

The Clubhouse Committee Charter

Updated June 13, 2018 by the Clubhouse Committee

Approved by the Board of Directors on June 26, 2018



- a) Goal
- b) Composition, Report to the Board of Directors
- c) Responsibilities
- d) Tasks
- e) Standard Operating Standards & Processes
- f) Committee Meetings
- g) Committee Budget
- h) Reports & Articles
- i) Approved Exceptions (Appendix #)

A. Goal

The Clubhouse Committee shall oversee the development and implementation of Clubhouse policies to ensure a high quality well maintained facility, operated effectively with members who respect the facility and staff. At the start of each Committee year, the Board of Directors will determine any additional goals for The Clubhouse Committee.

B. Composition, Report to the Board of Directors, Quorum

The Clubhouse Committee shall have not less than four members, including one member of the Board of Directors, who acts as a liaison to the Board of Directors, and a non-voting staff liaison. If a member misses three (3) meetings in a row without correspondence or communication, it is assumed they have resigned from the committee. All committee members, including the Board liaison, have one vote each. A quorum consists of three Clubhouse Committee members.

C. Responsibilities

The clubhouse committee shall recommend, monitor and enforce rules by implementing the Mt. Park clubhouse polices to determine, including but not limited to, eligibility of clubhouse Users and will oversee user compliance with the Mt. Park Clubhouse policies. The Board of Directors has delegated to the Clubhouse Committee the authority to sanction Clubhouse Users. Committee members must keep all sensitive information discussed at the meeting confidential.

D. Tasks

Standard tasks for The Clubhouse Committee are to:

1. Assist with enforcement of the Clubhouse Rules. It is not the committee's responsibility to enforce Oregon Law regarding driver's licenses', however it is the committee's responsibility to acquire proper identification to prove MP residency as the Committee sees fit.
2. Review requests for exceptions to the Clubhouse Rules.
3. Review violations of Clubhouse Rules and determine sanctions as needed.
4. Recommend amendments to the Clubhouse Rules.
5. Annual room checklist – with more frequent monitoring as deemed necessary by the committee.
6. Recommend reserve maintenance/equipment updates.
7. Participate in Clubhouse projects as defined in the Policy of Project Management within the Governance and Policy Manual

E. Operating Standards & Processes

The current process to be followed by individuals requesting an Exception to Clubhouse Membership Rules

1. Prospective member fills out an Exception Request form and leaves it with the staff member on the front desk.
2. That form currently will go to the designated staff member for consideration.
3. The designated staff member will then respond to the individual with:
 - a) a rejection based on the current qualifications for membership not being met but offering other options to use the Clubhouse.
 - b) or - a letter stating that the individual would be qualified after providing documents substantiating their right to membership as per current guidelines.
4. If the individual disagrees with the ruling, he/she then has the right to appear before the CC for a hearing. They will be placed on the agenda for the next meeting and must comply with the deadline for requesting a hearing. Unscheduled walk-ins with exception requests will not be included on the agenda.

A standard of consistency

All decisions made by the committee should reflect consistency to the highest level. Consistent adherence to established procedures is essential in all situations.

Correspondence

All correspondence relating to Clubhouse Committee investigations should be made on official MPHQA stationery composed by a Mt. Park staff member to ensure uniformity of format with content based on the committee's decision on the matter.

Incident report

Upon receipt of a formal complaint (phone call, incident report or other written correspondence), the Executive Director or Manager on Duty will:

1. Resolve the matter administratively; or
2. Refer incident to the Clubhouse Committee for review; The Clubhouse committee may choose to:
 - 2.1. Take no action, or refer it back to the Executive Director for administrative action;
 - 2.2. Depending on the severity of the infraction, and after obtaining approval from the Clubhouse committee, offer the clubhouse User the option of accepting the sanction or ask for a hearing with the clubhouse committee;

Implementation of Policy Changes

Changes to the Clubhouse Rules are subject to approval by the Board of Directors before implementation. Under general practice, Clubhouse Committee recommendations to the Board of Directors occur annually (mid committee year).

F. Committee Meetings

Committee Meetings

Clubhouse Committee meetings are scheduled to meet on a monthly basis. Meetings are held at 7:00pm in the Mt. Park Clubhouse. Meeting packets are sent electronically no later than the Friday before each meeting. It is essential that Clubhouse Committee members prepare for the committee's discussions and deliberations by reviewing all materials sent prior to the meeting.

Meeting Agenda

The Clubhouse Committee meeting agendas follow the same format each month. The following standing agenda items will be addressed each month:

1. Clubhouse committee minutes approval
2. Board decisions regarding Clubhouse committee matters
3. Requests for Exception to Clubhouse Rules
 - a. Requests for exceptions
 - b. Hearings for denied exceptions
 - c. Appeals to the Board
4. Sanctions:
 - a. Review and determine sanctions for Clubhouse violations
 - b. Hearing for sanctions
 - c. Appeals to the Board

5. Other business:
 - a. Statistics Report (incl. card scanning, exception requests)
 - b. New Business
6. Next meeting date

G. Committee Budget

The Clubhouse Committee does not have an annual budget.

H. Reports & Articles

Monthly Meeting Report

The Clubhouse Committee submits a monthly meeting report, including minutes and exception requests to the Board of Directors. This report remains confidential.

Annual Clubhouse committee Report

The Clubhouse Committee Chair submits an end of the year report of accomplishments and tasks completed for publication in the Mt. Park HOA annual meeting packet to the MPHOA members.