

Proposed Board Resolution – Ratification of Authority over Board Policy Manual and Bylaws

WHEREAS the Board of Directors of the Laurel Valley Community Club (LVCC) recognizes the importance of maintaining accurate, up-to-date governance documents;

WHEREAS at the Special Meeting held on March 15, 2026, the Board approved specific amendments to the Board Policy Manual under “PART 1 – IMMEDIATE POLICY MANUAL UPDATES,” with an effective date of March 15, 2026;

WHEREAS standard nonprofit governance practice designates the Secretary as the primary custodian of official board records, including the Board Policy Manual and bylaws;

BE IT RESOLVED THAT:

1. The Board hereby ratifies and confirms the amendments to the Board Policy Manual approved on March 15, 2026, and declares them effective as of **March 15, 2026**.
2. The **Secretary** (currently Kris Healy) shall serve as the primary custodian responsible for:
 - Maintaining the official version of the Board Policy Manual;
 - Incorporating all board-approved amendments with the correct effective dates;
 - Ensuring the manual is properly versioned, stored in the LVCC Google Drive, and circulated to all Directors;
 - Maintaining the official bylaws and other governance records.
3. The **President** (currently Jaeden Woodland) shall have the authority to:
 - Direct the Secretary and/or Manager on the timely implementation of board-approved policy and bylaw changes;
 - Oversee compliance with the Board Policy Manual and bylaws;
 - Request administrative support from the Manager as needed to facilitate updates.
 - Maintain full access to the Board's Policy Manual and Bylaws, including the assigning and/or removal of file permissions, on behalf of the Board.
4. The Manager shall provide reasonable administrative support (e.g., formatting, uploading files) to the Secretary and President as directed by the Board.
5. This resolution shall be recorded in the official minutes of the April 1, 2026 Special Meeting and a copy of the updated Board Policy Manual shall be circulated to all Directors within seven (7) days following this meeting.

Moved by: _____ **Seconded by:** _____ **Carried / Defeated**