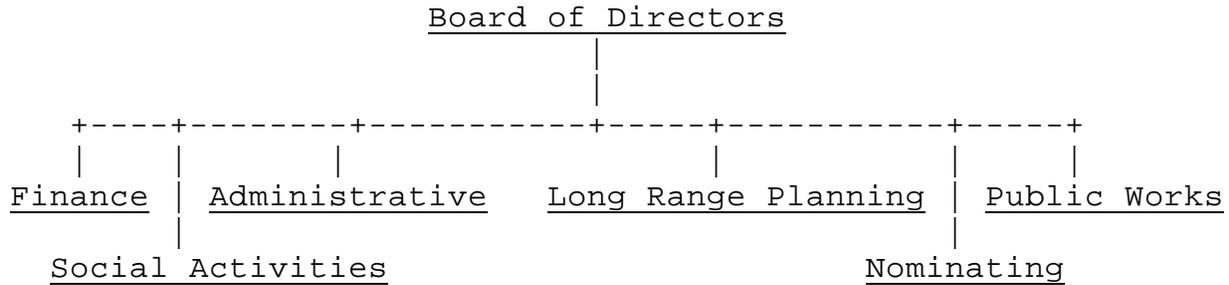


ARTICLE IX
STANDING COMMITTEES

Section 1. Standing Committee Organization. The Standing Committee organization is established in order to provide an orderly manner for conducting the Association's business affairs.



Section 2. Committee Chairpersons. Except for the Nomination Committee, Committee Chairpersons shall be a member of the Board of Directors.

- a. The Vice-President of the Board of Directors shall serve as the Chairperson of the Long Range Planning committee.
- b. The Treasurer of the Board of Directors shall serve as the Chairperson of the Finance Committee.

Section 3. Finance Committee. The organization, duties, and responsibilities of the Finance Committee shall be as follows:

- a. Develop and manage a program for establishing reserve funds. The funds shall be managed so as to provide the maximum return.
- b. Meet with the Treasurer to audit the Association's financial condition.
- c. Provide an annual report to the members. The report shall be presented at the Annual Membership Meeting.
- d. Develop, in coordination with other interested committees, the Association's annual budget.
- e. Conduct a quarterly audit of the financial records.

Section 4. Administrative Committee. The duties and responsibilities of the Administrative Committee shall be as follows:

- a. Establish and maintain an administrative record-keeping system.
- b. Issue membership cards or other token of membership to all members.
- c. Prepare the Association's correspondence.
- d. Maintain a current listing of all members.
- e. Submit all approved bills/expenditures to the Treasurer for payment.

- f. Receive and verify proxies.
- g. Assist in the preparation and mailing of annual notice of dues.

Section 5. Public Works Committee. The duties and responsibilities of the Public Works Committee shall be as follows:

- a. Be responsible for the routine maintenance of Association properties and facilities by preparing a schedule for routine maintenance and to monitor such routine maintenance work as it is performed.
- b. In cooperation with other committees, prepare written short-term plans and specifications, obtain three written estimates for such work to be accomplished for the maintenance, repair, and improvements to the facilities and submit such plans, schedules and written estimates to the Board of Directors for approval.
- c. Approve and submit to the Treasurer for payment all bills, invoices and statements for approved projects.
- d. Maintain plans for winterizing the facilities and for protecting the facilities when notified of approaching heavy weather or hurricane.

Section 6. Nominating Committee. The duties and responsibilities of the Nominating Committee shall be as follows:

- a. Using the list of members provided by the Secretary, determine that all candidates are qualified to serve on the Board of Directors, in accordance with Article XX, Section n.
- b. Present a slate of qualified candidates for election to the Board of Directors one month prior to the annual meeting.
- c. Count and verify the validity of all ballots returned. Verification will be accomplished using the list of members provided by the Secretary.
- d. Report results of the election to the members at the Annual Membership Meeting. The report to include total number of ballots received and total ballots turned in at the meeting and the number of ballots not counted as the member casting the ballot was not qualified.

Section 7. Long Range Planning Committee. The duties and responsibilities of Long Range Planning Committee shall be as follows:

- a. In cooperation with each of the Directors, develop long-range plans for new facilities, the replacement of existing facilities and major improvements to existing facilities.

Section 8. Social Activities Committee. The duties and responsibilities of the Public Works Committee shall be as follows:

- a. Supervise and plan social activities to be held in the Association's park for the primary purposes of improving membership fellowship and to raise money for the Association.
- b. Develop and submit to the Board of Directors a proposed annual operating schedule for fund raising activities such as pig picking barbeque picnic, covered dish suppers, music in the park associated with a picnic, etc.
- c. Promote and communicate to the membership upcoming scheduled activities.
- d. Maintain such records as necessary to determine the cost/profit/loss for operating the social activities.
- e. Submit all approved bills/expenditures to the Treasurer for payment.
- f. Submit all receipts to the Treasurer for deposit.
- g. In cooperation with the Public Works Director, develop a planned maintenance program to maintain and improve the beautification of the park so that the park will safe for such activities and will present the best appearance possible.
- h. Provide a report of activities at the Annual Membership Meeting and such other reports as required.