



MORRO BAY COMMUNITY POOL FOUNDATION STANDING RULES

1. These being the set of Standing Rules for the Morro Bay Community Pool Foundation, a California Nonprofit Public Benefit Corporation, they do succeed previous Standing Rules for the corporation that were originally adopted on September 24, 2008.
2. All donations made to the Morro Bay Community Pool Foundation are non-refundable ten days after receipt thereof, unless otherwise agreed to in writing by the President, Treasurer or Secretary of the Foundation.
3. Active members shall be in good standing in accordance with any bylaws or policies. They shall have the right to vote, hold office, and have full benefits and privileges of membership as may be instituted by the Foundation. Member's spouses or significant others are encouraged to attend all social events and are welcome to participate, but will not have voting privileges unless they are a dues paying member. A nominal fee may be charged for non-member attendees of competitions, and/or special events.
4. Officers of the corporation should be chosen by the board of directors from among the current members of that board, unless otherwise determined by the board of directors. At least one officer will be a Member-at-Large serving as a liaison to the established committees of the Foundation.
5. Directors that serve as officers of the corporation are voting members of the Executive Committee of the Foundation. The chairs of the advisory committees serve as non-voting members of the Executive Committee. The chairs of advisory subcommittees are not members of the Executive Committee.
6. As stated in the Foundation's Bylaws, all committees (except the Executive Committee) are solely advisory in nature.
7. When and if the Foundation admits members, the Membership Committee will be responsible for increasing the number of individual and business members and ensuring the retention of these members through the offering of services that meet their needs. The committee shall encourage all persons interested in the Foundation's mission and vision to join and become active members. The committee recommends policies, procedures, and strategies for enhancing the membership in the Foundation both numerically and qualitatively. The committee recommends policies, procedures, and initiatives to assure a growing and vital membership organization.
8. The Finance Committee is chaired by the Treasurer or his or her designee. The purpose of this committee is to develop a budget for the Foundation, to promote and uphold the purpose, vision and goals of the Foundation and oversee the Fundraising Subcommittee. The committee is responsible

for marketing, soliciting and researching sources for funding in the forms of donations, grants, member dues and in-kind services. The Board charges the committee with the following goals for the first year of the Foundation:

- a. Develop a Standard Operating Procedure for financial reporting
- b. Develop an internal audit process

9. The Fundraising Subcommittee is a subcommittee of the Finance Committee and is chaired by the Treasurer or his or her designee. This subcommittee is responsible for identifying funding opportunities, (i.e., corporate sponsors, grants). The subcommittee is also responsible for organizing one major fundraising event per year and creating at least one major fundraising event and two small campaigns per year unless determined otherwise by the Board. This subcommittee may be further divided into subcommittees that work together to achieve this goal. The Board charges the subcommittee with the following goals for the first year of the Foundation:

- a. Coordinate Special Fundraising Campaign for the year
- b. Explore additional revenue streams, maximize revenue streams
- c. Solicit unrestricted grants, sponsorships, and donations from industry, state and/or government entities.

The Fundraising Committee shall also have as its purpose, duties and responsibilities, and rationale the following:

Purpose:

To lead the board in efforts that attract money and services needed to carry out the mission of the organization.

Duties and Responsibilities:

- a. Work with the administrator to define the short-term and long-term funding needs of the organization.
- b. Plan funding activities for the full board.
- c. Review the funding plan to insure the progress toward annual and long-term range funding goals.
- d. Contribute financial support and encourage others to do so.
- e. Identify and recruit community leaders to serve with the board members on fund raising subcommittees.
- f. Educate the full board on the techniques of planned giving, lobbying, marketing, seeking grants and soliciting corporations and individuals.
- g. Encourage the participation of the full board in fund raising.

Rationale: Every member of a private non-profit board has the responsibility to ensure the organization's financial health by contributing personally and raising money from outside sources. The role of the Fundraising Subcommittee is to recommend direction to the board of directors, plan fund raising activities and train board members in fund raising techniques.

10. The Public Relations Committee. The purpose of this committee is to promote and uphold the

purpose, vision and goals of the Foundation by publishing a quarterly newsletter (when financing can support this endeavor), overseeing the website, creating an informational brochure, or other publications, and by providing a current calendar of all dates and times for meetings, events, and activities being held by the Foundation. The committee is responsible for keeping current all relevant information available to the public as well as an up to date listing of all pool-related community events. This committee will also be responsible for keeping in contact with area radio, television and print media coordinators to ensure that the Foundation events and activities are publicized to the public. The committee is responsible for establishing these contacts and or all materials published and seen in the media concerning the Foundation.

11. The Planning and Design Committee. The purpose of this committee is to promote and uphold the purpose, vision and goals of the Foundation by working to facilitate the flow of ideas and information concerning all pool planning and design, and any improvements deemed necessary. This committee is responsible for collecting and organizing all comments, ideas and other input from committee members, the community and potential partners of the Foundation to further enhance the amenities and accommodations of a community pool.

12. The Community Outreach Committee. The purpose of this committee is to promote and uphold the purpose, vision and goals of the Foundation by planning informal gatherings for Foundation members and guests, recruitment of volunteers and making arrangements for refreshments at member meetings.

13. Nominating Committee. The purpose of this committee is to promote and uphold the purpose, vision and goals of the Foundation by seeking candidates for the Board of Directors. A member of the Nominating Committee shall not nominate his or her self for the Board of Directors. The committee shall solicit and propose candidates to the Board to fill vacancies to complete unexpired terms as they may occur and shall also solicit and present names of candidates to the Board at the Board's annual meeting.

14. Ad Hoc Site Committee. The purpose of this Adhoc committee is to promote and uphold the purpose, vision and goals of the Foundation by evaluating potential sites within the North Coast of San Luis Obispo County that could be a location for a year-round Community Aquatics Center. This Committee will have the responsibility of viewing properties, researching square footage, land acquisition costs and financing options, zoning, availability, access to public transportation, parking, neighborhood compatibility, et al and make site proposal recommendations to the Board.

15. All documents intended to legally bind the corporation shall be signed by the appropriate corporate officer(s) or board member(s) in the following format to help assure that directors and officers have no personal liability for corporate obligations:

Morro Bay Community Pool Foundation

By: _____
(*your name, your corporate title*)

16. The agenda for regular board meetings shall be determined at the discretion of the President with approval from the Board but shall include at least the following:

- Approval of the previous Board minutes

- Financial Report(s)
- Report of the President
- Reports and recommendations for action from all standing and special committees

Adopted by a resolution of the Board of Directors: 3/17/2009

Patricia Holley, Secretary

These Standing Rules were later succeeded by a new set of Standing Rules adopted by a resolution of the Board of Directors on: _____

, Secretary