



## **SOCIAL COMMITTEE GUIDELINES JULY 2015**

### **I. BACKGROUND**

Crosspointe Swim & Racquet, Inc. pursuant to Article IV of the Crosspointe Declaration of Covenants, Conditions, and Restrictions, is responsible for management and control of the common areas and recreational facilities owned by the community. Article VII of the Bylaws of Crosspointe Swim & Racquet, Inc. provides that the Board of Trustees (BOT) manages the affairs of the corporation. Article VIII of the Bylaws authorizes the BOT to appoint committees to carry out the BOT's purposes. The BOT has created the Social Committee to advise and assist in recreational activities and programs.

This document consists of general guidelines for the Social Committee. The document is for guidance only, and does not create rights in third parties which do not otherwise exist.

### **II. RESPONSIBILITY**

The Social Committee is responsible for advising and assisting the BOT on issues related to the development and implementation of social and recreational activities and programs.

In performing its responsibilities, the Social Committee performs tasks which may include but are not necessarily limited to the following:

1. Providing the Board with recommendations for social programs which serve the interest of the membership;
2. Developing an annual schedule/calendar for social and recreational programs and activities;
3. Preparing and submitting a budget to the Budget & Finance Committee for each new fiscal year.
4. Coordinating with the BOT regarding policies and procedures for the scheduling of programs and activities.

### **III. ORGANIZATION**

The Membership of this committee shall be organized as follows:

**Eligibility:** Any resident of Crosspointe may serve on the Social Committee. Residents must be in good standing, with no outstanding rules violations and be current with all assessment payments. In the case of non-owner residents, the homeowner of the Crosspointe address must be in good standing as described above. Committee membership should include a minimum of three but no more than seven residents.

**Voting Members:** Any resident of Crosspointe who expresses an interest in working with the Social Committee is eligible for membership and to vote on Committee business. The BOT has the authority to remove any committee member for good cause.

1. **Committee Chairperson:** Upon recommendation from the Committee, the Chairperson of the Social Committee is selected by the BOT and serves for a one year term. The Chairperson is responsible for coordinating and supervising the Committee activities and meetings. The Chairperson is to ensure that Committee responsibilities are met and for submitting periodic reports of Committee activities to the BOT. The Chairperson has the power to appoint an alternate to act as Chairperson when (s) he will be unable to attend a scheduled meeting. The Chairperson has full voting rights on the Committee.

2. **Committee Secretary:** The Chairperson shall appoint a secretary from the committee membership. The Secretary shall be responsible for keeping the Committee roster, recording minutes of all Committee meetings, preparing the periodic reports of Committee activities for the Chairperson, maintaining written documentation on Committee decisions and performing other functions in support of the Chairperson and representatives.

3. **Subcommittee:** The Chairperson may establish, subject to committee approval, subcommittees in order to accomplish specific functions. Subcommittees will receive general direction from the Committee. Periodic reports are submitted when requested by the Committee, or when considered appropriate by the Subcommittee.

### **IV. OPERATIONS**

1. **Meetings:** Social Committee meetings shall be held on a quarterly basis. Additional meetings may be scheduled when necessary to carry out assignments and responsibilities. Committee meetings may be called for by the Chairperson or upon the request of two voting members. All Committee and Subcommittee meetings are to be open to any Crosspointe resident. Regular Committee meetings will be at the usual time, place, day of the week and week of the month as agreed to by the voting members and will be publicly announced via the newsletter, website, and by other electronic means when feasible.

2. Direct Resident Input: A time for direct resident input will be included on the agenda of each regular meeting of the Committee. The order and duration of resident input will be determined by the Chairperson. The Chairperson may limit discussion in order to enable maximum participation and to allow the Committee to complete its agenda. Residents who desire to provide input at a Committee meeting should submit an agenda item in advance, however the Committee will make every effort to accommodate unscheduled resident input. Resident input to Subcommittee meetings will be appropriate to the business at hand as determined and controlled by the Subcommittee Chairperson.

3. Communications: The Committee shall provide a copy of the minutes of the past meeting to the BOT in a timely manner. Any action proposed by the Committee should have benefit of Committee representation of the BOT where the proposal will be considered.

#### CHANGES AND AMENDMENTS

This document may be changed or amended by Committee vote, subject to the Board's approval.

Date: 7/24/2015

Signed: *Maria M. Helms*  
Chairperson, Social Committee

Date: July 29, 2015

Signed: *Howard M. Kasper*  
President, Board of Trustees