

Sunrise Table Tennis Club, Inc. Policies as Adopted by the Board of Directors

This is a summary of all policies adopted by the BOD at meetings and by resolution for easy reference. These adopted policies, the STTCI Bylaws and the STTCI Executive Directives together comprise the complete body of policies of the STTCI.

Board Meeting: 2015-10-04

- All Officers, Members of the Advisory Board to the Board of Directors of STTCI (ABBS) and Facility Managers are offered free Basic Membership as long as they serve the club in that capacity.
- President, Treasurer and Secretary will have authorization to sign checks, use the debit card and make funds transfers.
- President has the authority to write Executive Directives for how to execute programs and policies according to corporate policies and legal requirements, subject to approval by a majority of board members by verbal or written agreement.
- STTCI is to use the Cash Method of accounting.
- Any Director may invite any of the ABBS members to a BOD meeting by first notifying all Directors in advance either in writing (including email) or verbally, and receiving the approval of a majority of the Directors, in writing or verbally.

Board Meeting: 2015-10-31

- The organizational structure (Org Chart) was adopted.
- Only the President may sign contracts.
- Any official Club Coach must be certified by the USATT.
- Anyone working with Juniors must complete a criminal background check.
- Minutes of meetings will be posted online.

Board Meeting: 2015-11-29

- STTC emails for each officer will be published on the website.
- Executive Directives will be published on the website and distributed to the ABBS members.

Board Meeting: 2015-12-27

- Club membership or a Daily Pass is required for anyone taking private lessons from our Club Coaches using our equipment.

Board Meeting: 2016-01-09

- Families of ABBS members will be offered free Membership for as long as the ABBS member served.
- Adopted the Club slogan “Table Tennis—a Sport for a Lifetime”.
- A Book of Records for the Club is maintained by the Secretary and includes:

Minutes of meetings and related documents

Bylaws and Articles of Incorporation

Communications to Members

Financial Reports

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State of Florida filings, licenses and certificates

IRS filings and documents

- These documents are also kept in an online archive on our website.
- Donation letters are sent to contributors and a copy is included in the online archive.
- While we are termed a “nonprofit charity”, that does not mean we are supposed to operate at “no profit”. It actually means that the organization is required to conduct only activities which fall under our charitable purpose, which in our case is education, and that any profits which we generate are not funneled to the benefit of private individuals, which is what happens in the case of a for-profit enterprise. In order to expand our programs, or even to meet the inevitable situations which will arise and require special expenditures, we need to operate at much better than just break-even.

Board Meeting: 2016-07-10

- The Daily Pass for coaching set at free for the first time and \$15 thereafter, or \$5.00 for someone visiting for just a week or so from out of state.

Board Meeting: 2016-11-27

- Approved annual renewal of Directors & Officers (D&O) Insurance policy (\$522/year).

Board Meeting: 2017-03-12

- The Treasurer to take care of online annual government filings, including: IRS Form 990-N (e-Postcard) (Small Exempt Organizations) in May; the State of Florida Annual Report for corporations in May; and the Florida Department of Agriculture & Consumer Services annual Solicitation of Contributions registration in December.

Board Meeting: 2019-01-10

- Added \$100 to the budget annually to pay for the USATT Club Umpire and Referee application/test fees (\$20 Umpire/\$25 Referee) for up to four Members who wish to gain their accreditation.

Resolution: 2019-02

- The BOD may vote to hire a qualified individual to perform specified tasks for SITCI, on an independent contractor basis, under the following conditions:
 1. The individual is qualified to perform the work as a professional, which includes such things as training in the field of performance, certification for the performed duties, or operation of a business entity in the field of performance;
 2. The individual signs an Independent Contractor Agreement, per the sample template attached;
 3. The individual provides a signed IRS W-9 Form with a valid u.S. Taxpayer ID in advance of any work for payment;
 4. The individual does not pay anyone else to do any part of the contracted work for them, unless as a hired and insured employee of their company; and
 5. Payment for work would only be issued to the individual for invoiced items under the contracted terms.

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Board Meeting: 2020-01-18

- League players need to a USATT member (Associated or above) and create an online USATT account in order to participate in the League: <https://usatt.simplycompete.com/userAccount/createGeneralMember>

Board Meeting: 2021-01-23

- League players need to be an STTC member or pay \$5.00 to participate in the League.
- Officers that play in the League forgo any prizes.

Resolution: 2021-03

- Added \$100 to the budget annually to pay for the USATT Club Coach application/test fees (\$50 each) for up to two Members who wish to gain their accreditation.