

THE ALGONQUIN ASSOCIATION
SOCIAL COMMITTEE CHARTER
Approved In Principle 06/23/2026 Subject to Revision of Bylaws

AUTHORIZATION

The Social Committee of The Algonquin Association is governed by The Algonquin Association Board of Directors (the "Board") under Section X.X.X of the Algonquin Association Bylaws as Amended and Restated in YYYYY 2026. The Committee members shall be accepted by the Board from qualified volunteers, as defined below, and shall serve at the pleasure of the Board.

PURPOSE

The Committee is responsible for assisting the Board in enhancing the cultural and social atmosphere of The Algonquin House and the morale of residents by developing a social events calendar to include monthly TGIF's and birthday celebrations, the annual holiday celebration, and other social or cultural events as requested and/or approved by the Board. The Committee will lead in the execution of these events and will also designate hosts and hostesses to plan various events as needed.

FUNCTIONS AND RESPONSIBILITIES

1. May establish subcommittees from within its membership to plan and produce the monthly TGIFs and birthday celebrations.
2. Determines the schedule of and floor assignments for the TGIF program.
3. Through the TGIF subcommittee, advises assigned floor(s) as to staffing needs, setting up, decorating, supplies and menus, including funding requirements.
4. Makes available to the TGIF and Birthday subcommittees any decorating supplies available in the front lobby closet.
5. Through the Birthday subcommittee, maintains refreshments sign-up sheet in the mailroom, with liquid refreshments provided as funded in the budget.
6. Manages the contents of the kitchen, the keys to which are held by the chair(s) of the committee and any subcommittee and the Front Desk.
7. Manages the contents of the residents' refrigerator and freezer only.
8. Is charged with decorating the first-floor common areas for the holidays.
9. On occasion, may create special events for the benefit of members and, if unbudgeted expenses are involved, may pass these expenses along to those members participating.
10. Provides a verbal report of its activities at each monthly meeting of the Association.
11. Presents a written report of the year's events at each Annual Meeting of the Association.
12. Performs such other tasks as requested by the Board of Directors.
13. Exception: Not responsible for an event hosted by a unit owner or a unit owner's family (in the event of death).

ORGANIZATION

Membership

Inclusion: Any Algonquin Association residents in good standing and their resident family members over the age of 18 are eligible for membership on the Social Committee.

Exclusion:.

1. Members who are currently serving on the Association Board of Directors are not eligible for membership.
2. Committee members who subsequently become members not in good standing are ineligible for membership.
3. A resident may not be a member of any other organization that would produce or could result in a conflict of interest unless such association is disclosed to the Committee and the Board, and said candidate agrees to recuse him/herself from voting on any matter involving a potential conflict of interest.

COMMITTEE COMPOSITION

Size:

The size of the Social Committee shall be flexible. However, records must be kept of the Social Committee members accepted by the Board to serve on the Committee so that a quorum may be determined; a quorum of the Committee membership shall be one more than half of the current standing membership of the Committee. In the absence of a quorum, the lack of members shall not prevent the remaining standing members from meeting and conducting Committee business, except that no formal action may be taken at such a meeting.

Standing Officers:

1. Chairperson or Co-Chairpersons, appointed annually by the Board in December. A leadership position on the Social Committee is restricted to a member of the Association.
2. One of the co-chairs may serve as Secretary and one of the co-chairs may serve as Treasurer, should this be the decision of the Committee, which must be done annually no later than January. In no event may the same person hold both of these officer positions concurrently.
3. Chair and officer positions of the Social Committee are restricted to members of the Association.

Membership Service and Selection

1. **Term of Service:**
 - a. Upon expression of interest by an eligible resident, that resident may be invited to participate and become a member. The new member is reported to the Board for acceptance at its next meeting. Committee membership is effective upon date of acceptance by the Board; acceptance connotes approval.
 - b. Committee members may serve indefinitely.
 - c. Committee chairs, co-chairs and officers may serve indefinitely.
 - d. A member of the Board of Directors will serve as Board Liaison for communications purposes but will have no voting privileges on committee actions.
2. **Replacement:** The Committee Chairperson may recommend to the Board a replacement for any member who resigns or is terminated; it is understood that this recommendation is made with the consensus of approval by the standing members of the Committee. This recommendation may be approved by the President but must be ratified by the Board at its next meeting.

3. **Solicitation:** Vacancy announcements will be published in October if/as needed; however, committee members may be added at other times during the year, as needed.
4. **Termination:** A member who misses three consecutive meetings, unexcused, may be terminated by the Chair.

Meetings and Minutes:

1. The Committee may meet on an as-needed basis but must meet at least quarterly (February, May, August and November).
2. The Secretary shall prepare minutes of each meeting for approval at the following meeting (electronic distribution is preferred).
3. Meetings of the Committee shall be noticed as required by the Virginia Condominium Act and open to all Unit Owners.
4. Meetings shall be held in a common area of the Association and shall not be held in a private residence.
5. Meetings shall include a Homeowners Forum for owner comments.

Reporting:

Reports and recommendations are reported via either of the co-chairs or designated person.

This charter is open to revision with Board approval. If the Social Committee determines that a revision of this charter will benefit the Committee and/or the Association, a written recommendation should be submitted to Management for Board review and approval.

Charter approved by The Algonquin Association Board of Directors, (Date).