

# **CORPORATE POLICY MANUAL**

**GREEN VALLEY  
RECREATION, INC.**



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This policy manual is published to aid in the governing of Green Valley Recreation, Inc. and to promote the health, safety and welfare of the members of the Corporation. This manual supports the Articles of Incorporation and the Bylaws and provides a detailed process used by the Board of Directors (Board) of Green Valley Recreation and staff to implement policies and procedures in the operation of the Corporation. Other governing documents such as the Developer Member Agreements, Articles of Incorporation, GVR Bylaws, and other essential advisories that impact the governance of Green Valley Recreation, Inc. can be found on file in the corporate office located at 1070 Calle de las Casitas, Green Valley, Arizona.

These policies may be amended or changed in whole or in part by a majority vote of the Board of Directors. Further information on most items can be found in the minutes of the Board of Directors meetings wherein approval was granted and policy made, as well as any committee minutes preceding this action.

This manual will reflect any changes, additions or deletions as determined by the Board of Directors with an effective date adopted by the Board.

## SECTION I – GENERAL

### A. NAME OF THE CORPORATION

The name of the corporation shall be **GREEN VALLEY RECREATION, INC.**, hereinafter referred to as “The Corporation” or “GVR.” The Corporation has been organized, and exists, as a non-profit corporation under the laws of the State of Arizona. Green Valley Recreation, Inc. conducts business as a non-profit corporation as prescribed within the Arizona Revised Statutes, Title 10, Corporations and Associations.

### B. BUSINESS OF THE CORPORATION

The purpose of the Corporation is to provide recreational, cultural, and educational programs for the enjoyment of GVR Members and their guests. As a non-profit corporation, GVR is recognized as a "civic organization" within the U.S. Internal Revenue Code with a 501 (c) 4 tax classification. GVR's Employer Identification Number (EIN) is 23-7185629.

In support of the mission statement the Board has established the governing values for the Corporation as follows:

- Provides quality recreational opportunities.
- Provides and maintains quality recreational facilities.
- Proactively manages financial resources.
- Is responsive to members.
- Maintains qualified staff at all levels.
- Promotes strong volunteer participation.
- Maintains involvement in community events/issues.

### C. OPERATION OF THE CORPORATION

The Board is responsible for governing in a manner that emphasizes long-term goals and objectives and strategic leadership. The Board has delegated the day-to-day operations of the Corporation to staff in concert with federal and state laws as well as the policies specifically outlined in this manual. The Executive Director has been appointed by the Board as the Chief Operating Officer and is responsible for the operations of the Corporation. The Board will be proactive in its decision making and will focus on the following:

- Determining long-term goals of the organization.
- Establishing policies which address: (1) the products (what benefits for which needs at what cost), (2) ethical and other operational boundaries for which the staff shall be held accountable, (3) Board roles and responsibilities, and (4) Board and staff relationships.
- Disciplining itself as to attendance, speaking with one voice and adhering to policy governance.

## SECTION I - GENERAL

- Being accountable to the membership for competently, conscientiously, and effectively accomplishing its obligation as a body.
- Initiating policy and taking responsibility for its own performance. In addition to following the Arizona Revised State Statutes and other applicable local, state and federal laws, GVR has developed documents which assist in governing the affairs of the organization. Those documents include:
  1. Articles of Incorporation
  2. Bylaws
  3. Corporate Policy Manual

Section I was approved by the GVR Board of Directors on July 26, 2011.

8/30/2011