

**RESOLUTION 2009.15**  
**OF THE SUN CITY ROSEVILLE COMMUNITY ASSOCIATION, INC.**  
**Administrative Resolution to Amend the Chartered Clubs Guidelines**  
(as contained in the Minutes of the Board of Directors of SCRCAl dated April 24, 2009)

**WHEREAS**, Section 10.01(a)(i) of the Amended and Second Restated Bylaws of the Sun City Roseville Community Association, Inc., (the "Bylaws" , states that the Board shall adopt, and may from time to time amend guidelines for governance of each committee described in the Bylaws, and

**WHEREAS**, the Clubs and Community Organization Committee ("CCOC") responsibilities have changed and the Board has approved changing the Committee's name from CCOC to "Chartered Clubs Committee" (CCC), and

**WHEREAS**, the Chartered Clubs Committee recommends the attached changes to its Committee Guidelines to reflect the approved changes, and

**WHEREAS**, the CCC also recommends the Board approve the formal retirement of the Community Organization Guidelines and the Community Organization Bylaws, and

**NOW THEREFORE BE IT RESOLVED** the Board hereby agrees with the above recommendations of the CCC, and adopts the attached amended CCC Guidelines.

**Certification**

*I, George B. Porter, certify that I am the duly elected Secretary of the Sun City Roseville Community Association, Inc., and that the above resolution was adopted by the Board of Directors of the Corporation at a duly held meeting on April 24, 2009.*

\_\_\_\_\_ Date: \_\_\_\_\_

Sun City Roseville Community Association, Inc

**CHARTERED CLUBS**

*(as contained in the Minutes of the Regular Board Meeting of Apr 24, 2009)*

**I. PURPOSE**

The **Chartered** Clubs Committee oversees and assists in the activities of the chartered clubs.

**II. RESPONSIBILITIES**

- A. The Committee shall review and make recommendations to the Board with respect to action to be taken on new applications, applications for renewal or termination of charter, and on chartered club guidelines.
- B. Review and approve Bylaws and Amendments to the Bylaws for Chartered Clubs.
- C. The committee may recommend for Board adoption Association Rules for resident Member and guest use of facilities.

**III. ORGANIZATION**

- A. The Committee Year shall be September 1 through August 31.
- B. The Committee shall be composed of a minimum of five (5) and a maximum of eleven (11) voting members, including the Chair. Committee members shall be drawn from the membership of the Association and appointed by the Chair, as provided in Section IV.C, below.
- C. Association members having a unique expertise on issues under consideration may be requested by the Chair, as needed, to serve as non-voting advisors to the Committee.
- D. Each year, the Board shall appoint one of its members to serve as non-voting liaison/advisor to the Committee.
- E. The Executive Director may appoint one or more staff members to serve as non-voting advisory members of the Committee.
- F. The Executive Director shall provide the necessary secretarial support to the Committee, including preparation of minutes, making the agenda and minutes available to all committee members at least four days prior to the meeting, and maintaining the Committee's information on the SCR website.
- G. The Committee may establish subcommittees, as needed, which may consist of committee members and persons from the general membership. All subcommittees shall be chaired by a member of the Committee. Whenever a new subcommittee is formed, the Chair shall report the subcommittee's purpose to the Board.
- H. Officers shall be a Chair, appointed by the Board, and a Vice-Chair, appointed by the Chair and approved by the Committee. To be eligible for appointment as Chair,

whenever possible, it is desirable for the person to be a voting member of the Committee during the previous committee term. The Committee Chair shall not serve simultaneously as chair of any other Required, Standing, or Special Purpose committee.

#### I. Duties Of The Chair

- Conducts committee meetings.
- Prepares meeting agenda, with assistance of Vice-Chair, and causes it to be posted at least four days in advance on the Lodge bulletin board and the SCR Website.
- Reviews minutes prior to their distribution to committee members.
- Prepares a brief written report of committee activities each month the Committee meets, including all requests for action by the Board. Submits the report and the meeting draft minutes by the Friday prior to the regular monthly Board meeting where possible, and orally presents the report at that meeting.
- Obtains prior written approval of the Executive Director, or his designee, before funds are expended to support committee work.
- Serves as a resource for committee members, the Board, and, when requested, the Staff.
- Serves as spokesperson for the Committee.
- Whenever a mid-term vacancy occurs, providing the Chair intends to fill the vacancy, advertises a request for applications to fill the vacancy.
- As provided in Section IV.C, below, appoints committee members and subcommittee members, including filling vacancies as needed.
- Informs all applicants of the outcome of the selection process.

#### J. Duties Of The Vice-Chair

- Performs the functions of the Chair in the Chair's absence.

### IV. MEMBERSHIP

- A. Qualifications. Any Association member in Good Standing qualifies for committee membership, provided that: (1) the member signs the Committee Code of Conduct (page 5, below); (2) the member is not serving simultaneously as a voting member on another Standing Committee, unless recommended by the respective chairs and approved by the Board; (3) the member is not the spouse of another member of the committee. A background or experience in club or group functions is desirable, but not necessary.
- B. Application. Association members may apply for committee membership by submitting an application to the Administration Office<sup>1</sup>. For vacancies commencing September 1, only applications submitted between June 1 and August 15 shall be considered for appointment. For a vacancy occurring after Sept 1, if the Chair intends to fill the vacancy, only applications submitted during the 45 days after the committee meeting when the vacancy is announced shall be considered for appointment.
- C. Appointment. As soon as practicable after the deadline for applications, the Chair and at least two other committee members shall interview all applicants and mutually select the candidate(s) for appointment as committee members.

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<sup>1</sup> Applications may be obtained from the Website (Committees or SCR Documents) and from the Administration Office.

#### D. Term

- The term of voting membership shall be two years.
- No committee member who has served two full terms may be reappointed until a period of one year has elapsed. A committee member may be reappointed for a third term upon recommendation of the Chair and approval by the Board. Such member may not then be reappointed until a period of one year has elapsed. At the expiration of any two-year term, members who wish to serve an additional term must submit an application for reappointment.
- The full term of any member appointed between January 1 and August 30 will start in September of that year. After two years, that member may be reappointed and the partial year of service shall not count towards the four-year limitation. Members appointed between September 1 and December 31 shall be considered to have been appointed for a full term starting in September of that year.
- The term of office for the Chair and the Vice-Chair shall be one year. The same person may be reappointed to an office for up to two additional one-year terms. The term of the Chair begins upon appointment by the Board at its August meeting. The term for the Vice-Chair begins upon appointment.

#### E. Membership Termination

- Committee members are expected to act as a team in carrying out responsibilities and to follow the Code of Conduct.
- If, in the opinion of the Chair or three committee members, a member fails to meet the qualifications listed in IV.A. above, the Committee's Chair may ask for the resignation and, if not forthcoming in a timely manner, may terminate the person's membership in the Committee. If, in the opinion of the Committee's Board Liaison or a majority of the committee members, the Chair fails to meet the qualifications listed in IV.A, above, the Committee's Board Liaison may ask for the resignation and, if not forthcoming in a timely manner, may request that the Board terminate the Chair's membership in the Committee.
- After three excused committee meeting absences or one unexcused absence in a year's time, a committee member may be removed from the Committee, by a majority vote of the remaining committee members. (An excused absence is defined as an absence with prior notification to the Chair or Vice-Chair, or an emergency situation precluding notification. All other absences are regarded as unexcused absences.)

#### V. MEETINGS

- A Meeting Schedule The time of regular committee meetings shall be established by the Committee. Where possible, Committee meetings shall be held prior to the monthly Board Planning Meeting.

- B. Open Meetings Except for meetings that involve Executive Session matters as defined in Bylaw 9.03(d), all meetings shall be open to Association members with the agenda posted four days in advance. Prior to a vote being taken on any motion, the Chair shall offer residents in attendance the opportunity to comment. The agenda shall also include time for an Open Forum for residents, preferably at the beginning of the meeting. The Chair may announce and enforce a time limit for comments.
- C. Quorum The quorum shall be a majority of the voting members. Each voting member, including the Chair, shall have one vote. All committee actions and recommendations to the Board require approval by a majority of the voting members voting at a meeting where a quorum has been established.
- D. Subcommittees Subcommittee meetings may be held as needed, but are not subject to notice requirements. Residents may attend subcommittee meetings, but may only participate at the discretion of the subcommittee chair.

**CODE OF CONDUCT  
FOR *CHARTERED CLUBS*  
COMMITTEE MEMBERS**

1. Committee members shall act in the best interests of the Association.
2. Committee members shall perform the duties of the Committee as specified in the Committee Guidelines, Association Governing Documents, state law, and any applicable Board resolutions.
3. Committee members shall not act unilaterally or contrary to adopted Association policies and procedures.
4. Committee members shall notify the Chair in advance if unable to attend a Committee meeting.
5. Committee members, whenever appropriate, shall maintain confidentiality regarding Committee affairs, including but not limited to items subject to executive session and the attorney-client privilege.
6. Committee members shall disclose conflicts of interests regarding any aspect of Committee or Association operations.
7. Committee members shall not interfere with the duties of staff or contractors.
8. Committee members shall treat fellow Committee members, members of the Board of Directors, and Sun City Roseville residents and staff courteously and respectfully.

I agree to follow this Code of Conduct: \_\_\_\_\_  
(signed)

\_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

**VIOLATIONS OF CODE**

- If, in the opinion of the Chair or three Committee members, a member has violated the Code of Conduct, the Chair shall give written notice of the complaint to the member and provide the opportunity for the member to speak on his/her behalf at the next Committee meeting. Thereupon, the Committee shall vote on the question of whether or not the member should be removed from the Committee. If a majority vote favors removal, it shall be effective immediately.
- If, in the opinion of the Committee's Board Liaison or a majority of the Committee members, the Chair has violated this Code, the Committee's Board Liaison shall give written notice of the complaint to the Chair and provide the opportunity for the Chair to speak on his/her behalf at the next Committee meeting. Thereupon, the Committee shall vote on the question of whether or not the Chair should be removed from the Committee. If a majority vote favors removal, the Board Liaison shall forward the Committee's recommendation to the Board.