

**SANDPIPER SOCIAL COMMITTEE
CHARTER,
RULES & OPERATING GUIDELINES**

Date of Adoption/Ratification:

ARTICLE I: NAME AND PURPOSE

1. Name

The name of this organization shall be the Sandpiper Social Committee (hereafter referred to as "the Committee").

2. CHARTER - Purpose

As an administrative branch of the Sandpiper Golf & Country Club Property Owners' Association, Inc., the Committee's core purpose is to organize, oversee, and execute social events, recreational activities, and community-building programs for resident enjoyment, promoting participation and cooperation pursuant to Article VII, Section 2(h) of the recorded Bylaws dated June 21, 2016.

3. Relationship to the Association

The Committee operates as an administrative branch of the Association. The Association maintains ultimate financial and legal liability. The Committee shall have operational control over its monetary funds, event calendar, volunteer selection, and internal operating procedures, subject to applicable POA governing documents, policies, and financial requirements. The Committee will provide an annual budget to the Association Treasurer and will collaborate with the Association leadership on financial matters.

ARTICLE II: SOCIAL COMMITTEE MEMBERS

Governing Body

The Committee consists of five (5) voting members. No individual may hold more than one voting seat, except for the Vice Chairman's dual role as Vice Chairman / Coordinator of Special Events and Communications.

1. Chairman

- Acts as the chief executive officer and primary liaison to the POA Association Board.
- Calls, creates agendas for, and presides over monthly Committee meetings.

2. Vice Chairman / Coordinator of Special Events and Communications

- Performs all Chairman duties in the temporary absence or disability of the Chairman.
- Oversees Special Events, including holiday parties, community dinners, neighborhood dances, and other special activities.
- Coordinates Committee communications, including flyers, email notices, bulletin boards, and other community-wide social communications.
- Works with temporary Event Leaders to secure proper budgets and volunteer staffing.

3. Activities Coordinator

- Oversees ongoing and recurring community sports, activities, and clubs.
- Manages the master calendar for the Clubhouse, Recreation Center, courts, and common spaces.
- Serves as the main point of contact for Activity Captains.

4. Treasurer

- Maintains the financial ledger and tracks event revenues and

expenses.

- Oversees ticket sales and submits formal financial reports to the Chairman, and POA to the Association monthly, and collaboratively coordinates regularly with the Association Treasurer .
- Reconciles the bank account and credit-card statements monthly.

5. Secretary

- Records, archives, and distributes official minutes.

ARTICLE III: EVENT EXECUTION VOLUNTEERS

1. Event Leaders

Temporary leads appointed by the Vice Chairman / Coordinator of Special Events and Communications to run a specific event.

Their authority ends when event clean-up and financial reconciliation are complete.

2. Activity Captains

Ongoing leads who coordinate regular groups or activities. They report schedule changes, equipment concerns, and space needs to the Activities Coordinator.

ARTICLE IV: MEETINGS, VOTING, AND CONDUCT

1. Regular Meetings

The ~~Social~~ Committee shall meet monthly at a designated time and place. Meetings shall be open to Sandpiper residents.

2. Quorum & Virtual Attendance

- Three (3) of five (5) Committee members constitute a quorum.
- Members may participate in person or virtually through real-time video/audio conferencing.
- A virtual member counts as present and retains full voting and participation rights.
- The technology must allow the remote member to hear the discussion and be heard by those attending in person.

3. Voting

Voting authority is limited exclusively to the five (5) Committee members. Residents, Event Leaders, Activity Captains, and other volunteers may provide input when recognized but do not vote. The Chairman votes on all matters. In a tie, the Chairman casts the deciding vote.

Voting Procedure: Social Committee decisions may be made by voice vote, including members participating electronically. A majority of Committee members present, and voting is required for approval unless otherwise stated in this document. Related routine matters may be voted on together; any Committee member may request a separate vote. The Secretary shall record all motions and whether they passed or failed.

4. Resident Participation and Meeting Conduct

Residents may comment on proposed events and other matters when recognized by the Chairman. After resident comments, discussion and voting return to the Social Committee members. Only the Committee members may make motions and vote. The Chairman shall maintain order and decorum. Attendees shall refrain from side conversations, interruptions, heckling, personal attacks, abusive or threatening language, and other disruptive behavior. Discussion shall remain relevant to Committee business; unrelated political or other discussions may be ruled out of order. The Chairman may warn a disruptive person and direct them to stop. If the behavior continues, the Chairman may direct the person to leave. If the person refuses, the Chairman may recess or adjourn the meeting and seek assistance under applicable Association procedures. No Committee member or volunteer shall physically remove anyone. Serious or repeated disruption may be referred to the Association Board of Directors.

ARTICLE V: SELECTION AND ANNUAL REAFFIRMATION OF OFFICERS

1. Voting Authority

Only the five (5) Social Committee members may vote on selection and annual reaffirmation of officers.

2. Annual Reaffirmation

All ~~Social~~ Committee positions shall be reaffirmed annually in conjunction with the regular POA election cycle, with each position considered separately.

3. Current Officers

A current officer willing to continue may stand for reaffirmation. Reaffirmation requires a majority vote of the ~~Social~~ Committee.

4. Other Candidates

A Sandpiper resident may submit their name for consideration before annual reaffirmation. The Social Committee shall vote to select the individual.

5. Unopposed Positions

If the current officer is the only individual seeking the position, the Social Committee shall vote on reaffirmation.

6. Vacant Positions

If an officer does not wish to continue, the Committee shall accept the resignation and candidate submissions. By simple majority vote, the Committee will recommend candidate selections to the Association Board of Directors. Pursuant to Bylaws Article IX and Fla. Stat. § 617.0825, all appointments and officer elections are subject to final Board approval, as committee members serve at the pleasure of the Board of Directors.

7. Effective Date

Newly selected or reaffirmed members begin their annual term in conjunction with the Association POA election cycle.

ARTICLE VI: FINANCIAL MANAGEMENT AND PURCHASING

1. Use of Social Committee Funds

All Committee funds are designated for the benefit of Sandpiper community activities and residents and shall be used only for purposes consistent with the mission of the Committee. Funds raised for a specific purpose shall first be used for that purpose. After completion and payment of related expenses, remaining funds revert to general Committee funds unless the terms of collection require otherwise. Funds shall not be used for personal benefit except authorized expenses—reimbursement for Committee activities; and funds may not be donated to any charity.

Pursuant to federal tax law (26 U.S.C. § 528), Florida non-profit and HOA statutes (Fla. Stat. Chapters 617 and 720), the Articles of Incorporation (Article IV), and the Bylaws (Article VII, §§ 2(h) & 4(d)), all monies generated or held by the Social Committee are corporate assets of the Association.

Purchasing gift cards or donating corporate funds to third-party charities constitutes unlawful private inurement, ultra vires actions, and a breach of fiduciary duty. Committee funds must be used exclusively for resident social and recreational functions; charitable contributions must be made individually by residents using personal funds.

2. Event Budgets and Spending Authority

The Social Committee may approve event and operating budgets. Authorized purchases within an approved budget do not require separate Social Committee approval for each purchase, except as otherwise required here.

3. Credit Cards and Purchasing

The Chairman shall be the sole cardholder and may share the card with the Vice Chairman / Coordinator of Special Events and Communications or the Activities Coordinator as necessary for approved Committee purchases. Event Leaders and Activity Captains shall not be issued cards. Any single item costing more than \$250 requires prior approval by majority vote of the Social Committee. The card is for Committee business only and may not be used for personal purchases or cash advances. Receipts shall be submitted promptly to the Treasurer. A lost, stolen, or compromised card shall be reported immediately to the Treasurer and Chairman. If an individual item exceeds \$2,000, the purchase must receive prior POA approval.

4. Cash Handling

Whenever practical, cash shall be counted and verified by two individuals, documented, and delivered promptly for deposit.

5. Financial Reporting and Reconciliation

The Treasurer shall maintain accurate records and reconcile the bank account and credit-card statements monthly. Significant ticketed or fundraising events shall have an income and expense summary.

ARTICLE VII: VACANCIES, REMOVAL, AND AMENDMENTS

1. Vacancies

If a Social Committee position becomes vacant mid-term, the remaining Social Committee members shall appoint a replacement by majority vote to serve the remainder of the term, unless POA governing documents require otherwise.

2. Removal of a Social Committee Member

A Social Committee member may be removed for serious or repeated failure to perform duties, misuse of funds or property, serious misconduct, or conduct materially detrimental to the Committee. The member shall receive notice and an opportunity to respond. The affected member shall not vote. Removal requires the affirmative vote of all four remaining Social Committee members. If fewer than four remain, the matter shall be referred to the POA Board.

3. Amendments

These guidelines may be altered with POA approval.

ARTICLE VIII: RECORDS, PROPERTY, AND TRANSITION

1. Committee Records

Official minutes, financial records, contracts, event records, and other important documents shall be maintained and preserved subject to applicable POA requirements.

2. Transfer of Committee Property

When a Social Committee member leaves office, all Committee records, keys, credit cards, receipts, financial materials, passwords/access information, equipment, and other property shall promptly be transferred to the incoming officer, Chairman, Treasurer, or designee.

ARTICLE IX: AUTHORITY AND RESPONSIBILITIES OF THE SOCIAL COMMITTEE

The Committee is authorized to oversee and coordinate social and recreational activities for Sandpiper residents, subject to applicable POA governing documents and policies.

1. Social Activities

Approve, organize, manage, and oversee social activities.

2. Funding

Manage funding and fundraising for Committee-sponsored activities, subject to these financial controls.

3. Scheduling

Coordinate Committee activities at the Clubhouse, Recreation Center, courts, and common facilities in accordance with POA rules.

4. Recreational Equipment

Maintain recreational equipment under the Committee's responsibility.

5. Consumable Supplies

Purchase replacement consumable supplies reasonably necessary for activities.

6. Capital Equipment

Advise the POA Board when capital equipment is no longer serviceable and needs repair or replacement.

7. Community Participation

Encourage participation, cooperation, and volunteer involvement for the benefit and enjoyment of the community.

ARTICLE X: RATIFICATION AND FRESH START CLAUSE

Adoption

By signing below, the newly appointed leadership team hereby repeals prior unwritten traditions, past precedents, or defunct guidelines previously rescinded by the Association Board on 9/17/26 at a Special Meeting. And officially adopts this document as the sole operating framework moving forward, subject to the Association governing documents and policies, and all applicable Florida State Statutes, Federal Statutes.

FORMAL ADOPTION AND RATIFICATION OF THE CHARTER RULES & OPERATING GUIDELINES BY THIS COMMITTEE AS APPOINTED BY THE ASSOCIATION BOARD OF DIRECTORS ON 9/17/2026 – SPECIAL MEETING:

Chairman Signature:

Date:

10/14/2026

Printed Name:

Karen Packard

Vice Chairman / Coordinator of Special Events and Communications:

Date:

10/14/2026
Dennis Chace

Printed Name:

Secretary Signature:

Date:

Printed Name:

Treasurer Signature: Date:

Printed Name:

Activities Coordinator: Date:

Printed Name:

BOARD OF DIRECTORS APPROVAL

Approved by simple majority vote of the Sandpiper Golf & Country Club Property Owners' Association, Inc.

Board of Directors on _____, 2026 pursuant to Article VII and Article IX of the recorded Bylaws.

Signature:  _____ Date: 10/14/26

Printed Name: **John Harty**

Title: **President, Sandpiper POA Board of Directors**

