

Social Committee By-Laws Regency at Providence

(Abbreviations used throughout this document: CAB - Community Association Board (formerly known as the HOA), RAP – Regency at Providence)

Article I

Section 1.1: The Mission Statement of the Social Committee: “The Social Committee exists to strengthen the bonds of community, to create a welcoming environment, and to encourage active participation by residents. Organized social activities will be used to foster a true sense of community”.

Section 1.2: Values

Respect – Honoring all
Accountability – Reporting in a credible and informed way.
Communication – Keeping the entire community informed
Teamwork/Collaboration – Working with each other in the decision-making process

Article II

Section 2.1. Role of the Social Committee: The CAB considers these organized social activities to include but not be limited to: community parties, dinners, game nights, outings, cultural affairs, trips, etc. The Social Committee working with the Facilities Committee can make requests to the CAB for the purchase of equipment for both clubhouses based on input from the community.

Article III

Section 3.1: Membership: The Social Committee is comprised of members approved by the CAB. The committee will be composed of a Chairperson, Vice Chairperson, Treasurer, Secretary, Calendar Coordinator(s), Purchasing Coordinator(s), Activity Coordinator(s), Activities and Speaker Series Coordinator(s).

Article IV

Section 4.1: General Social Committee Meetings: The Social Committee will hold monthly general meetings that are open to all residents of the community. However, meetings may be cancelled at the discretion of the Social Committee Chairperson.

Section 4.2: New Activities: Proposed new activities and events must be presented for approval at a Social Committee general meeting. Additionally, outside

contractors who support those activities or events must have liability insurance and provide appropriate documentation to the Community Manager.

Section 4.3: Agenda: The Social Committee will issue an agenda to the community via RAP Flyer at least three days in advance of the meeting. The agenda will be used to provide notice to the community of issues to be discussed at the Social Committee meetings. All issues requiring significant expenditures of community funds will be shown on the agenda to allow community input. Issues not included in the meeting agenda may be raised but final resolution may be delayed until the issue is placed on the following month's agenda.

Section 4.4: Voting: The Social Committee has the responsibility to consider viewpoints presented by residents who attend the general meeting, together with the best interests of the community, when voting on any issues. No item may be voted on by the Social Committee unless it has been discussed at the general meeting. Voting will take place at the monthly general meeting. Only Social Committee members may vote. On occasion a vote may be postponed until the next general meeting. Should committee members wish to vote on-line on the rare occasion that timing is of the essence, and when it would be less prudent to wait until the next month's meeting, they may do so if there is a quorum. An eVote will pass only if 100% of voting members approve it. When 100% of voting members do not approve an eVote, members will discuss it at the next meeting. The appointed members of the Social Committee may also meet, as needed, to plan for and to discuss issues to be addressed at the next monthly general meeting.

Section 4.5: A quorum of 50% of Social Committee members shall be required for a vote. In the event that there is an even number of members, the Chairperson will only vote if there is a tie.

Section 4.6: Minutes: All minutes will be filed in a binder located at the Sloan clubhouse and placed on the RAP website for the community at <https://www.my-rap.net/social/social-meetings/>

Article V

Section 5.1: Social Committee Members: Social Committee members are encouraged to attend all meetings and must attend 50% of all meetings per year.

Section 5.2: Selection Process

- Notices are posted in the October RAP Sheet and RAP flyer announcing openings for the Social Committee. Any resident may apply.
- Applicant names are selected by the Social Committee at their November planning session.

- Selected applicants are asked to attend the December planning session where selection of Officers and other Social Committee positions takes place.
- A list of the names of the Officers and other Social Committee positions is then submitted to the CAB for approval.

Section 5.3: Vacancies: Vacancies follow same process as above.

Article VI

Roles, Responsibilities, and Skills Needed for Social Committee

Section 6.1: Chairperson

Role:

- Preside over all meetings and oversee the affairs of the Social Committee

Responsibilities:

- Set agendas
- Keep meetings on track
- Attend CAB meetings in which Chairpersons are invited
- Write short article for monthly RAP Sheet

Skills Needed:

- Leadership
- Organization
- Communication
- Computer skills

Section 6.2: Vice-Chairperson

Role:

- Perform the role of Chairperson in her/his absence

Responsibilities:

- Function as Parliamentarian

Skills Needed:

- Leadership
- Organization
- Communication
- Computer skills

Section 6.3: Secretary

Role:

- Take minutes at the Social Committee meetings
- Prepare meeting minutes and forward to the Social Committee and Board Liaison for review and approval via email.

Responsibilities

- After approval by Social Committee, submit the draft of the minutes to the RAP website coordinator.
- Submit any updated Guidelines or policies to the website coordinator and to the Sloan Clubhouse binder.
- Send a RAP Flyer to the community stating that the minutes are on the website.
- Compose any Social Committee's written correspondence.
File a copy of the minutes, and financial report in the Sloan clubhouse binder.

Skills Needed:

- Organization
- Ability to synthesize information
- Computer skills

Section 6.4: Treasurer

Roles:

- Oversee the collection, spending and recording of monies in accordance with the mission, values, and guidelines established by the Social Committee and the CAB
- Provide accurate monthly financial reports to the Social Committee

Responsibilities:

- Maintain effective measures to secure controls over all revenues and disbursements.
- Document all receipts and disbursements
- Give Treasurer report at monthly SC meetings
- Participate in annual soft audit in December, conducted by a Finance Committee member
- The Treasurer, Chairperson, and Vice-Chairperson shall have check signing privileges. Any one of the three can sign checks.
- Checks over \$500 require two signatures

Skills Needed

- Basic knowledge of accounting

- Experience with financial software program/s, Excel
- Organization
- Communication

Section 6.5: Calendar Coordinator(s)

Role:

- Maintain Social Committee activities calendar

Responsibilities:

- Network with activity / event contacts for calendar and community coordination
- Provide a copy of the monthly calendar to the Editor of the RAP Newsletter
- Coordinate rental requests
- Liaison to Communication Committee

Skills Needed:

- Organization
- Computer skills
- Communication

Section 6.6: Purchasing Coordinator(s) One member for each clubhouse.

Role:

- Periodically review supply inventory
- Follow guidelines established by the Social Committee and documented in the RAP Event/ Activity Guidelines
- Coordinate purchases with Community Manager

Section 6.7: Activities Coordinator(s):

Role:

- Organize Social Committee sponsored activities/events
- Follow the RAP Event/ Activity Guidelines document.

Skills Needed:

- Computer Skills
- Communication

Section 6.8: Activities and Speaker Series Coordinator:

Role:

- Gathers input from the community in selecting activities, events or speakers.
- Identifies, coordinates and facilitates Social Committee sponsored activities/ events/speakers on topics of community interest.

Skills Needed:

- Organization
- Computer Skills
- Communication

Responsibilities:

- Network with activity / event contacts for calendar and community coordination
- Provide a copy of the calendar to the Editor of the RAP Newsletter
- Coordinate rental requests
- Liaison to Communication Committee

Skills Needed:

- Organization
- Computer skills
- Communication

Article VII

Use of Common and Clubhouse Facilities:

Section 7.1: Community activities/events will have priority use of all facilities. The coordinator of the activity/event will schedule the activity/event with the Calendar Coordinator to ensure that there are no conflicts with prior reservations. The Calendar Coordinator will notify the event planner about activities scheduled at both Sloan and Regency Hills on the same date as the proposed event to avoid conflict. The Calendar Coordinator will maintain an annual calendar of activities/events covering the complete calendar year to the extent that this is possible.

Section 7.2: Late night events: A community late night event may be scheduled that requires the next day for cleanup. Cleanup after late night events must be accomplished as soon as is practically possible.

Section 7.3: If a private party has previously been scheduled for the next day, the late-night event may need to be rescheduled.

Section 7.4: Once the clubroom is booked for a late-night event that requires cleanup, private party reservations may not be accepted for the following day.

NOTE: The pools and pool areas will be closed to residents (and guests) not attending the community event.

Section 7.5: The coordinator of the event/activity will be responsible for assuring that the common facilities are cleaned after the event/activity, and everything is placed back to its original position.

Section 7.6: The following guidelines will be used to avoid conflicts with private parties and previously scheduled events at Sloan or Regency Hills Clubhouses.

- The Social Committee will check with the Calendar Coordinator to ensure that a social event will not conflict with a previously scheduled private party or community event.
- The Social Committee may schedule late night events that may require next day cleanup. If a private party or other community event has previously been scheduled for the day after a late-night event that requires cleanup, the Social Committee will re-schedule the late-night event. Once the clubroom is booked for a late-night event that requires cleanup, no reservations will be accepted prior to noon for the day following.
- The Social Committee will post an annual calendar of events covering the complete calendar year to the extent that this is possible.
- Cleanup after late night events may be carried out the following day and it is required that this will be accomplished by 11 a.m.

Article VIII

Purchase of Items for the Common Facilities

Section 8.1: Any purchase of items that require storage, maintenance or alter the aesthetics of the common facilities must have the approval of the Facilities Committee. This applies also to any electrical appliances or items requiring plumbing changes.

Section 8.2: Purchase of items other than normal clubhouse supplies should have the support of the residents attending the General Meeting and should be approved by the Social Committee members present at that meeting.

Section 8.3: The Social Committee may request funding from the CAB for expenditures that exceed the scope of their finances. CAB approval will be contingent on the Social Committee providing evidence of community support.

Section 8.4: The Social Committee must get the Facilities Committee concurrence for any issues affecting the clubhouse or common facilities. The CAB retains the right to override any decision made by either committee.

Section 8.5: The CAB expects that the Social Committee will restrict purchases from its funds to items that have the support of the community and are consistent with the committee's Mission Statement.

Article IX

Social Committee - Financial

Section 9.1: At the direction of the CAB, the Social Committee will be self-supporting. Operating funds will be acquired through various fund raising events held during the year.

Section 9.2: New Clubs / Activities may request money for start-up from the Social Committee at a general meeting. If approved, a maximum of \$100 will be allocated for this new club/activity. Funding of ongoing operations will be the responsibility of the club/activity.

Section 9.3: A proposal is required for purchases of permanent supplies over \$25.00 and must be approved at a general meeting by a majority vote of the Social Committee members.

Section 9.4: Proceeds from an event sponsored by the Social Committee will go into the Social Committee treasury to help support future activities and/or the Good Neighbor Fund.

Article X

Section 10.1: These By-laws supersede any previous Social Committee guidelines.

Article XI

Amendment of By-Laws

Section 11.1: These By-laws can be amended at any regular or special meeting providing that previous notice was given in writing to all residents via RAP flyer. Any proposed changes need to be approved by the CAB.

Updated May 2024

CAB Approved: May 2024

Updated May 2023

CAB Approved: May 2023

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CAB approved: January 2017
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