

2023/24 Governing Documents Committee

Since we belong to a KO-OP, personal mileage will be reimbursed only with prior approval of the Board of Directors. Any amount over \$500 will need to be Board approved. All expenditures must be okayed in writing by the Committee Chairperson. This includes purchases with cash expenditures from petty cash. In NOT APPROVED in writing before the purchase, the buyer WILL NOT be reimbursed.

Guidelines

Scope

The Governing Documents Committee (“GovDocs”) strives to ensure KOFA KO-OP (“KOFA”) remains in compliance with applicable Federal, Arizona State and Yuma County laws, and published governing documents are complete and contain no contradictions, duplications or erroneous information.

The KOFA Board of Directors (“Board”) refers proposed amendments to the following documents to GovDocs for evaluation and recommendations:

1. Articles of Incorporation
2. Bylaws
3. Membership Park Rules
4. Membership Regulations
5. When directed, other documents that involve KOFA governance.

Bylaw Provisions

Governing document amendments requiring membership approval are proposed and evaluated as follows [KOFA Bylaws, Article 9]:

1. [Scope items 1-4] Members may suggest proposed amendments to the Board for evaluation and consideration for possible Board-sponsorship by December 10 for the following annual membership meeting.
2. [Scope items 2-4] Members are entitled to submit proposed amendments by petition directly to the membership. These proposals must be submitted to the Board by December 10 for the following annual membership meeting
3. [Scope items 2-4] The Board must refer copies of all proposed amendments submitted by petition and any Board-sponsored amendment proposals to GovDocs for evaluation and recommendations.

Additional GovDocs Bylaw provisions include [KOFA Bylaws, Article 6, Sections 2 & 4]:

1. GovDocs members are appointed or removed by the Board

2. GovDocs reports to the Board.
3. GovDocs gives a summary of activities at the Annual Membership Meeting.
4. The GovDocs Board liaison will provide two-way communication between the GovDocs chairperson, the Board, and other committees unless directed otherwise.

Discretionary Engagements

Assistive GovDocs activities include:

1. At any scheduled Board meeting or workshop, or by note to the committee liaison, GovDocs can call to the attention of the Board any violation of governing documents or applicable statutes
2. If requested, GovDocs may assist the Board with publication of amended governing documents
3. Sponsors of motions, intended for presentation at a member meeting, that do not involve amending documents are encouraged to seek assistance from GovDocs.

Committee Chairperson

Date

Board Approval

Date

Reviewed: March 2023