

**Alamo Country Club
Rules Committee Charter**

Documents and Rules Committee Charter

Purpose: The Documents and Rules Committee works under the direction of the Board of Directors. It receives projects from the Board of Directors to make drafts and review all ACC documents, to make them understandable, uniform, consistent, and current with State and local laws. This committee aligns documents with the mission and values in support of the common good of the community.

Scope: The scope of the Documents and Rules Committee is broad ranging from drafting policy, procedures, and proposing changes to current governing documents for presentation to the Board of Directors. The committee advises the Board of Directors when questions about process arise.

Responsibilities: This committee drafts and proposes revisions to a variety of documents at the request of the Board of Directors. It drafts and revises policy, procedures and other documents including initiation of presentations to the Board of Directors as appropriate. All drafts and presentations created by the committee are submitted to the Board of Directors for their action.

Members: The Board of Directors appoints the chairperson of the Documents and Rules Committee. Committee membership varies based on need, skill, and interest. The chairperson selects additional members with concurrence of the Board of Directors.

Meetings: Meetings are held on an as needed basis depending on the work load. Roberts Rules of Order are generally followed at meetings. The committee encourages the open expression of ideas.

Project Funding: This committee has no authority to raise or spend money. It does not engage in project funding.