

Organization of the Pool Governing Committee

Inasmuch as the CAHH was formed to promote the common good and welfare of the community, including the provision of swimming, the CAHH hereby adopts the following rules to govern the committee charged with the responsibility to govern the Pool.

1. In accordance with Article VII, Section 1 of the Bylaws of the Civic Association of Hollin Hills (CAHH), the Pool Governing Committee (the Committee) shall be responsible for the management, operation and maintenance of the Hollin Hills Pool.
2. The Committee shall be comprised of an elected Chair, Vice-Chair, Recording Secretary, Membership Director, Treasurer, Maintenance Director, Activities Director, a member-at-large and a non-voting member appointed by the CAHH Board. The elected members shall appoint such other members as they believe necessary to carry out the Committee's responsibilities. Each elected Committee member shall serve a term of two years.
3. The Chair and the Vice-Chair shall be responsible for the Pool's operations. In that role, they shall be primarily responsible for general operation of the Pool.
4. The Maintenance Director shall be responsible for the upkeep and maintenance of the Pool's physical plant.
5. The Activities Director shall be responsible for coordinating social and swimming activities, and such other duties as the Committee may delegate.
6. The Recording Secretary shall keep the minutes of the Committee meetings and the General Membership meetings, notify members of meeting dates, and perform such other duties as the Committee may direct.
7. The Membership Director shall maintain an up-to-date record of the Pool's membership. The Membership List shall be posted at the Pool. The Membership Director shall also make the membership list

available at each General Membership Meeting to assist in determining voting rights. The Membership Director shall perform such other duties as the Committee may direct.

8. The Treasurer shall keep the Pool's accounting records, collect revenues, and pay bills as approved by the Committee. The Treasurer shall be responsible for the submission to the CAHH Board of the required financial statement and budgets, shall have the custody of the funds with responsibility for their proper acquisition and disposition within the budget approved by the CAHH Board, and shall keep or cause to be kept, a record of all receipts and disbursements and of all contractual and financial obligations, and other records affecting the financial position of the Pool. The Treasurer shall perform such other duties as the Committee may direct.
9. The Committee member-at-large shall perform such duties as the Committee may direct.

Financial Responsibilities:

10. No later than March 1 of each year, the Committee shall provide to the CAHH Board a balance sheet for the previous calendar year showing the Pool's cash balance, the bank statements for the prior calendar year, and a reconciliation of the two. The Committee shall also provide to the CAHH Board a written financial statement, which includes, but is not limited to, cash on hand, cash in reserve, indebtedness, capital and operating expenditures, and a proposed budget for the next Pool season, including proposed membership fees, and an estimate, insofar as is practicable, of income and expenditures for the following five years. The Committee shall provide to the CAHH Board an explanation of any budget item that exceeded the budgeted estimated amount by more than ten percent (10%). The Committee shall take no action that would jeopardize the ability of the CAHH to maintain insurance on the pool and on other CAHH properties.
11. Upon request of the CAHH Board, the Committee shall make available to the CAHH Board all financial records.

12. The Committee shall assure that there are funds available to pay to CAHH, within 30 days after the CAHH Treasurer submits a statement, all charges payable by the Pool, including the amount certified by the CAHH Treasurer as the Pool's share of real estate taxes, insurance, and any other expenditure applicable to the Pool.

Management Responsibilities:

13. The Committee shall make such rules as necessary for the operation of the pool. The Pool's rules shall be posted at the Pool and on the Pool's link within the Hollin Hills website. The Committee may fix and impose penalties for violations of Pool's rules.
14. The Committee shall contract with any persons or entities it chooses for the operation and maintenance of the Pool.
15. The Committee shall be responsible for maintaining compliance with provisions of Virginia law and Fairfax County regulations.
16. The Committee may appoint and remove such agents or employees as it may deem necessary and may fix their duties and compensation.
17. The Committee shall inform the CAHH Board immediately of any Pool condition, including a health or safety condition, that seriously affects the viability or continued operation of the Pool
18. Upon request, the Committee shall provide to the CAHH Board a written copy of all safety and health inspections by County and State offices.

Membership:

19. Membership shall be based on households. All members of a household (those who reside in the house or who are students who board outside the house) who use the Pool facilities must be named on the membership application, and appropriate fees must be paid. Households which meet these conditions are referred to as "active

members.” Each household which is an active member shall be entitled to one vote.

20. A “Friend of the Pool” pays a special fee in the amount set by the Committee and meets such other criteria established by the Committee. A Friend of the Pool does not have personal use of the pool, except that a Friend of the Pool may purchase guest passes for use of a non-household member and may participate in fee-based classes that may be offered at the pool; for example, the water aerobics class. Guest passes may only be used by those persons who are “house guests,” *i.e.*, visiting for short, defined periods of time. Guest passes may not be used by neighbors, grown children/grandchildren who reside in the area, persons living with the “friend of the pool,” etc.

Persons entitled to be “friends of the pool” include: those who have been a “friend of the pool” during the 2008 pool season or during a prior year; a prior member who made the 1999 capital contribution; or a member who joined subsequent to 1999 and paid the initiation fee.

21. The Committee shall review and approve applications for membership.
22. If requested by the CAHH Board, the Committee shall provide a list of Pool members, including name, address and telephone number.
23. All members and their guests shall be accorded the use of the Pool facilities subject to these rules and the Pool rules.
25. The Pool Committee shall establish a date by which returning members must pay their dues and other outstanding fees (the returning member due date) to be assured of the right to swim for the upcoming season. The Committee shall provide returning members with notice of the returning member due date at least 30 days in advance. If a returning member does not pay by the returning member due date, such member will be entitled to swim that year only so long as the maximum membership number for the season has not been reached by the time the returning member pays the dues and other outstanding fees. A member who does not swim

during any given year may swim in any subsequent year if that member pays all dues and outstanding fees by the returning member due date for that year.

General Membership Meetings:

26. The membership shall meet at least once a year. The meeting notice and agenda shall be circulated to the membership at least five (5) days in advance of the meeting. Items other than those included on the agenda may be considered at the meeting.
27. A General Membership Meeting shall be held after January 1st and prior to March 1st of each year to conduct elections, to discuss the budget that will be proposed to the CAHH Board, including proposed membership fees, and to conduct such other business as may be necessary. Only active members may vote on any question before the general membership.
28. Special Membership meetings may be called by the Committee, the Chair, or by written petition of not less than ten percent (10%) of the active members. A special meeting notice shall be circulated to the membership at least five (5) days in advance of such special meeting. The notice shall state the purpose for which the special meeting is called, and no other business shall be transacted. Only active members may vote on any question before the general membership. In any matter requiring a vote of the members, each active member household is entitled to one vote.
29. Five percent (5%) of the active members, present in person or by absentee ballot, shall constitute a quorum at all meetings. Decisions shall be made by a majority of those voting, in person or by absentee ballot.
30. Absentee ballots. Voting by absentee ballot is permitted under the following conditions: (1) the absentee ballot must be in writing and identify the member entitled to vote; (2) the absentee ballot must be delivered to a Committee Member before the meeting for which the absentee ballot is to be cast; and (3) the Recording Secretary must verify that the Pool Member submitting the absentee ballot is eligible

to vote. The Absentee Ballot may be delivered to the Committee Member by email, but if delivered by email, the email must contain an email address which allows the Recording Secretary to verify that the absentee voter is qualified to vote.

31. Voting by Proxy: Any voting member may give a proxy to another voting member of the pool for any meeting. No voting member may vote more than five proxies at any meeting. Prior to the meeting, each proxy must be reviewed by the Recording Secretary to verify that all persons wishing to vote by proxy and the member seeking to vote the proxies are qualified to vote.
32. An absentee ballot or a proxy may be revoked by the member at any time prior to voting.
33. Insofar as possible, notice of all meetings shall be by e-mail. If the member does not have an email address, notice shall be by U.S. Postal Service, prepaid postage. Whenever in these Pool Rules notice to members is required, an e-mail or the mailing of such notices to the address of the member shall constitute notice. If time permits, notice shall also be published in the Hollin Hills Bulletin.
34. Upon request, the Committee shall make available to the CAHH Board or an active member the minutes of General Membership Meetings.

Election of Committee Members:

35. The Pool members shall elect a Chair, Vice-Chair, Treasurer, Recording Secretary, Membership Director, Maintenance Director, Activities Director and a member-at-large. The CAHH Board shall have final approval of the elected members of the Committee. Such approval shall not be unreasonably withheld.
36. All positions on the Committee shall be for a two-year term. The Chair, Recording Secretary, Maintenance Director and Member-at-Large shall be elected one year. The Vice Chair, Membership Director, Activities Director and Treasurer the following year. If an interim appointment is required due to the departure of a Committee

member, the Committee shall vote on a candidate to fill the remainder of the term of the departed Committee member.

37. Any Committee Member may be removed from office by the affirmative vote of two-thirds (2/3) of the members present at a special meeting called for the purpose, or by a majority vote of the CAHH Board. In either case, removal shall occur only after an opportunity has been given to the challenged Committee Member to be heard.
38. When a Committee Member is absent or otherwise unable to perform the duties of the office, the Committee may by resolution designate another Committee member to act temporarily.
39. No Committee Member may serve more than four successive years unless the nominating committee is unable to find other candidates.

Governing Pool Committee Meetings:

40. A majority of the Committee members shall constitute a quorum. A quorum must be present in order to vote on any resolution.
41. A quorum having been established, majority vote shall be required to pass all resolutions.
42. The Committee may take action without a meeting if all Committee members are notified in advance of the proposed action and given an opportunity to vote on such action. The Committee may take such action by phone call or e-mail. For such action to have effect, the proposal must be approved by a majority of those voting, a quorum having been established.
43. Special meetings of the Committee may be called upon the request of three (3) members of the Committee. Notice of special Committee meetings shall be given to each member of the Committee at least one day before the date of the meeting.

Nomination of Officers and Directors:

44. Prior to the General Membership meeting the Committee shall appoint a nominating committee, all of whom shall be members or Friends of the Pool. The nominating committee shall have the responsibility to recruit members to be nominated to serve on the Committee. Additional nominations may be made from the floor at the time of the General Membership meeting.
45. At least seven (7) days prior to the General Membership meeting, the nominating committee shall notify members by U.S. Mail, e-mail, and/or by publication in the Hollin Hills Bulletin (for CAHH members), of the names and proposed offices of the persons nominated.

Miscellaneous:

46. In addition to the foregoing enumerated powers, the Committee shall have such other powers, not prohibited by statute or by CAHH, necessary for the operation and management of the Pool including the power to make emergency expenditures which may be needed to continue the operation of the Pool. Such emergency expenditures shall be reported to the CAHH Board at the time of the expenditure and to the membership at the next General Membership meeting.
47. The Committee shall keep for three years correct and complete books and records of account and minutes of the General Membership and Board Meetings. At the end of the third year, the materials shall be retained or turned over to the CAHH archivist.
48. The Committee shall at all times be in compliance with Article VII of the Bylaws of the Civic Association of Hollin Hills.