

**STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC.**  
**POLICIES AND PROCEDURES**  
**SOCIAL COMMITTEE GUIDELINES**

**Revision 13**

**12/14/2023**

**I. PURPOSE**

The committee shall exist for the purpose of advising and assisting the Board of Directors in creating activities that: establish in the broader community the image that Stonebridge Ranch is THE premier managed community, foster a sense of neighborhood, while providing a welcoming atmosphere to new residents of the community. The committee will establish, in concert with the Board and the Communications Committee, a process for identifying the needs and desires of the community, develop a program to meet those needs and oversee the social programs in order to ensure that such pre-determined needs are met.

**II. REFERENCES**

Sixth Amended and Restated Bylaws of Stonebridge Ranch Community Association, Inc., Article V. Section 5.1

**III. ORGANIZATION**

A. Structure:

1. The committee shall consist of a maximum of 7 residents, and up to 2 Alternates, approved by the Board of Directors.
2. The committee members shall select a Chairperson and a Secretary from within its membership.
3. The Chairperson shall preside at all committee meetings, and the Secretary will be responsible for taking minutes at all meetings and submitting a copy of the minutes to the Lifestyle Director and Board of Directors Liaison. In the event the Chairperson is not available, the Secretary will chair the meeting.
4. The Chairperson shall be responsible for transmitting any and all recommendations to the Board of Directors Liaison and Lifestyle Director.
5. The committee may appoint up to two (2) Social Committee alternates. Alternate members shall attend regularly scheduled meetings of the committee and fill any vacancies in order for the committee to achieve its quorum requirements.
6. Alternate members may participate in all committee discussions, but may not vote on issues, unless filling a vacancy to achieve quorum status.

B. Membership/Terms:

1. Each committee member/alternate shall be a resident owner of the Stonebridge Ranch Community Association (SRCA) and a member in good standing of the SRCA. New members shall be accepted at any time with Board approval.
2. There shall be no term limitations on committee members.
3. The committee Chairperson and Secretary shall be elected annually no later than the November committee meeting by a quorum of the Social Committee. If there is no scheduled November committee meeting, the election shall be held in October. The Board Liaison shall present the election results at the December Board of Directors meeting for the Board to review/appoint Chairperson.

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4. Meetings-The committee shall meet on a regular basis, and the Chairperson and Board of Directors Liaison shall be responsible for deciding how many committee meetings are required throughout the year to successfully plan and oversee its activities.
5. The committee shall meet a minimum of once every two months.
6. The committee may schedule additional meetings as deemed necessary to accomplish its duties.
7. Meetings shall normally be held at the association office but may be held at alternate locations if the location is published with notice and agreement by the committee. Alternatively, in the event members cannot attend in person, a dial in phone number or online meeting platform invite will be sent with adequate notice.
8. A yearly meeting schedule shall be posted on the association website and updated as changes occur by the social committee Secretary and the Lifestyle Director.
9. A committee member missing two (2) or more consecutive committee meetings shall result in a committee review of the member's status and possible removal from the committee. Any committee member who has four (4) absences in a calendar year may also be removed from the committee by a vote of the committee.
10. Board Liaison shall communicate with the Board and provide feedback to ensure the Board is fully informed of the committee's activities and vice-versa at each scheduled meeting of the Board of Directors.

C. Quorum:

1. A majority of the committee members shall constitute a quorum for the transaction of business.
2. The vote of a majority of the members present (including online), at which a quorum is present shall constitute the decision of the committee.

**IV. DUTIES**

- A. Responsibilities for the Social Committee may include, but not be limited to, the following:
  1. Attend scheduled events to educate new resident members with SRCA living and activities.
  2. Assist the Lifestyle Director in preparing a budget and executing the Annual Calendar of Events for social committee activities and sponsored or sanctioned groups to ensure that their planning, possible budgeting requirements and scheduling in the Annual Calendar of Events is addressed.
  3. May add or delete events on the Social Calendar throughout the year without board approval, if no additional funding is required. The Board will be informed on any major changes.
  4. Work as a clearing committee for village/homeowner's social activities to assure following of association rules and regulations.
- B. Any form of communication must be approved by the Board of Directors prior to publication and distribution.
- C. Any fees received from Social Committee events will be returned to the Social Committee budget line item.

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**V. REVISION HISTORY**

<b>REVISION</b>	<b>DATE</b>	<b>CHANGES</b>
0	6/26/2008	Original
1	9/5/2008	Final
2	8/31/2009	Added language for alternates to serve on committee
3	6/1/2010	Added board liaison responsibilities in meeting section
4	9/18/2013	Committee attendance
5	11/20/2013	Duties, A-2 Recreations Director to Lifestyle Director. Terms 3 - Annual Chair and Secretary elections.
6	12/18/2013	Revised Chairperson alternate in Organization item 3
7	11/11/2015	Revised Terms, Committee Member Missing Meetings, Duties New Homeowners Event and Sanctioned Groups
8	6/22/2017	Board Reviewed and updated to current Bylaw
9	6/28/2018	Board reviewed and updated to current Bylaw and Added IV 1. C and 3
10	12/12/2019	Updated wording Section III. 1. Removed "at least"
11	12/17/2020	Updated wording, defined number of members and alternates, added information regarding web based meeting program
11	12/09/2021	Board reviewed with no changes made
12	12/15/2022	Changed date of elections in III.B.3, modified Social Committee Duties in IV.A.1 and IV.A.2, and made minor edits.
13	12/14/2023	Changed membership number in III.A.1 and date of elections in III.B.3.