



Charter of the Travis Ranch Social Committee

April 2021

The Travis Ranch Social Committee (the Committee) is primarily responsible to provide social events for the residents of Travis Ranch. It is composed of residents who volunteer their time to provide these events for the community of Travis Ranch and they serve under and by authority of the Travis Ranch Property Owners' Association (HOA) through its managing Agent (Essex).

MISSION STATEMENT

The Social Committee's function is to plan and manage social events for all residents of the community and their families, especially the children, to meet one another, share fun, and promote community spirit. It will also organize and promote several community-wide garage sales each year.

PRINCIPLES

The Social Committee will initiate utilize the skills and efforts of its members and volunteers to plan, prepare and manage community social events (typically about three to five per year) for the residents of Travis Ranch and in particular for their children. Necessary funds for these events are provided by the HOA. The president of the Social Committee is an automatic full voting member of the Advisory Board Committee and works closely with that committee, reporting to it at each Advisory Board meeting on the status of forthcoming social events. In addition, if the Social Committee needs help with publicity and/or signage for these events, it may request the help of the Advisory Committee. The Social Committee events typically consume the bulk of the annual budget of all of the residents' Committees. The Advisory Board Committee working together with the President of the Social Committee will review and endorse the Social Committee budget and obtain the approval of Essex. Residents who would like to meet and work with their neighbors, learn more about their community and from time to time offer their personal service, will find the Social Committee to be very personally rewarding activity working with their neighbors and frequently simply being a lot of fun. It's also one they can largely adapt to their personal schedule and the amount of time they are able to provide. Each member's or volunteer's service will be different. The Volunteers who offer their services on an intermittent basis as their personal time permits are vital parts of the Social Committee and indispensable to providing effective events. Even though

residents who are renting their homes are not members of the HOA, they are permitted and encouraged to serve their community as Volunteers on the Social Committee.

MANNER OF ORGANIZATION

A. ORGANIZATION

1. Composition: The Social Committee will have both full members and volunteers. There is no fixed number of the full members of the committee who will meet regularly, although it should not exceed 11, with an unlimited number of Volunteers who will assist at specific events but may also be allowed to attend Social Committee meetings. To achieve its objectives, the committee will largely determine and adopt its own organizational rules.

2. Officers: The Committee will have at least a president, vice-president and secretary. The president is sometimes appointed by the Advisory Board Committee but if there is more than one candidate, may be elected by the full members of the Social Committee. The term is a nominal one-year term which may be renewed. The president should try to develop and train a successor during his/her term to provide effective continuity.

3. Committee Records: The secretary (or other appointed person) shall make and keep a record (Social Committee Binder) of the Committee meetings and for the various events, the providers used, volunteers, community attendance and an evaluation of each event and its individual activities. The president should review this Binder regularly to assure that it is accurate and up to date, both for reference and so that it may be passed on to and be useful to future Committees.

4. Special Member: The president of the Social Committee is a designated full voting member of the Advisory Board Committee (included in that Committee's 11 authorized members) and attends its meetings but is not eligible to concurrently hold any office of that committee.

B. MEMBERSHIP

1. Acquiring Membership: Committee members shall be homeowners in Travis Ranch in good standing in the HOA. Members of the Committee may include more than one person at a time in a given household and frequently spouses do both serve on the Committee in varying capacities. Applicants for full Members or Volunteers must submit the New Application Form for the Social Committee. Tenants in Travis Ranch may serve as Volunteers. It is expected that normally any qualified applicant will be accepted by the committee unless prevented by the membership limit then applicable. Members of the Social Committee are not members of the Advisory Board Committee, but may apply for that committee and, if accepted, may serve on both committees.

2. Attendance: The Social committee is responsible for its attendance rules, if any, applicable to its full members attending its regular meetings. Regular monthly attendance is not a criterion for Volunteers who may commit to serve at only certain selected events; but they are expected to fulfill any commitments they make to the Committee.

C. COMMITTEE OPERATION

1. Meetings: Valid Meetings of the full members of this committee are also open to registered volunteers. If needed the committee or the president may also invite an outside person(s) to the Committee meeting in order to provide particular information. A "Valid Meeting" of the committee is defined as one for which every member has received "Notice" as required.

2. Quorum: If an actual vote is taken at a regular meeting a quorum of the current number of full members must be present. A Quorum is a majority of the then-active full members as currently registered by the Secretary but never less than four.

3. Meeting Day: Regular Meetings of the Committee should be held on a regular, recurring monthly day (e.g. "first Thursday") of each month. The committee may adopt or change this day at any valid meeting. It is not required that an official Committee meeting be held every month. Special purpose committees and ad hoc committees, usually with only a few participants, are held as needed.

4. Agenda: An Agenda of items to be noted, discussed or voted upon at any regular meeting will generally be made available in the Meeting Notice to all members and, if possible, a hard copy of the Agenda provided each attendee. The absence of an Agenda or of an item on the Agenda does not necessarily prevent its discussion or the taking of action. An Agenda available prior to any meeting is always desirable but is not required for special purpose committees.

5. Notice: Every full member should receive Notice of every regular meeting, whether or not on the regular monthly date. The Notice must be sent to each individual member primarily by direct e-mail (dedicated social media may also be used but alone does not meet the requirement for Notice.) Notice should be given not more than ten days before but not less than three days before the meeting and contain the time and place of the meeting, and an Agenda or a statement of the meeting's purpose.

6. Minutes: The secretary should take minutes of every regular meeting reporting attendance and important actions and decisions of the committee. The Minutes should be maintained in the Committee Binder.

7. Conduct of the meeting: The Social Committee functions most effectively with a minimum of formal procedures. Action ideas are not put forth as "motions" and conventional parliamentary procedures simply aren't relevant. Mostly it's an interchange of ideas, which are reviewed, modified and rejected or adopted. Very rarely does this process ever benefit from a formal vote but one may be taken when advisable for the record or if requested by a member. The results of the vote should be recorded along with a brief summary of the issue and if a quorum was present. The meeting follows the guiding principles of simple common sense, mutual cooperation and respect for every member and the community. These principles for working together to achieve common goals are essential; if those qualities are absent, no rules can replace them.

Note: *The one-time program to initiate both the New 2021 Advisory Board Committee and the New 2021 Social Committee is set forth in a separate document, "Kickoff Plan for Start of the HOA Committees."*

2021SocCom-Charter

Cc: Association File