

**OPERATING GUIDELINES FOR THE EXECUTIVE COMMITTEE OF  
THE SUMMIT BECHTEL FAMILY NATIONAL SCOUT RESERVE STAFF ASSOCIATION (SBRSA)**

**APPROVED BY THE SUMMIT COMMITTEE DECEMBER 2014**

**OPERATION OF THE EXECUTIVE COMMITTEE (EXCOM)**

**1. Quorum**

A quorum of the EXCOM shall consist of one-half of the voting members of the EXCOM.

**2. Minutes**

The Secretary or a designated Board member shall keep and record minutes of all EXCOM meetings and votes taken. Such minutes shall be open for inspection by any member on reasonable notice.

**3. Limitations on Authority**

The following actions require SUMMIT COMMITTEE action and cannot be authorized by the EXCOM without prior approval:

- a. amend the Charter of the SBRSA or these Operating Guidelines;
- b. hire or terminate the Staff Advisor or Executive Director;
- c. approve any expenditure or transfer of SBRSA funds in excess of \$2,500.00;
- d. initiate or approve any fund-raising project or venture designed to raise capital or contributions in excess of \$2,500.00;
- e. modify the categories, requirements, or benefits of membership in the Association;
- f. commit the SBRSA to any position on a public issue.

## **DUTIES OF THE OFFICERS AND MEMBERS OF THE EXCOM**

- 1. President:** The duties of the President of the EXCOM are to:
  - a. call and preside over meetings of the EXCOM and the Association;
  - b. appoint members of the EXCOM or SBRSA to Standing or Temporary Committees created by the EXCOM;
  - c. appoint such special committees as appropriate to conduct the business of the SBRSA;
  - d. serve as the SBRSA's principal ambassador to THE SUMMIT, the Boy Scouts of America, and the general public;
  - e. perform such other functions and exercise such powers as are customarily exercised by the presidents of similar organizations and, or applicable law.
  
- 2. Vice President – Membership:** The duties of the Vice President - Membership are:
  - a. in cooperation with the Staff Advisor or Executive Director, enroll members of the SBRSA and to maintain an official roster of all members;
  - b. review and determine the appropriateness of any membership applications as needed in cooperation with the Staff Advisor or Executive Director;
  - c. determine eligibility of any applicants for membership as set forth in the SBRSA Charter;
  - d. recruit and recommend a member of the SBRSA, subject to approval of EXCOM, to serve as webmaster/editor of the SBRSA website and/or newsletter;
  - f. coordinate development of regional or local membership chapters of the SBRSA as may be authorized by the EXCOM;
  - g. preside over meetings of the Association, the Board of Directors, or the EXCOM in the absence of the President;
  - h. serve as interim President in the event of a vacancy in that office until such time as a new President is appointed by the Chairman of the SUMMIT COMMITTEE;
  - i. perform such other duties as may be conferred by the Charter or assigned by the President.

- 3. Secretary/Treasurer:** The Staff Advisor or Executive Director shall serve as the Secretary/Treasurer of the SBRSA and the duties of the Secretary/Treasurer are to:
- a. record and maintain minutes of all meetings of the SBRSA or the EXCOM;
  - b. maintain all contracts, legal records, and operational records of SBRSA;
  - c. implement fiscal policies approved by the SUMMIT COMMITTEE and the EXCOM;
  - d. assure that records of the SBRSA's receipts, disbursements, and financial transactions are in accordance with the policies of the Boy Scouts of America and in accordance with accepted good business practices;
  - e. oversee the deposit and investment of all funds of the SBRSA;
  - f. prepare and cause to be published to the membership the annual financial statements of the Association;
  - g. prepare and recommend, in conjunction with the EXCOM, an annual budget for approval by the BSA CFO prior to the beginning of the new fiscal year;
  - h. provide for collection of dues;
  - i. perform such other duties as may be conferred by the Charter.

- 4. Regional Members:** The duties of Regional Members of the EXCOM are to:
- a. serve as representatives of the members of the Association from their respective region of the BSA at meetings of the EXCOM;
  - b. serve as Chairperson or member of one or more of the Association's Committees as appointed by the President;
  - c. place before the EXCOM such proposals and business of the Association as shall be raised by any member of the Association;
  - d. perform such other duties as may be conferred by the Charter.

## STANDING COMMITTEES

The Association will maintain the following Standing Committees:

- a. **Nominating Committee**, chaired by the President
- b. **Membership Committee**, chaired by the Vice President – Membership;
- c. **Service Committee**, chaired by one of the Regional members of the EXCOM;
- d. **Development Committee**, chaired by one of the Regional members of the EXCOM;
- e. **Administration Committee**, chaired by the member of the SUMMIT COMMITTEE,
- f. **Finance Committee**, chaired by the Secretary/Treasurer.

Each EXCOM member shall be appointed by the President to chair or to serve on one or more of the Standing Committees. Other than the designated chairpersons, committee members shall be recruited from the general membership of the Association and shall be approved by and serve at the discretion of the EXCOM. The Committees shall have duties and responsibilities as may be delegated to them by the President or the EXCOM.

## NOMINATING COMMITTEE

The President shall appoint and chair the Nominating Committee not later than January 1 of the year in which any election of regional members of the EXCOM is to be held. Nominations shall be solicited from the membership of each region, approved by the EXCOM and shall then be presented to the membership not later than March 31 of the election year. Prior to submitting any member as a nominee, the Nominating Committee shall secure from each an agreement to serve, a biographical sketch, and an assurance of the member's ability and willingness to attend meetings of the EXCOM.

The EXCOM shall determine the method by which the election shall be conducted, in accordance with the Association's Charter, and shall begin the election process no later than May 1 of each election year in order for the election to be completed and the results to be certified for the elected members to begin their service on June 1 of that year.

## OTHER COMMITTEES

The specific functions and duties of all other Standing or Temporary Committees shall be developed by the members of those committees and shall be submitted for adoption to the EXCOM and subsequent approval by the SUMMIT COMMITTEE as amendments to these Operating Guidelines as soon as is practical.

## **AMENDMENTS TO THESE OPERATING GUIDELINES**

These Operating Guidelines may be amended by the EXCOM in accordance with the provisions of the Association's Charter, however all proposed changes are subject to final approval by the SUMMIT COMMITTEE and no change or provision shall be proposed which is in conflict with the policies of the National Council of the Boy Scouts of America.