

GUIDELINES FOR SOCIAL COMMITTEE

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 (9) 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.
7. The Social Committee is governed by the Sandpiper By-Laws, Covenants and POA Policy/Procedures.
8. Per the POA Policy/Procedures, Politics in any form will not be tolerated during Social Committee activities.

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

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.

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.

Funds are designated for community activities and residents. After fulfilling all community activity expenses, donations to local charities may be made.

No Resident of Sandpiper may be paid for services rendered to the Social Committee for any event or activity.

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 expenses 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 expenses 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 expenses. 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. Any Expenditure 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 bulletin 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.

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.

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

NEW ACTIVITIES

All new proposed activities require the submission of a "New Activity Request" form by the individual proposing the activity. Forms can be obtained from the Social Office.

Upon presentation to the committee by the Proposed Chair, every committee member will be afforded the opportunity to vote on the new activity via ballot.

Committee members are not obligated to disclose or explain their voting decisions; this remains entirely at their discretion.

If passed, the new activity must work with the social committee to find a time, day and place that does not conflict with any existing commitments.

INSPIRATIONAL ACTIVITIES

The proposed Chair must schedule activities at times that do not conflict with existing commitments. The social committee will have final approval regarding timing.

Participation will be open to all residents.

No solicitation or monetary exchange is permitted during the activity.

ACTIVITY PROCEDURES AND POLICIES

If there is no scheduled activity going on, you may set up the room up to one hour prior to your activity and are required to return it to its original condition upon departure.

If food or drink is served during the activity, please ensure all areas are cleaned appropriately, including wiping tables, sweeping floors, and disposing of garbage.

If the event is not classified as a “food” activity, any costs associated with food or beverages will not be covered.

Access to the freezer or pantry cannot be granted for non-food activities.

The Social Committee does not provide funding for study materials.

Please maintain a sign-in sheet including names and street addresses for verification of resident status, if needed.

At any time, a member of the Sandpiper Social Committee can observe an activity if necessary.

All Activities must have a Chairperson or risk losing their social committee status as a standing activity.

GUEST POLICY – (Pertains to Social Committee Activities Only)

Please refer to the Policy/Procedure for each activity.

Residents have priority over guests for participation in activities.

Residents are responsible for the conduct of their guests during activities and events.

The Chairperson has final authority on guest participation in any activity.

Certain activities may require a liability waiver, as determined by the POA.