

"ADMINISTRATIVE CONSENT" APPROVAL POLICY
For Routine Committee and Shareholder Approvals

OVERVIEW:

"ADMINISTRATIVE CONSENT" approvals are part of the day to day operations of the PPE office. They are also, in part, official notifications of intent which are presented to the Board to keep the Board informed of all activities, dates, and facilities use.

An "IN ADMINISTRATIVE CONSENT" approval should be a formality in most cases but the Board is still responsible to make sure that there is proper accounting for all income and expenses if PPE monies are involved.. An accurate accounting of all funds must be submitted to the Board in all cases, as required by the PPE documents.

(NOTE) "Bingo" has separate State and County rules that they must follow but the Board is still responsible to make sure that "PPE" and "PPE Bingo" follows those rules. "Bingo" is not eligible for this approval process in most cases.

Approval of this policy will allow the "Director" in charge of the office to give approvals for calendar times and other routine approvals. If timing is an issue, and the office "Director" is unavailable, any two (2) Directors can approve a request.

Any "non-routine item, needing approval by the entire Board, cannot use the "ADMINISTRATIVE CONSENT" approval process,

"ADMINISTRATIVE CONSENT" APPROVAL POLICY:

ALL PPE FACILITY USE APPROVALS, FUNCTION CALENDAR DATE APPROVALS, AND APPROVALS OF ACTIVITIES PERMITTED BY PPE DOCUMENTS, SHALL BE SUBMITTED FOR APPROVAL ON AN "ADMINISTRATIVE CONSENT" APPROVAL FORM. A LIST OF ALL SUCH APPROVALS SHALL BE KEPT IN A BINDER IN THE PPE OFFICE FOR REVIEW AT ANY TIME BY PPE SHAREHOLDERS. SUCH "ADMINISTRATIVE CONSENT" APPROVALS SHALL NOT BE UNREASONABLY WITHHELD AND WILL BE CONSIDERED VALID WHEN SIGNED BY THE "DIRECTOR" IN CHARGE OF THE OFFICE OR BY ANY TWO (2) OTHER DIRECTORS.

Approved 3-13-13, 2013
ARB