

CAPE RECOGNIZED ORGANIZATIONS – POLICY & PROCEDURES

- I. Procedures for Modifying these Policies and Procedures
 - A. Modification
 1. Modification of these Policies and Procedures can be made (in descending order of precedence) by:
 - a. A majority vote of the Board of Governors (BOG)
 - b. A majority vote of the Executive Committee
 2. Modification should be noted with the date of the modification and the body which modified the policy or procedure
 3. Modifications made by the Executive Committee must be presented to the full BOG at the next regularly scheduled meeting of the BOG.
- II. Community Organizations Officially Recognized by the Cape St. Claire Improvement Association, Inc. (CSCIA).
 - A. Organizations may petition the CSCIA for official recognition. To be recognized, the petitioning organization must:
 1. Request recognition in writing, including completion of the Cape Recognized Organization application, at least five days before the regularly scheduled meeting of the BOG
 2. Be a non-profit or not-for-profit organization (This does not require official status as determined by the Internal Revenue Service.)
 3. Exist primarily to benefit the residents of Cape St. Claire
 4. Be current in all fees or other financial obligations to the CSCIA.
 5. Have a membership consisting of at least 80 percent Cape St. Claire residents
 6. Offer proof of the above membership requirement with the petition for recognition and annually during the first week of January each year.
 - B. Meeting the above **minimum** criteria does not automatically qualify the petitioning organization for recognition by the CSCIA. Recognition of the petitioning organization is conferred by a vote of the CSCIA BOG.
 - C. Once recognized by the CSCIA BOG, organizations may request:
 1. One free monthly meeting in the CSCIA Clubhouse on a day and at a time negotiated with and approved by the Clubhouse Chair or a total of twelve meetings during the course of a calendar year on a schedule negotiated with and approved by the Clubhouse Chair in consultation with the CSCIA Administrator. Regular use of the Clubhouse requires a security deposit to the CSCIA, the amount determined by the CSCIA Clubhouse Committee chairman, to be held as long as the organization intends to use the CSCIA clubhouse.
 2. One free annual event in the CSCIA Clubhouse, excluding Saturdays, at a time negotiated with and approved by the Clubhouse Chair. However, a \$100 cleaning fee will be charged for annual events. In addition, annual events where more than 50 people will be present will require the security deposit for the Clubhouse in force at the time of the meeting be paid at the time the Clubhouse is reserved. An officer of the organization or, if the organization

has no officers, a resident member of the organization must sign the use contract in force at the time the reservation is made.

3. The use of a key to the Clubhouse to be used only to gain access at scheduled meeting times. Use of a Clubhouse key for any purpose other than scheduled meeting may result in termination of key access privileges. Failure to surrender any keys provided to the recognized organization will result in a charge to re-key the lock and reproduce sufficient keys to replace those held by the CSCIA and other recognized organizations

D. Organizations currently recognized by the CSCIA

1. Yacht Club of Cape St. Claire
2. Cape St. Claire Recreation Council
3. Cape St. Claire Garden Club
4. Brownies
5. Girl Scouts
6. Cape St. Claire Swim Club
7. Cape St. Claire Elementary School PTO
8. Cape Tots Playgroup.
9. Goshen Farm Preservation Society
10. Strawberry Festival Committee
11. Boy Scout Troop 2214