

PRINCE WILLIAM COUNTY CENTER OWNERS ASSOCIATION, INC.

POLICY RESOLUTION NO. 22-01

(Charter for Social Committee)

WHEREAS, Article 4, Section 4.1 of the Bylaws provides the Board of Directors with all the powers and duties necessary of the administration of the affairs of the Association.

WHEREAS, Article 7, Section 7.2 of the Bylaws further empowers the Board to create committees consisting of two or more persons and fix the powers and duties of such committees by resolution of the Board.

WHEREAS, the Board desires to adopt a Charter to clarify the powers and duties of the Social Committee.

NOW THEREFORE, BE IT RESOLVED that the Board adopts this Charter for the Social Committee:

I. PURPOSE

The Social Committee's purpose is to facilitate interaction among PWCCOA homeowners through a variety of planned social events designed to appeal to a wide cross section of the residents. All members of the Social Committee will serve at the will of the BOD. The Social Committee will report to the BOD on all matters pertaining to the planning, scheduling and reporting of functions, events and social activities held.

II. ELIGIBILITY

- A. All members must be property owners in good standing, which means the member is not subject to any liens, suspension, or pending legal action with the Association.
- B. Only one member of a household may serve on the Committee at any one time.

III. NUMBER OF MEMBERS & LENGTH OF TERM

- A. The Board shall endeavor to appoint at least three members and a maximum of five members to the Committee. The Committee shall not operate with less than two (2) members.
- B. The Board shall appoint members of the Committee to serve one-year terms that run the calendar year. Members appointed to fill vacancies that occur during the year shall serve out the remainder of the term of the Committee member they replace. In the absence of any action by the Board to appoint a successor, the terms of existing members of the Committee shall automatically renew.

IV. APPOINTMENT

- A. The Board may recruit candidates as it deems appropriate and will strive to ensure that members from varying house types and locations within the Association are represented. The Social Committee may nominate candidates for consideration to the BOD for the Social Committee. The Association shall publicize vacancies at least once on the Association website, to the extent there is one, prior to filling any vacancy.
- B. Interested homeowners must submit a written request for appointment to the BOD.
- C. The Board shall, in its sole discretion, appoint persons to serve on the Committee to fill any existing vacancy.
- D. Any member of the Committee who fails to attend three (3) consecutive meetings without excusal of the Chairperson shall forfeit his or her seat.
- E. The Community manager shall notify the Social Committee Chairman of the BOD approval/rejection and sends an approval/rejection letter to the nominated social committee member.
- F. The Association will provide Committee members with a copy of this Charter within a reasonable period following their appointment.

V. REMOVAL

- A. The Committee may make recommendations to the Board regarding the removal of Committee members upon a majority vote of the Committee.
- B. The Board may remove any Committee member, including the Chairperson, with or without cause, upon at least three (3) days written notice.

VI. RESPONSIBILITIES

The Board hereby delegates the following responsibilities to the Social Committee:

- A. To annually develop plans for regular and special Association-sponsored events that foster active participation by residents and to submit those proposed plans and spending plan by the end of August each year to the BOD for review and approval.
- B. To promote attendance and participation in these Association-sponsored events; and administrate and supervise these events.
- C. To promptly present post-event reports of these events to the Board for inclusion in the monthly BOD package.

- D. Any member of the Social Committee may represent the Social Committee at BOD meetings to make requests or recommendations and to endeavor to promote good communication with the BOD
- E. To provide regular (monthly preferred) social committee meeting minutes in accordance with Robert's Rules of Order, of any Social Committee meeting held and event updates to Management for inclusion in the monthly BOD packet and the Association's website.
- F. To prepare and present a yearly report of social activities held during the year at the Annual Meeting.
- G. To conduct open meetings subject to notice posted in advance on the Association's website and to keep minutes of Committee meetings.
- H. To interact monthly with the BOD liaison to ensure timely reporting of events, successes, difficulties and issues to the BOD.
- I. To act as a liaison and information resource to all Association owners and residents on social matters.
- J. To serve in an advisory role on social matters to the BOD. The Social Committee is not authorized to financially or legally obligate the Association in any manner i.e., contract for services, hire contractors, purchase equipment and supplies, or approve requests on behalf of the BOD.
- K. To ensure overall adherence to the Social Committee budget, and provides written accounting to the BOD and Management within 30 days after each event.
- L. To ensure all receipts, associated with events that have taken place, are submitted to the community manager within 30 days for timely reimbursement.
- M. The Social Committee shall have such additional duties, powers and authority as the Board may grant.

VII. ELECTION OF OFFICERS (TABLED FOR FULL COMMITTEE)

- A. Per Section 7.3 of the Bylaws, there shall be a Chairperson of the Social Committee. The Board shall appoint the Chairperson. Other officers of the Committee may be elected by the Committee's membership. At a minimum, the Committee shall elect a Secretary who shall be responsible for recording accurate minutes of the Committee's meetings and submitting them to Management, in a timely manner, for inclusion in the monthly Board meeting package. Minutes shall include a record of the date, time, and place of each meeting. Minutes shall also include a record of Committee member attendance and all votes of the Committee.

- B. The Chairperson, or his or her designee, shall be responsible for chairing meetings of the Committee.

VII. MEETINGS (TABLED FOR FULL COMMITTEE)

- A. Committee meetings shall be held in a recognized meeting place of the Association. All meetings shall be open to the membership. For the membership to be reasonably informed of Committee meetings, the Committee Chairperson shall ensure that all regular Committee meeting dates are listed within the website or through any other means of posting that the Board deems appropriate.
- B. The Social Committee shall meet as needed for upcoming events and planning purposes.

This Resolution was duly adopted by the Board of Directors on this 17TH day of January 2022.

**PRINCE WILLIAM COUNTY CENTER OWNERS
ASSOCIATION, INC.**

By: 
President