

Policy on Policies

Policy Number: No. 1
Initial Date of Policy: September 24, 2023

Background:

The Board of Directors believes that there is a need to develop a formal approach to Policies and Procedures to direct, correct and defend the programs and actions of the Ski Island Lake Club including establishing a procedure for the creation of policies.

Policy:

To be a policy of the Board, the item in question must have the following characteristics:

- be duly passed by the Board of Directors;
- establish a rule or convention of general application, not related to a “one-off” event, or to a reaction to a specific problem or set of circumstances unless such reaction has a long-term effect which merits the establishment of a policy;
- be a rule or convention of general application governing the Board of Directors and its processes, the role and involvement of Officers, members, and any others acting within the authority of or on behalf of the Board, any matters involving the Board exercising its role in managing the activities of the Board, and any other matter with respect to which the Board determines on an ad hoc basis that it is in the best interest of the club and membership to enact a policy; and
- be identified in the motion as a “policy” of the Board.

Procedure:

1. All policies must be introduced into and reviewed by the Policy Committee prior to being submitted to the Board of Directors for approval.
2. The Policy Committee shall prepare the Policy substantially in the same format as this Policy on Policies and provide additional backup information as appropriate to the policy for introduction and/or presentation to the Board.
3. A Policy to be a ‘Policy of the Board’ must be moved, seconded, and carried by a majority of the Board present at a regular or special meeting of the Board and be included in the minutes of the Board meeting.
4. The Policy shall be published in accordance with the communication protocol of the Club and included in a Board Policy and Procedures Manual.

Policy on Governance

Policy Number:

No. 2

Date of Initial Policy:

November 14, 2023

Background:

Directors must address governance or oversight for the direction and control of the SILC. This policy will encompass the action or manner of governing, and, as shepherds, act in good faith in managing the fiduciary responsibilities of the funds and property of the of the SILC residents.

Policy:

As a member of the Board of Directors, it is the responsibility of each Director to accept the mandate of the governance of the SILC, and adhere to the requirements of this policy as presented within.

- Recognize and accept the role of fiduciaries on behalf of the SLIC residents.
- Respect and abide by legal and regulatory requirements, bylaws, and SILC policies.
- With respect of Governance, Directors shall:
 - act with care, diligence, and skill, devoting sufficient time and attention to the affairs of the Club so that they are positioned to exercise informed judgement;
 - provide stewardship by exercising visible leadership, with respectable assertiveness when necessary, maintaining the highest standards of conduct in a manner befitting and promoting the Club, its purpose and values;
 - exercise sound business judgement and act reasonably and in good faith;
 - manifest vision and forward thinking, particularly in areas such as strategic planning and risk management;
 - exercise sound business judgement and act reasonably and in good faith; and
 - speak with One Voice.
- With respect of Fiduciary responsibilities, Directors shall:
 - disclose conflicts of interest;
 - act in good faith, taking positive and proactive steps to protect the interests of the Club and its members;
 - Disclose information pertinent to the decision making of the Board; and
 - Maintain the confidentiality of information obtained.

Procedure

- Any allegations of conduct unbecoming a Director of the Club pursuant to this policy may be referred to the Board of Directors for appropriate action.

Policy on Conduct

Policy Number:

No. 3

Date of Initial Policy:

November 14, 2023

Background:

Meetings of the Board of Directors are an essential requirement of the Directors in effectively fulfilling their governance and fiduciary responsibilities. Meetings of the Board of Directors should be efficient and held in a manner to encourage respect for the fellow Directors and SILC members.

Policy:

Common rules of conduct, as defined within this policy, shall be understood and adhered to by all Directors. The Rules of Conduct are designed to foster team building while ensuring effective practices, protocols, and procedures which include, but are not limited to:

- arriving at the appointed time and staying until the end;
- arriving prepared and fully conversant of the pre-meeting materials;
- actively participating in, and being attentive to each discussion;
- keeping comments brief, respecting allocated time frames;
- allowing others to speak without interruption;
- repeating points of view of others only when acknowledging agreement;
- respectfully expressing dissent, without bias for or against any individual or group;
- promptly disclosing any perceived conflict of interest;
- avoiding sidebar conversations or caucus meetings; and
- limiting use of electronic devices to following the agenda, taking notes, and accessing material relevant to the meeting.
- While the Board makes every effort to manage and control its own meeting processes, in the event that a meeting situation arises that cannot be resolved through established Board practices, protocols, and/or procedures, the Board will use Robert's Rules of Order to address the situation. It is a goal of the Board to conduct all meetings in a manner as to not resort to Robert's Rules of Order.

Procedure

- The President of the Board shall monitor the conduct of the members and participants in attendance, identifying and stating actions not in accordance with this policy as a first attempt to bring the meeting to order.

Policy on Conduct (Continued)

- The President, or three members of the Board of Directors, shall have the right to ask members and/or participants to vacate the meeting, and/or adjourn the meeting without vote if the situation merits adjournment.
- Any allegations of conduct unbecoming a Director of the SILC, pursuant to this policy, may be referred to the Board of Directors for appropriate action.

Policy on Committees

Policy Number:

No. 4

Date of Initial Policy:

November 14, 2023

Background:

Committees are essential to the Board of Directors as partners to consider, investigate, or take action on certain matters or subjects pertaining to the SILC.

Policy:

Committees will partner with the Board to support and expedite the work of the Board. Established policies are necessary to define general committees appropriate to the SILC, and to address the manner in which the committees are filled with ~~shareholders~~ of the SILC.

- Committees of the Board are empowered to review matters requiring special expertise, issue formal recommendations to the Board, and, with proper authority, make decisions on behalf of the Board.
 - the structure of each committee is to develop emphasis or group identification along the lines of;
 - property maintenance and service committees;
 - committees which interface as ambassadors to members for lake use and safety regulations, social activities, and the general promotion of the benefits of the SILC to the community;
 - executive and managerial committees associated with the normal business administration of the SILC.
- The President, or Vice President if the President is not available, shall continuously monitor, define, and solicit volunteers for the committees.
- Committee Chairs and committee members shall be residents of SILC who may be Directors and/or residents specialized in the matters of the committee.
- The Board of Directors may give oversight and direction to all matters associated with committees.

Procedure

- At the beginning of the President's term of office, the President will review the committee structure and volunteer status of existing committees.
- The President shall define the committees as considered appropriate at the time, soliciting and assigning members to each committee, including each committee chair.

Policy on Committees (Continued)

- Property maintenance and services committees may include, but are not limited to, Dam, Islands, Lake and Shoreline, Grounds, and Streets committees.
- Ambassador or 'On-the-Lake' committees may include, but are not limited to, Watercraft and Lake Safety, Architecture, and Social committees.
- Committees shall give special reports to the Board as directed by the President.

Policy on Budgets

Policy Number: No. 5
Date of Initial Policy: November 14, 2023

Background:

It is the fiduciary responsibility of the Board of Directors to generate and manage a budget. Each Director will accept their role in the management of the SILC budget in compliance with Policy No. 2, Governance.

Policy:

The SILC budget will identify and endeavor to satisfy the financial needs of the Club.

- The Board will establish an annual budget for anticipated expenses.
- SILC residents will approve the budget.
- The 'bottom-line' is the primary target; however, the Board cannot guarantee the bottom-line of the budget will be met.
- Committee budgets and/or other line-items in the budget are secondary to the bottom-line and can be revised by the Board.
- Consideration of special assessments or major changes in the budget will be brought to residents for approval as determined by the Board.

Procedure

- The Board of Directors prepares an annual budget based on historical expenditures and anticipated expenses.
- SILC residents will approve the budget during the annual meeting.
- The Board of Directors coordinates with the Treasurer to develop a plan for approving expenses.
- A monthly format for reviewing the status of expenditures, as compared to the budget, will be created to assist in controlling expenses, with the objective to meet the budget bottom-line.
- Changes in line-item adjustments will be managed by the Board of Directors and communicated to SILC residents attending Board of Director meetings when appropriate.

Policy on Lake Safety

Policy Number:

No. 6

Date of Initial Policy:

January 22, 2024

Background:

There is a liability risk having a lake the size of Ski Island Lake where boating, skiing, and swimming are normal activities. The risk can be mitigated with appropriate rules and regulations for safety. To this end, the board desires to have a policy devoted to lake safety.

Policy:

A committee dedicated to lake safety shall be established to promote safety on the lake. The committee shall develop rules and regulations for watercraft permitted on the lake, develop guidelines for the proper use of the lake, and administer programs to educate, monitor and enforce the policy, rules, and regulations with respect to safety.

- The committee will endeavor to follow national, state, and municipal regulations pertaining to watercraft and lake safety and incorporate rules and regulations considered unique to Ski Island Lake.
- As ambassadors for the Board of Directors the committee will always show respect and courtesy to shareholders and their designated users on the lake.
- A primary goal is to address nominal rule and safety issues with minimal impact via one-on-one discussions between parties.
- Greater issues shall be addressed with multiple committee members present and balanced with input from the Club members.
- Club members shall have the right to appeal to the Board of Directors any decisions rendered by the committee.
- Rules and regulations, guidelines, and programs for both watercraft and safety shall be reviewed every five years as a minimum for effectiveness, efficiency, adequacy, and pertinence.

Procedure

- The committee shall consist of a minimum of three members with stand-by members to fill temporary vacancies.
- The committee will maintain records regarding identity and approval of watercraft permitted on the lake.
- The committee will maintain records regarding violations of rules and regulations.
- A minimum of two committee members will be present at reviews of watercraft for lake access.
- A minimum of two committee members will be present at discussions with Club members for greater than nominal violations.

Policy on Lake Safety (Continued)

- The committee will courteously assist Club members desiring to appeal to the Board of Directors by assisting with schedules and procedures appropriate for the presentation to the Board.