

INDIGO RUN MEN
OPERATING GUIDELINES
(Dated November 18, 2008)

PURPOSE

The purpose of these Operating Guidelines is to provide the operating framework for the IndigoRunMen organization that resides within Indigo Run.

CHARTER

The IndigoRunMen organization 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.

LEADERSHIP TEAM

The Leadership Team will consist of the President, Vice President – Activities, Vice President – Clubs and Interest Groups, Vice President – Communications/Marketing, Vice President – At Large, Treasurer and Secretary/Membership. The Leadership Team members will provide the leadership required to provide the strategic and tactical direction necessary to be successful.

The Leadership Team positions will be responsible for the following:

1. President

The President shall be responsible for scheduling and presiding over all Leadership Team and membership meetings including the annual membership meeting. In addition, the President shall ensure that all activities are properly coordinated among the Leadership Team.

2. Vice President - Activities

The Vice President - Activities is responsible for periodically polling the membership to determine the type of activities that are of interest and to pursue the delivery of those activities that are deemed of sufficient interest to warrant attention. It is intended that this position will form an appropriately sized committee to fulfill its charter. In addition, it is expected that this position will coordinate activities with other Indigo Run organizations to minimize conflicts with other community activities.

3. Vice President – Clubs and Interest Groups

The Vice President – Clubs and Interest Groups is responsible for the establishment, oversight and interface with the various Clubs and Interest Groups that the membership decides to establish.

4. Vice President – At Large

The Vice President – At Large will be responsible for special projects and for other duties that may be assigned by the President.

5. Vice President – Communications/Marketing

The Vice President – Communications/Marketing is responsible for determining the items to be communicated and the method for communications (e.g., internet, telephone calls, bulletin board notices, etc.). In addition, he is responsible for promoting individual events. It is intended that this position will form an appropriately sized committee to fulfill its charter.

6. Treasurer

The IRM Treasurer is responsible for establishing and maintaining the appropriate accounting records and processes to ensure the integrity of all funds received and disbursed. The Treasurer will 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 Leadership Team, keeping in mind the possibility that the Treasurer may not always be available to deposit or disburse funds.

The IndigoRunMen fiscal year begins September 1 and ends August 31.

The Treasurer shall prepare monthly and fiscal year financial reports and present them to the IRM Leadership Team 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.

In addition, 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 Leadership Team member as requested. A financial audit will be accomplished at the end of each fiscal year. The IRM Leadership Team will determine when and to what extent the audit will occur and by whom. Checking account reconciliation's must be accomplished on a monthly basis, with the result reported to the IRM Leadership Team.

7. Secretary/Membership

The Secretary is responsible for maintaining records of all official correspondence and for the preparation of appropriate meeting minutes. These minutes are to be shared with and agreed to by the Leadership Team before being finalized. The Secretary will be the Leadership Team member charged with promoting, growing

and maintaining records of the membership. An appropriate sized committee will be organized to support this activity.

ELECTION OF OFFICERS

There are seven Leadership Team positions. Beginning with each new fiscal year (starting September 1, 2009), two or three positions will be filled by newly elected officers (the exact number will be determined by the Leadership Team). These positions will be filled for a period of three years. Elected Leadership Team Members can serve a maximum of two consecutive terms or six years. If a Leadership Team 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 Leadership Team positions effective September 1 of the same year. A three member Nominating Committee will be formed to recommend nominees for the two or three available slots. All nominees must indicate a willingness to serve on the IndigoRunMen Leadership Team if elected. This Nominating Committee shall include two members of the current Leadership Team and one member at large who are selected by the current Leadership Team.
2. A general membership election will be conducted in late April or early May of each year via the IRM website where members can vote for the Nominating Committees recommended nominees or vote for any other member. The votes will be tabulated by the third week of May and the new Leadership Team members announced via the IRM website by the end of May.
3. Those selected will join the remaining officers at a special meeting to be held no later than the second week of June. At that meeting, the officers will select the President for the next fiscal year. The newly identified President shall seek volunteers and/or assign the remaining six Leadership Team positions to the other Leadership Team members. This process shall be completed and announced to the membership no later than June 15.
4. If a Leadership Team member is unable to complete his term, the President 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 (i.e., charter) Leadership Team 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 Leadership Team 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.

Beginning with the new fiscal year (September 1), existing members will pay a dues amount that will be established by the Leadership Team. Dues are to be paid by September 30 of each 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 Leadership Team shall ensure that all liabilities are paid. In addition, the Leadership Team 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 / Special Interest Group activities sponsored by a Club / Special Interest Group involving the entire IRM membership; and, Club / Special Interest Group activities sponsored by a Club / Special Interest Group for that Club or Special Interest Group'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 Leadership Team must approve all general membership activities. Participant checks will be collected as agreed by the IRM Leadership Team.

2. Club / Special Interest Group Activity Involving Entire IRM Membership

When a Club or Special Interest Group 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 Leadership Team 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

Leadership Team. Participant checks will be collected as agreed by the Treasurer and sponsoring Club or Special Interest Group.

3. **Club / Special Interest Group Activity Only Involving It's Members**

When a Club or Special Interest Group plans a member only activity that requires a signed contract and / or a participant fee, the IRM VP - Clubs and Interest Groups must be informed sufficiently in advance to allow for a review by the IRM Treasurer and VP - Clubs and Interest Groups of the activity and its pro forma budget. Each activity must have at least one member clearly identified as the Club or Special Interest Group 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 and Interest Groups. Participant checks will be collected as agreed by the VP - Clubs and Interest Groups and the sponsoring Club or Special Interest Group 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 Leadership Team Members as appropriate. 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. 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 and Interest Groups if participation is Club or Interest Group members only.
3. 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.
4. 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.**