the type of bike sold...

When putting a bike up for sale, please check that these bikes are in safe, fully operational condition. If you are unsure, have another knowledgeable volunteer also check the bike over.

#### **Keys**

Keys are held by those volunteers who require access to the workspace and are accountable for opening the shop for open hours, meetings, workshops, and volunteer hours. Key-holding members must make sure that the shop is locked when leaving and that the access gate is closed and locked after 9pm.

### **Collective Membership**

Membership in the Bike dump collective is open to all individuals who have demonstrated a commitment over a period of time to the bike dump.

### **Media**

Please refer all media statements, requests for articles, etc. to the outreach committee.

### **Donations**

People are encouraged to donate within their ability and based on what they feel their use of the space, tools and parts are worth. For new parts, we ask a minimum contribution of the cost of the parts.

### **Purchasing**

The process for replacement of tools or shop supplies is to record the purchase request on the posted sheet. Purchases of required shop supplies or replacement tools under \$20 may be made by any member of the collective. All amounts must be recorded and receipts kept for submission to the finance committee. Purchases for amounts over \$20 should be proposed at a general meeting. When the purchase can not wait, an effort should be made to contact as many members of the collective as easily possible, to obtain consent for the purchase.