

IndigoRunMen

Operating Guidelines

PURPOSE

The purpose of these Operating Guidelines is to provide the framework for the IndigoRunMen (IRM) organization that resides within Indigo Run. It should be noted that these are guidelines and not firm rules. However, any deviations from these guidelines require a majority vote of the IRM Board of Directors (Board).

CHARTER

The IndigoRunMen is a non-profit organization whose purpose is to identify and promote activities that encourage camaraderie and interaction among all men of Indigo Run. The membership of this organization shall be open to all male residents and property owners of Indigo Run.

Fiscal Year

The IndigoRunMen fiscal year begins July 1 and ends June 30.

BOARD OF DIRECTORS

The Board of Directors will consist of the President, Vice President – Activities, Vice President – Clubs, Vice President – Communications, Vice President – Membership, Treasurer and Secretary. The Board Members will provide the leadership required to provide the strategic and tactical direction necessary to be successful.

The Board of Directors positions will be responsible for the following:

1. President

- Provide leadership and coordination to and among the IRM Board Members.
- Schedule and preside over all IRM Board Meetings.
- Prepare the President's article for the COA Newsletter.
- Represent the IRM organization in its contacts with the Indigo Run Community.

2. Vice President - Activities

- Handle the President's duties when he is not available or if he resigns.
- Identify/obtain guest speakers for monthly events.
- Identify, recommend and coordinate all field trips endorsed by the IRM Board (excluding those sponsored by the individual clubs).
- Develop the message and the documents to be distributed related to events and provide those to the IRM VP – Communications and VP - Membership for proper posting on the website and for distribution via the Calling Team and the Mailbox Delivery Team.
- Coordinate all arrangements with the appropriate vendors, ensure that vendor invoices are correct and provide appropriate accounting to the Treasurer for payment.

3. Vice President – Clubs

- Provide the necessary liaison between the Board and the individual clubs.
- Assist the Club Leaders in promoting and in recruiting new members for their clubs.

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- Identify the need for additional clubs and take the necessary steps to bring them on-line.
- Seek input from all Club Leaders to identify how the IRM Board can support them.
- Ensure that the Clubs receive the appropriate level of publicity including providing “featured club” articles for the COA Newsletter.

4. Vice President – Communications

- Ensure that the IRM Website is current and contains the appropriate announcements.
- Ensure that Guest Speaker and Field Trip information is displayed on the website.
- Act as the primary interface for all IRM Website administrative matters.
- Update the IRM Advertising Materials as required.
- Prepare and conduct the annual Interest Survey and provide a summary of the results along with any recommendations to the IRM Board.

5. Vice President – Membership

- Establish and manage the IRM Neighborhood Ambassador Program to provide the necessary focus on retaining existing members, soliciting new members, delivering mail flyers and placing calls to stimulate attendance at events.
- Act as the liaison to the COA Ambassadors to ensure that they have the latest information available and to ensure that all new property owners (after the COA orientation) are contacted about joining the IRM.
- Coordinate with the Treasurer to ensure that the membership roster is accurate.
- Contact members who wish to be removed from the mailing list and/or the membership roster to confirm their intent. Inform the VP-Communications and the Treasurer of any changes required.

6. Treasurer

- Establish and maintain the appropriate accounting records and processes to ensure the integrity of all funds received and disbursed.
- Maintain the official roster of members.
- Establish a checking account at a local bank for the deposit and disbursement of all funds (signature authority for the checking account will be determined by the IRM Board, keeping in mind the possibility that the Treasurer may not always be available to deposit or disburse funds).
- Sign all IRM related contracts (IRM President will have back-up signing authority) after approval by the IRM Board of Directors.
- Pay vendors as appropriate.
- Prepare a monthly and fiscal year report of the financial status of the IRM (see “Note” below).
- Ensure that an annual audit of the finances of the IRM is completed and any issues corrected.

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Note: The Treasurer shall prepare monthly and fiscal year financial reports and present them to the IRM Board in a timely manner. These reports, at a minimum, should summarize the following:

- All funds received, to include the purpose of the receipt. The check payer's name, date and purpose of check must be maintained on file.
- All funds disbursed, to include the reason for the disbursement. The payee's name, check date, number and purpose must be maintained on file.
- Each check written must be fully supported by a receipt and/or other appropriate documentation. This supporting information must be retained on file and made available to any IRM Board Member as requested.
- Checking account reconciliation must be accomplished on a monthly basis, with the results reported to the IRM Board.

7. Secretary

- Prepare and distribute the minutes of the monthly IRM Board Meetings (these minutes are to be shared with and agreed to by the Board before being finalized).
- Maintain the IRM official records.
- Lead the annual Election of Officers process.
- Update the IRM Operating Guidelines as directed by the IRM Board.

ELECTION OF OFFICERS

There are seven Board of Director positions. Beginning with each new fiscal year, two positions will be filled (except every third year beginning with 2012 three positions will be filled) by newly elected officers. These positions will be filled for a period of three years. Elected Board Members can serve a maximum of two consecutive terms or six years. If a Board Member wishes to run for office for additional terms beyond the six-year maximum, that individual must wait at least one-year before running for another term. The process for selecting new officers is as follows:

1. A special meeting of the Board will be held in March of each year to identify the officers that will vacate their Board positions effective June 30 of the same year. A three member Nominating Committee will be formed to recommend nominees for the available slots. All nominees must indicate a willingness to serve on the IRM Board of Directors if elected. This Nominating Committee shall include the Board Secretary and one additional Board Member as well one member at large who is selected by the two Board Members on the Nominating Committee.
2. A general membership election will be conducted in May of each year via the IRM website where members can vote for the Nominating Committee's recommended nominees or vote for any other member. The votes will be tabulated by the first week of June and the new Board Members announced via the IRM website by the middle of June.
3. Those selected will join the remaining officers at a Special Board Meeting to be held no later than the third week of June. At that meeting, the new Board will select the President for the next fiscal year. The newly identified President shall seek volunteers and/or assign the

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remaining six Board positions to the other Board members. This process shall be completed and announced to the membership no later than June 30.

4. If a Board member is unable to complete his term, the President or his designee shall select a replacement to complete the year and the slot will be placed into the process noted above to fill the remaining years of the term.

Special note should be made that the original Board of Directors (i.e., charter members) will vacate their positions over a three-year period beginning in 2009 unless they choose to run for election for an additional three-year term. Those to vacate their positions in 2009, 2010 and 2011 will be determined at a special meeting of the Board in March of each year beginning in 2009.

INITIATION FEES/DUES

New members will pay an initiation fee of \$25.00. These new members will not be required to pay dues in the fiscal year in which they join.

Prior to the beginning of the new fiscal year, the new Board will determine if annual dues are necessary and the specific amount to be requested. The membership will be notified by July 15 of the decision. If dues are required, they are to be paid by September 30 of that year.

New members can register on-line at the IRM web site. Initiation fees and dues must be paid by check, payable to IndigoRunMen. New member information and checks are forwarded to the Secretary. The Secretary updates the active membership list and forwards the checks to the Treasurer. The Treasurer notes receipt of the checks and deposits them in the bank.

Upon dissolution of the IndigoRunMen, the Board shall ensure that all liabilities are paid. In addition, the Board will dispose of any remaining assets.

ACTIVITIES

Activities involving a contract and/or fee fall into three general categories. These are General Membership activities sponsored by the IRM on behalf of all IRM members; Club activities sponsored by a particular Club involving the entire IRM membership; and, Club activities sponsored by a Club for that Club's members only.

1. General Membership Activities

The VP - Activities is the focal point for all activities sponsored by the IRM on behalf of the general membership; such activities include breakfast, lunch and dinner meetings and Field Trips. As necessary, the VP - Activities will seek volunteers from among the general membership to serve as Activity Leader to coordinate some or all of the aspects associated with the activity including planning, budgeting, promotion, etc. The IRM Board must approve all general membership activities and all contracts related to IRM activities. The IRM Treasurer has the responsibility to sign all contracts that have been approved by the IRM Board. Participant checks will be collected as agreed by the IRM Board.

2. Club Activity Involving the Entire IRM Membership

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When a Club plans an activity for the entire IRM membership requiring a signed contract and / or participant fee, the VP - Activities must be informed sufficiently in advance to allow for a review by the IRM Board of the activity and its pro forma budget. Each activity must have at least one member clearly identified as the Activity Leader. The Activity Leader is responsible for all aspects of the activity (see Activity Leaders below). The activity can proceed only after approval is received from the Board. Participant checks will be collected as agreed by the Treasurer and Sponsoring Club.

3. Club Activity Involving Only It's Members

When a Club plans a member only activity that requires a signed contract and / or a participant fee, the IRM VP - Clubs must be informed sufficiently in advance to allow for a review by the IRM Treasurer and VP - Clubs of the activity and its pro forma budget. Each activity must have at least one member clearly identified as the Club Activity Leader. The Activity Leader is responsible for all aspects of the activity (see Activity Leaders below). The activity can proceed only after approval is received from the IRM Treasurer and VP - Clubs. Participant checks will be collected as agreed by the VP - Clubs and the Sponsoring Club Activity Leader.

In all three general categories, it is expected that an **Activity Leader** would be designated for each event. Activity Leaders are responsible for completing the Activity Financial Statement and the following:

1. Submit an activity proposal, pro forma budget and other information to the Vice President – Activities who will consult with the appropriate Board Members as deemed necessary. The Activity Financial Statement (General information and Pre-Event Estimates sections) may be used to satisfy this requirement. Such information must be submitted as far in advance as possible to allow for full and timely proposal consideration.
2. Obtain contract approval from the IRM Board and obtain the Treasurer's signature.
3. Prepare a Post-Activity Summary. Page 2 of the Activity Financial Statement should be used to satisfy this requirement. Provide a copy of the Summary to the IRM Secretary and Treasurer if the entire IRM membership is participating. Provide a copy of the Summary to the IRM VP - Clubs if participation is Club members only.
4. Footnote the Activity Summary with any post-Activity comments that could be helpful to future Activity Leaders in planning and executing the same or a similar activity.
5. Forward all checks and/or cash received plus all expense receipts to the Treasurer. The Treasurer will record and deposit all checks and/or cash and prepare a check for payment of all expenses. In addition, the Treasurer will pay deposits required for the event. **Note: The Treasurer will not reimburse any IRM member for approved out-of-pocket expense without proper supporting documentation.**