

GUIDELINES FOR SOCIAL COMMITTEE

****Proposed Amended Guidelines****

NAME

The name will be "Sandpiper Social Committee".

PURPOSE

The purpose of the Sandpiper Social Committee is to encourage and promote participation and cooperation for the benefit of all adult residents.

ORGANIZATION

The committee will be comprised of the Chairman, vice Chairman, Treasurer, Secretary and seven (7) Directors. The committee will be vested with the authority to:

1. Approve and manage all social activities within the Sandpiper Community.
2. Manage the funding of social activities including raising funds necessary to carry out the sponsored activities.
3. Schedule all activities at the Clubhouse and Recreation Center and all other recreational activities
4. Maintain recreational equipment as deemed necessary by the committee.
5. Provide replacement of consumable supplies relating to social activities
6. Advise the POA board about the need to replace capital equipment that is no longer serviceable.

ELECTION OF CHAIRMAN OF THE SOCIAL COMMITTEE

Elections will be based on a majority of votes; a quorum rule has not been established as a requirement for this committee.

Election of the Chairman of the Social Committee will be done by the committee members.

1. VACANT Position – A person(s) within the Social Committee states a willingness to add their name to the ballot for voting by the Committee members.
2. If there is no response from a current committee member, then it is opened to residents-must be announced and posted first.

3. If the Newly elected Chairperson is from outside the committee, they must be voted on as a Director then as a Chairperson.

Chairman and Officers will be REAFFIRMED annually – at the March meeting by a vote of the committee to coincide with the POA elections.

- OCCUPIED position – A vote is taken separately for each office with the current officer's name on a ballot. If another committee member wants to be considered for an OCCUPIED office, they must inform the Secretary so their name can be added to the ballot along with the CURRENT officer and then distributed to the committee members prior to the next meeting so they can vote accordingly. Each Officer position will be Reaffirmed on separate ballots.
- This is a REAFFIRMATION of the current CHAIRMAN AND OFFICEERS and is only open to current Committee members as an opportunity for position changes among existing committee members.

Social Committee Directors Vacancies:

- All Director Vacancies will be announced at Wednesday Coffee held in the Clubhouse at 9:00a.m. and posted on the bulletin boards at the Clubhouse and the Rec. Ctr. – for a period of 30 days. Director vacancies are open to any resident.
- OFFICER STEPPING DOWN – BUT STILL WANTS TO BE ON THE COMMITTEE: The vacating Officer will be required to resign from the committee and then reapply for a position as Director when there is an opening. The exception would be if the current Officer and a current Director wanted to switch positions on the committee, thus eliminating a vacancy.
- New Directors will no longer be required to be year-round residents. Only Officers will be requested to be full-time residents.

ELECTION OF MEMBERS FOR THE SOCIAL COMMITTEE

Officer's positions will be offered to Directors first and then to the general community. All vacancies will be announced and posted. The newly elected Officer will be voted in as a director first then a second vote taken to fill the Officer position. All elections of Committee members and officers will be done by secret ballot.

OFFICER RESPONSIBILITIES

The Chairman establishes the guidelines of the Social Committee – with advice and consent of the POA

The **Treasurer** of the committee will be responsible for maintaining the financial records of the organization. This member shall not have any other responsibility.

The **Secretary** will maintain records of meeting and any functions normally performed by a secretary. The Secretary will prepare and tally voting by ballot for elections. Voting on motions will be done by show of hands. The Secretary will report the count or state “unanimous”. All missing Directors will be noted.

The **Vice-Chairman** of the committee will conduct any necessary business in the absence of the Chairperson and assist the Chairperson when needed and actively represent those activities assigned to them.

All **Directors** will be responsible to co-ordinate one or more activities, with the activity chairperson.

FINANCIAL

The Treasurer shall: receive, record, and hold all funds of the Social Committee. Funds are to be deposited in a separate account from the POA. These funds will be disbursed with the approval of the Social Committee members as specified in disbursements. A monthly statement income/expense will be presented to the committee, as well as the POA director responsible for the Social Committee, directors, officers, two copies to secretary for posting and office manager for audit.

DISBURSEMENTS:

Each activity committee may submit expense authorizations to the director responsible for that activity. The Director will submit this expense for reimbursement to the treasurer. When submitting an expense voucher, if the Chairman and Director are the same person, then a second Director will sign along with the Treasurer. The expense will be paid by check up to \$250 without approval of the Social Committee. Any expense over \$250 must be approved by the Social Committee, except for standing activities where a meal is served (i.e., July 4th and Labor Day, etc.). Any expense over \$2000 will be presented to the Sandpiper POA Board for approval except authorized self-sustaining social activities (i.e., Dance Committee, Dinners, Showtime, etc.) and necessary office expense. A signature of at least two Social Committee officers will be required for expenditures over \$250 (1) chairpersons, (2) vice chairperson, (3) treasurer, (4) secretary. Expenditures under \$250 requires only the signature of the treasurer.

RECORD KEEPING

The Secretary of the Social Committee will record all committee meetings. These minutes and the Treasurers report will be made available to the Sandpiper POA board and general membership by posting on the bulleting boards of the Clubhouse and Recreation Center. The Secretary will also maintain current lists of activities committee chairpersons and other pertinent lists for the Social Committee.

Proposed Amendment: Chairpersons are required to obtain prior approval for any event-related expenses exceeding \$250 before requesting payment. A confirmation vote by the Social Committee will be held at its monthly meeting, with exception votes being handled by phone on a case-by-case basis. Failure to secure this approval may result in the Social Committee exercising its right to cancel the event.

SOCIAL GATHERINGS AND MEETINGS

The Social Committee will sponsor social gatherings as approved by the Social Committee, including but not limited to Wednesday Morning Coffee, Christmas Program, Veterans Day, etc.

COMPLIMENTARY TICKETS

The Chairperson of a particular event will have the authority to issue complimentary tickets to his/her committee members.

Proposed Amendment: Any individual who misappropriates funds or items from any committee under the direction of the Social Committee will be permanently removed from the committee.