

TennisNRG Charitable Governance Document

1. Introduction

This Governance Document outlines the structure, operations, and responsibilities of *TennisNRG Charitable* (hereafter referred to as the "Organization"). It defines the roles and responsibilities of the Board of Directors, staff, and volunteers, ensuring transparency, accountability, and effective management in the Organization's charitable activities.

2. Mission Statement

The mission of *TennisNRG Charitable* is to provide a strong support system around aspiring tennis players that are committed to excellence on and off the court. We focus on nurturing well rounded individuals who are dedicated to improving their tennis skills, maintaining high academic standards, and giving back to their communities. *TennisNRG Charitable* believes that the development of strong character and leadership qualities is more important than success on the court.

3. Governance Structure

3.1 Board of Directors

The Board of Directors is the primary governing body responsible for overseeing the strategic direction and financial health of the Organization. The Board shall ensure that the Organization adheres to its mission and complies with legal and ethical standards.

Board Composition:

- Minimum of **3 Board** members on the Board.
- The Board should include individuals with diverse skills, including legal, financial, fundraising, and nonprofit expertise.
- The Board will meet **quarterly** or as needed.

Board Responsibilities:

- Approve strategic direction and major initiatives.
- Ensure compliance with legal, financial, and ethical regulations.
- Review and approve budgets and financial reports.
- Hire and evaluate the performance of the Executive Director.
- Oversee fundraising efforts and ensure resources are allocated in alignment with the mission.
- Periodically review the governance document to ensure it remains effective and relevant.

Specific Duties of the Board Members:

1. John Leavitt, Chairman

- Provide leadership and vision for the Board of Directors.
- Preside over all Board meetings, ensuring they are conducted efficiently and in accordance with the bylaws.
- Serve as the main point of contact between the Board and the Executive Director.
- Lead in the development of the Organization's strategic plan and goals.
- Represent the Organization in public forums and with key stakeholders.
- Ensure the Board fulfills its governance responsibilities, including evaluating the performance of the Board as a whole.

2. Ruben Vargas, Treasurer

- Oversee the financial affairs of the Organization, ensuring fiscal responsibility and accountability.
- Monitor and review financial statements to ensure the Organization's financial health.
- Ensure that an annual budget is prepared and submitted for Board approval.
- Assist in developing and implementing financial policies and procedures.
- Ensure compliance with relevant financial laws and regulations, including tax filings.
- Lead the audit process by working with external auditors, if applicable.

3. Brian Boman, Secretary

- Ensure accurate records are kept for all Board meetings, including agendas, minutes, and resolutions.
- Maintain the Organization's official records and documents, including legal and governance-related materials.
- Handle the distribution of Board meeting notices, agendas, and supporting documents to Board members.
- Ensure compliance with applicable corporate laws regarding meeting notices and minutes.
- Assist in the coordination of Board elections, if applicable, and the onboarding of new Board members.

3.2 Executive Director

The Executive Director (ED), will manage the day-to-day operations of the Organization under the guidance of the Board of Directors.

Carlos Perez, Executive Director

Responsibilities:

- Implement the strategy and policies set by the Board of Directors.
- Oversee all staff, programs, and operations.
- Ensure effective communication between the Board, staff, volunteers, and stakeholders.
- Ensure accurate and timely financial reporting to the Board.
- Cultivate relationships with donors, partners, and community members.

4. Ethical Guidelines and Conflict of Interest

All members of the Board, staff, and volunteers shall adhere to ethical standards to ensure that the Organization operates with integrity, transparency, and in the best interest of its mission.

- Board members must disclose any potential conflicts of interest regarding Organization matters.
- Any conflicts of interest will be reviewed and managed by the Board.
- No Board member shall benefit personally from the Organization's assets or resources.

Conflict of Interest Disclosures:

- **John Leavitt, Chairman of the Board**
 - **Conflict:** John Leavitt serves as a financial consultant for Thrivent Financial. While Thrivent permits John to serve on the Board of Directors of *TennisNRG Charitable*, they do not allow him to vote on financial matters related to the Organization.
 - **Resolution:** In accordance with this policy, John will recuse himself from voting on any financial matters. This ensures that decisions related to finances are made without undue influence from his professional role at Thrivent Financial.
- **John Leavitt's Daughter, Victoria Maria Leavitt**
 - **Conflict:** Victoria Maria Leavitt, the daughter of John Leavitt, is a participant in the Organization's development program.
 - **Resolution:** Victoria will not receive any financial benefit or grants for being part of the program. John Leavitt will ensure that no preferential treatment is given to Victoria, and all decisions regarding her participation in the program will be made impartially and in accordance with the Organization's policies.

- **John and Natalia Leavitt's Donations to the Charity**
 - **Conflict:** John Leavitt has made donations to *TennisNRG Charitable*, but such donations are not tax-deductible.
 - **Resolution:** John will not receive any personal financial benefit or tax advantages from his contributions to the Organization. His donations are made solely to support the mission of the Organization, and he acknowledges that no financial benefit will be derived from his involvement.

Conflict of Interest Statement for Executive Director, Carlos Perez

Carlos Perez, the Executive Director of *TennisNRG Charitable*, has a potential conflict of interest because his son, Carlos Perez, is a participant in the organization's development program. While his son is involved in the program, it is important to ensure that there is no appearance of preferential treatment or financial benefit provided to him due to his familial relationship with the Executive Director.

Resolution

To resolve this conflict of interest and ensure fairness and impartiality, the following steps shall be taken:

1. **No Financial Benefit or Grant:** Carlos Perez' son, Carlos Perez, will **not receive any financial benefit or grant** for participating in the development program. Participation in the program will not result in any form of financial assistance, grant funding, or other compensation from *TennisNRG Charitable*.
2. **Recusal from Decision-Making:** Carlos Perez will **recuse himself** from any discussions, decisions, or actions related to his son's participation in the development program, including any decisions regarding funding, scholarships, or grants for any participants in the program.
3. **No Influence Over the Process:** Carlos Perez will ensure that he has **no influence over the selection process**, funding decisions, or any other aspect related to his son's involvement in the development program. Decisions regarding funding or grants for any participant in the program will be made independently by the voting members of the **Board of Directors**.
4. **No Preferential Treatment:** Carlos Perez' son will not receive any **preferential treatment** or benefit in terms of financial aid, grants, or opportunities in the program due to his relationship with the Executive Director.

3.2 Advisory Board

The Advisory Board is a group of individuals who provide strategic advice, expertise, and support to the Organization's leadership. The Advisory Board does not have voting power but plays a key role in offering guidance and counsel in support of the Organization's mission and objectives.

Advisory Board Members:

1. **Marcia Bedasse**
 2. **Chris Danford**
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Advisory Board Responsibilities:

- Provide strategic advice and guidance to the Board of Directors and Executive Director.
- Offer expertise in key areas such as fundraising, program development, community outreach, and organizational capacity building.
- Assist in making connections to potential donors, partners, and other resources to support the Organization's initiatives.
- Attend Advisory Board meetings and participate in the Organization's planning efforts.
- Support the Organization in its mission by contributing knowledge, experience, and professional networks.

Financial Decision-Making Process

- **Voting Rights on Financial Matters:** Only **two** members of the Board of Directors have voting power on financial matters. These individuals are the **Treasurer (Ruben Vargas)** and the **Secretary (Brian Boman)**.
- **Decision-Making Protocol:** For any financial decision to move forward, **both** the Secretary and the Treasurer must agree. If there is disagreement between the two members, the decision will not proceed, and no financial action will be taken until further review or discussion.
- **Purpose:** This process ensures that financial decisions are made with due diligence, accountability, and transparency, and that no financial commitments are made without a clear consensus between the two key individuals responsible for the financial oversight of the Organization.

5. Financial Management

5.1 Financial Oversight

The Organization shall maintain transparent and accurate financial records in compliance with all applicable regulations. The Board shall review financial statements on a regular basis to ensure responsible fiscal management.

5.2 Fundraising

The Organization's fundraising efforts will be conducted in an ethical manner, with transparency in how funds are used. All donors will receive acknowledgment for their contributions, and their privacy will be respected.

5.3 Financial Accountability

- The Organization's financial statements will be independently audited annually.
- The Board will approve an annual budget and ensure that financial resources are directed toward achieving the Organization's mission.

6. Volunteers and Staff

7.1 Volunteer Engagement

Volunteers are essential to the success of the Organization's initiatives. All volunteers will receive proper training, supervision, and recognition for their contributions.

7.2 Staff Management

The Organization will hire qualified staff to implement its programs. Staff members will be provided with a clear set of expectations and are required to adhere to the Organization's ethical and operational standards.

8. Risk Management

The Organization shall identify and manage risks associated with its operations, including program risks, financial risks, and reputational risks. Appropriate insurance policies will be maintained, and emergency response plans will be developed for key activities.

9. Communication and Transparency

9.1 Public Relations

The Organization will maintain open and transparent communication with stakeholders, including donors, community members, and the public. It will ensure accurate reporting of its activities, accomplishments, and financial status.

9.2 Annual Report

An annual report will be produced, detailing the Organization's financial health, programmatic successes, and future goals. This report will be made available to all stakeholders.

10. Amendments

This Governance Document may be amended by a majority vote of the Board of Directors. Amendments shall be made in response to changes in the Organization's needs, laws, or regulations.