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RESOLUTION OF THE BOARD OF DIRECTORS

COMMUNITY ASSOCIATION INSTITUTE
CENTRAL FLORIDA CHAPTER

GOLF COMMITTEE CHARTER

RECITALS

WHEREAS the Community Association Institute Central Florida Chapter (the "Chapter") utilizes various committees to assist the Board of Directors (the "Board") in carrying out its duties and advancing the Chapter's mission; and

WHEREAS the Board believes it is beneficial for all Committees to operate under a consistent structural and procedural framework to ensure accountability, transparency, and alignment with Chapter governance; and

WHEREAS the Board has determined that the establishment of a Golf Committee will support the Chapter's strategic goals by planning and executing the Chapter's annual golf tournament, which promotes networking, member engagement, and fundraising opportunities; and

WHEREAS, on February 19th, , 2026, at a duly noticed meeting of the Board, the Board approved the adoption of this Golf Committee Charter (the "Charter") to govern the organization and operation of the Golf Committee;

NOW, THEREFORE, BE IT RESOLVED THAT:

The foregoing Recitals are incorporated herein by reference as if fully set forth below.

I. APPLICABILITY

This Charter shall govern the Golf Committee.

In the event of any conflict between this Charter and the General Committee Charter, this Golf Committee Charter shall control.

All Committee actions remain subject to the Chapter's Bylaws and the authority of the Board of Directors.

II. MANNER OF ORGANIZATION

A. Membership

1. To serve on the Golf Committee, an individual must be a member of the Chapter in good standing or an employee of an entity that is a member in good standing.

2. Committee Members shall be appointed annually by the Board of Directors based on application submissions.

3. The Golf Committee shall consist of eight (8) active members.

4. The Golf Committee shall not include more than one (1) representative from the same company or association at any given time.

5. No individual may serve as a member of more than one (1) Chapter committee at any given time. Service as a Board Liaison shall not be considered committee membership for purposes of this limitation. A Board Liaison may serve as a member of a different committee while serving as liaison to another committee.

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B. Term

1. Committee appointments shall commence on January 1 of each year, or such alternate date as determined by the Board.

2. Members shall serve for one event cycle or until completion of the annual golf tournament.

3. There shall be no limitation on prior Committee Members reapplying for service each year.

4. Any Committee Member may be removed and replaced at any time, with or without cause, by a majority vote of the Board.

III. MANNER OF OPERATION

A. Committee Chair

1. The Golf Committee shall have one (1) Committee Chair appointed by the Board of Directors.

2. The Chair must have served a minimum of one (1) year on the Golf Committee prior to appointment, unless otherwise approved by the Board of Directors.

2. The Chair may serve a maximum of two (2) years in that role.

3. The Chair shall lead meetings, coordinate tournament planning, serve as liaison with Chapter staff, and communicate updates to the Board Liaison.

4. The Board reserves the right to remove the Chair with or without cause if deemed to be in the best interest of the Chapter.

5. No member of the Board of Directors shall serve as Committee Chair; however, if no eligible non-Board member is willing to serve, the Board may appoint a member of the Board to serve as Chair on an interim basis.

B. Board Liaison

1. The Golf Committee shall have one (1) Board Liaison appointed by the Board of Directors.

2. The Board Liaison shall provide guidance, ensure alignment with Chapter leadership, and report relevant updates to the Board.

C. Meetings

1. The Golf Committee shall meet approximately six (6) times annually in preparation for the golf tournament and one (1) post meeting.

2. Meetings may be conducted in person, on-site, or virtually depending on planning needs.

3. A majority of Committee Members shall constitute a quorum.

4. The action of a majority present at a meeting where a quorum exists shall constitute the action of the Committee.

5. Meeting minutes may be prepared at the discretion of the Committee or at the request of the Board and, if prepared, shall be delivered to the Executive Director.

D. Duties and Authority

1. The Golf Committee is responsible for planning and executing the Chapter’s annual golf tournament.

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2. The Committee shall assist with venue coordination, sponsorship development, player registration, marketing initiatives, tournament logistics, and day-of-event execution.

3. The Committee shall assist with budgeting and support cost-effective planning strategies.

4. The Committee shall gather post-event feedback to evaluate success and inform future improvements.

5. The Committee operates in an advisory and support capacity only.

6. The Committee shall have no authority to bind the Chapter to contracts, approve expenditures, obligate funds, or enter into agreements.

7. All final approvals regarding budgets, contracts, sponsorships, and financial commitments remain with the Board of Directors or authorized Chapter leadership.

ADOPTION

This Golf Committee Charter was approved by a majority vote of the Board of Directors at a duly noticed Board meeting held on February 19th, 2026.

Sign: Stefanie Nicholson

Print: Stefanie Nicholson

President, CAI Central Florida Chapter

Sign: 

Print: Jackie Swisher

Secretary, CAI Central Florida Chapter