

CHARTER
TENNIS COMMITTEE
OF THE

LAKE SAINT LOUIS COMMUNITY ASSOCIATION

DRAFT 27 November, 1996; PREPARED BY M. Czarnik of the Ad Hoc Org. Devel. Committee

MISSION STATEMENT: To assist the Board of Directors whose mission is to provide facilities and services and to protect, maintain and improve the physical assets of the Community Association in the best interest of all its members.

PURPOSE:

1. The purpose of the Tennis Committee (the Committee) is to advise the Board of Directors on matters related to the function, management, maintenance and usage of the Tennis facility of the Community Association (CA), for the best use and enjoyment of the LSLCA members. The recommendations of the Committee are subject to the approval of the LSLCA Board of Directors.
2. The Committee is to recommend plans, programs and procedures designed to enhance the efficient, safe and equitable usage of the Tennis facility. The Committee will provide the Board of Directors with the support needed to anticipate, evaluate and resolve issues regarding the CA Tennis facility. The Committee will perform such specific duties and have such powers as may be provided by resolution of the Board of Directors.

RESPONSIBILITIES AND LIMITATIONS:

1. Standing committees are established under Article XVII, Section 2 of the LSLCA By-Laws. Therefore, the Committee does not have and cannot exercise the authority of the Board of Directors in the management of the affairs of the Association.
2. The Committee will seek approval from the Board of Directors PRIOR to contacts with outside agencies (local, city, country, state, federal, etc.) and will immediately inform the Board of all such contacts. The Committee shall not obligate the CA in any way (financially, legally, etc.) without specific approval by the Board of Directors.
3. The Committee is to advise the Board of Directors regarding the short-term and long-term maintenance needs of the Tennis facility.
4. The Committee is to review the rules and regulations governing the safe and equitable use of the CA Tennis facility and advise the Board of any recommended changes.
5. The Committee is to review the Tennis facility user fees for LSLCA members and guests and advise the Board of any recommended changes.

6. The Committee is to review the annual Tennis membership fees for LSLCA members and advise the Board of any recommended changes.
7. The Committee is to advise the Board of Directors regarding the scheduled utilization of the Tennis facility for open play, tournaments, clinics and leagues. Each tournament, clinic and league, and the schedule for the use of the Tennis facility for each are to be reviewed by the committee and a recommendation regarding each is to be submitted to the Board of Directors for approval or disapproval.
8. The Committee is to advise the Board of Directors regarding the management of the Tennis facility by CA employees and/or contractors.
9. When specifically requested by the Board of Directors, the Committee is to provide assistance in the selection, approval and/or evaluation of outside contractors, when the need for specialized services and/or maintenance arises.
10. The Committee is to bring to the attention of the Board of Directors any current or potential conditions, hazards or dangers that could adversely affect the use of the Tennis facility.
11. The Committee is to work with various clubs and CA Recognized Groups to promote responsible use of the Tennis facility, regarding organized events, such as tournaments, clinics and leagues. The Committee is to provide to the Board of Directors their recommendation regarding the use of the Tennis facility for each specific event, at least two (2) months in advance of the scheduled date of the proposed event.

CONFLICT OF INTEREST:

Any member of the Committee who stands to gain personally, professionally, legally, or financially, through any affiliation with a company or organization, or through partial or total ownership of any asset involved in a CA decision, may not be involved in any way with competitive procurement procedures, such as cost estimates, line item budgeting, contract review, preparation of bid specifications, evaluation of proposals, contractor selection, and/or assessment of contractor performance. Such member must inform the Committee of such conflict of interest and may not participate in the discussions or voting regarding said procurement or transaction. In special cases where this member may be in a unique position to supply critical information pertinent to the decision to be made, the issue may be presented to the Board of Directors for a decision regarding the potential conflict of interest.

COMMITTEE SELECTION, TERM AND QUALIFICATIONS:

1. Members of this committee will be approved by the Board of Directors. Candidates for membership shall be reviewed by the Committee and comments shall be submitted to the Board.
2. Term will be three (3) years with a minimum of two (2) terms expiring each year. Terms will commence in January and expire in December.
3. Vacancies on the committee will be for an unexpired term.
4. All Committee members must be members of the LSLCA in "good standing", as defined in the LSL Covenant and Restrictions and/or By-Laws
5. The Committee will consist of not less than five (5) members and not more than twelve (12) members.
6. Any member of the committee desiring to serve an additional term may do so with the approval of the Committee and the Board of Directors.
7. Members of the Committee may **not** serve as a voting member on any other standing committee.
8. Any individual or recognized group may submit a name of one of their members to the Committee for consideration and approval by the Board of Directors.
9. Any Committee member missing three (3) consecutive meetings may be removed from the Committee by the Board of Directors.
10. No more than one (1) member of a household may serve on the Committee.

LEADERSHIP:

1. The Committee shall elect a chairperson, vice chairperson, and secretary subject to the approval of the Board of Directors. The chairperson or a designated person shall attend all regularly scheduled Board meetings and other meetings/functions as requested by the Board. The Committee member presenting the Committee report at the Board of Directors meeting should have attended the Committee meeting being reported on.

2. Each officer elected shall serve one year (Jan.-Dec.). If there is an officer vacancy, the

Committee will elect a recommended new officer at its next regular meeting to submit for Board approval. Newly approved Committee officers will assume their responsibilities at the first Committee meeting following their approval by the Board.

3. The vice-chairperson shall conduct committee meetings in the absence of the chairperson or at the direction of the chairperson and assist the chairperson with committee business/functions.
4. The secretary shall record minutes of committee meetings, keep records of members attendance and assist the chairperson with committee business/functions.

MEETINGS AND REPORTS:

1. Meetings will be open to the CA membership. Regular meetings shall be held monthly (Jan. - Dec.) Special meetings can be held at the discretion of the Committee or the Board of Directors as required to conduct the business of the Committee. The chairman of the Committee shall keep the CA office staff and the Board of Directors informed of the dates of the regular meeting and shall give the CA office staff and the Chairman of the Board of Directors at least 5 working days notice of the date and time for any special meetings.
2. Minutes, including members present, topics discussed and recommendations should be forwarded to the Board of Directors by 12:00 Noon on the Wednesday before the Board's monthly meeting. In addition, as a minimum, a separate summary sheet (standard format), including the actions the Committee requests the Board of Directors to take, must be submitted to the CA office by 12:00 Noon on the Wednesday before the Board's monthly meeting.
3. Members in attendance at meetings lacking a quorum (more than half of the voting membership) can conduct discussions only. No vote will be taken and no minutes recorded. The committee chair shall report to the Board of Directors that no quorum was present, therefore no meeting was held.
4. The Committee will follow Roberts Rules of Order, newly revised, and the Special Rules of Order, defined in Article XXIV of the LSLCA By-Laws, in conducting its meetings.

5. The Committee cannot direct LSLCA Staff. If the Committee requires Staff support or attendance, the Committee must first seek Board approval. Upon approval, the Board will

direct the CA staff to provide the agreed to support.

6. The Committee will also be responsible for preparing and submitting to the Board reports of special studies and research. Approval by the Board is required before any report is published and distributed to others beside the Board. All documentation will be complete enough to ensure that other committees and the Board will understand the activities, strategy, decisions and recommendations of the Committee. Special attention will be paid to documenting important decisions for future reference.
7. Designated Committee members will attend meetings of the other standing committees as required to gain an understanding of the implications of the project development plans and issues concerning the amenities of the CA.
8. Members of other committees will be welcome at Committee meetings and will be accommodated on the agenda for presenting project descriptions and plans so that the Committee will gain an understanding of how the plans and projects of other committees impact on the Tennis facility.

LIAISONS:

1. The Committee will have a Board Director assigned to function as a Liaison to the Committee. This Liaison;
 - a. Does NOT vote.
 - b. Speaks only when acknowledged by the Committee Chair.
 - c. Must clearly identify whether they are representing their personal views, or are imparting previous Board votes or actions.
 - d. Is not an advocate for the Committee to the Board, nor responsible for ensuring Committee information is forwarded to the Board.
 - e. Must send an alternate in their absence, so the Committee has a Board Liaison at each meeting.

2. The Committee may also request a Liaison from the CA Staff. This Liaison:
 - a. Attends all meetings

- b. Does NOT vote.
 - c. Speak only when acknowledged by the Committee Chair.
 - d. Serves as an information facilitator and provides support as required to the Committee.
 - e. Notifies, in advance, the Committee Chairman and CA General Manager whenever he or she is unable to attend a meeting. The CA General Manager may serve as a substitute Staff Liaison whenever he or she is unable to attend.
3. The Committee may also have liaisons from other Committees or Recognized LSLCA Groups. Such Liaisons;
- a. Do NOT vote.
 - b. Speak only when acknowledged by the Committee Chair.
 - c. Serve as information facilitators, but must clearly define whether they are speaking as an individual, or represent a view that the whole Committee/LSLCA Group has voted on.

CHARTER APPROVALS AND REVISIONS:

- 1. All proposed charter revisions are to be submitted to the Board of Directors using the current document showing additions in Bold highlights and deletions as strikeouts.
- 2. All charters when approved are to be signed by the Chairperson of the Board of Directors and dated.

Harry Slyman, President

Connie Mueller, Secretary

Date