

## 2026 ELECTION GUIDELINES OF SRCA

This packet contains the Election Guidelines, a Letter of Intent (LOI), an Observer Form and the *Board of Director's Summary handbook*.

***Members must meet the following qualifications to be considered for candidacy for the Board of Directors:***

1. Candidate's name must be on the Certificate of Membership for the section in which he/she is a candidate and must be member for at least one (1) year prior to September 6, 2026.
2. Candidate must be a member in good standing of the Association as set forth under Bylaw Article II, including being current on all financial obligations, not currently suspended, or have no pending disciplinary action that can result in a suspension.
3. Candidate cannot be a paid employee of the Association.
4. Candidate shall not be the spouse of, or a co-owner of any membership(s) owned by a current Director or another candidate.
5. Candidate must have a new criminal background check conducted by the office using a third-party provider which will include Megan Law's Registry.
6. Candidate must provide the Office with a current, clear Child Abuse History Certification.

Active participation on Association Committees is encouraged.

The Candidate CANNOT interfere with the Nominating and Election Committee rules regarding the election process. Any violation will render the candidate disqualified. The candidate will be notified of the reason(s) for this disqualification.

**LETTERS OF INTENT (LOI):** All candidates are required to contact the office to have a new criminal background check processed. A signed and dated LOI must be in the possession of the Office by end of business day **Friday, July 24, 2026**. Candidate's qualifications will be verified by the Nomination and Election Committee on Sunday, July 26. Qualified candidates who submit a Letter of Intent will be listed on the ballot.

**CANDIDATE'S ANNOUNCEMENT:** All qualified candidates' LOI's will be posted on the SRCA's website and on all outlying bulletin boards. Candidate's personal information will be redacted before posting.

**CAMPAIGNING:** Campaigning can begin on July 26 AFTER the LOI's are posted. Signs shall not exceed 18" X 24" in size. If your sign exceeds these dimensions, you will be asked to adjust them or remove them. **Only one (1) sign is permitted per lot per candidate, endorsing the candidate only.** Campaign signs may be placed on other member's lots with the permission of that member. Campaign signs are not permitted on any Association lots, common grounds, or bulletin boards. Do not staple or nail to any tree. All campaign signs must be removed by the day after the election.

**OBSERVERS:** Each candidate is permitted to have one (1) observer present during the recording of the Proxies and the ballot count. The observer must be a member of the campground. Please review the instructions on the Observer Form with their designated Observer. **The candidate must submit their *signed Observer's Form* to the Office no later than Thursday, September 3, 2026.**

**TIE:** A tie in the election of a section director will be decided by a coin toss. A 3-way tie will be decided by high card draw using one suit of a deck of playing cards, with the Ace removed. The Nominating and Election Chairperson or a Board officer will conduct the tie breaker on Election Day in the Rec Hall. Order of toss or draw is determined by 1st letter of last name.

***MEET THE CANDIDATES is scheduled for August 15<sup>th</sup>, 10:30 AM in the Rec Hall***

Chairperson Renée Curry

# LETTER OF INTENT (LOI) for BOARD of DIRECTOR

First

Middle

Last

I, \_\_\_\_\_ of Lot \_\_\_\_\_ submit my nomination for a director for Section \_\_\_\_\_ and hereby signify my intent and willingness to serve, adhering to the Rules & Policies and Bylaws of SRCA. I understand I must contact the office to conduct a new Criminal Background Check, including Megan's Law Registry. I shall provide a copy of my current Child Abuse History Certification to the office. No Resume is required. You may include a letter of introduction which will also be posted with this Letter of Intent.

*All Personal Information Will Be Redacted Before Posting – address, phone number and email address*

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**1. What qualifications, experience, and/or special skills do you have that will assist you as a Board member.**

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**2. What inspires you to run for the Board of Directors and what specific changes or enhancements would you recommend to improve the campground?**

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**3. If you have actively participated in any committees, please list them below.**

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Candidates: 'Meet the Candidates' event is on August 15 at 10:30 AM in the Rec Hall.

**The Deadline to submit a LOI is Friday, July 24, 2026 at the end of business day. After signing, place this LOI in an envelope addressed to the Attn: Nominating/Election with your name and lot#. You can take this to the office **OR** email to [nominating@srcahome.com](mailto:nominating@srcahome.com) **OR** mail to SRCA, Attn: Nomination, 1150 West Park Rd, Slippery Rock, PA 16057. If you email or mail, the candidate will be notified of any *documents received*. If the candidate does not receive confirmation, then they should assume that the documents were not received.**

**By signing this Letter of Intent, I affirm that I have received, read and understand the Election Guidelines of SRCA and meet the requirements to serve as a director**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# OBSERVER FORM

## 2026 ANNUAL ELECTION

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Observer: \_\_\_\_\_

Observer's Lot # \_\_\_\_\_ Phone \_\_\_\_\_

### **Candidate:**

- ▶ Each candidate is permitted one (1) observer.
- ▶ Your Observer must be a member of SRCA.
- ▶ The candidate must submit this form to Nominating Chairperson or the Office no later than September 3, 2026.
- ▶ A copy of this form should be given to the Observer.

### **Observer:**

- ▶ You must be a member of the SRCA.
- ▶ You are permitted to be present for both the recording of the Proxies and the ballot counting.
  - Saturday (Sept 5), you can arrive at the Rec Hall at 9:00 AM. The PROXY envelopes will arrive from the post office at approximately 9:15 AM.
  - Sunday: the Secret Ballot envelopes are opened and counted beginning at 8:00 AM.
- ▶ YOU SHALL REMAIN FROM THE BEGINNING UNTIL THE END and ONLY TO OBSERVE. If you should leave before the end, you cannot return.
- ▶ Observer must remain seated while the committee is counting the ballots.
- ▶ You must not interfere with, or in any way hinder, the committee workers. You are permitted to view the counting of the ballot (not results) of only the section for whom they are observing. If you have a question, please see the Nominating/Election Committee chairperson or designee.

**CELL PHONE USE IS PROHIBITED DURING THE OBSERVING TIME  
EXCEPT FOR THE CHAIRMAN AND CO-CHAIRMAN.**

Observers are seated with a distance of not less than 12 feet from the table being used for counting.

This form must be turned into the Nominating/Election Committee Chairperson or Designee by **September 3, 2026,**

Signature of Observer agreeing to the above

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# Slippery Rock Campground Association

## Board of Directors Summary

### **Purpose**

The purpose of this summary is to give a new Board applicant an initial overview of the position with its responsibilities and qualifications. This is the first step of any potential candidate interested in running as a Board Director. A member **MUST** meet these qualifications and agree to follow all the policies in order to be considered and approved by the **Nominating and Election Committee**.

Thank you in advance for your interest in becoming a member of the Board of Directors!

### **1. Role of the Board**

The Board of Directors is responsible for overseeing the Association's operations, strategy, and governance. It ensures that the Association remains financially sound, compliant with all relevant laws and regulations, and aligned with the interests of its participants, including members, employees, and the broader community. Board's role includes approving the association's strategic direction, overseeing its financial performance,

Through the committee structure, the Board is also responsible for the oversight of activities and tasks of the Association.

### **2. Structure of the Board**

The Board is made up of twelve members, three from each section of the campground. A Director serves a term of three years and has the option of running for a second term. No Director shall serve for more than two (2) consecutive terms. Members receive no compensation for being on the Board and cannot be a paid employee of the Association.

### **3. Director Responsibilities**

Directors should provide leadership and guidance, contributing their expertise and diverse perspectives to help the association achieve its objectives. Specifically, directors are expected to:

- **Attend Meetings and Be Prepared:** Directors are expected to attend regular meetings and actively participate in discussions. Preparation is key to ensuring productive meetings, so directors should review all relevant documents and reports before each meeting.
- **Exercise Independent Judgment:** Directors are expected to make decisions that are in the best interests of the Association independent of personal interests. This includes providing unbiased insights and constructive criticism when necessary.
- **Ensure Legal and Ethical Compliance:** Directors must understand and comply with

relevant laws of the land, regulations and Association By-Laws. They are responsible for ensuring that the Association adheres to its ethical and legal obligations, particularly in areas such as financial reporting, data protection, and environmental sustainability.

- **Maintain Confidentiality:** Directors are privy to sensitive information and must maintain confidentiality regarding Association operations, financials, and strategies.
- **Communicate with Members** - Clear and transparent communication with members is vital for maintaining trust and accountability. The Board ensures that members are regularly updated on the Association's performance, strategy, and key decisions through various channels. These channels include open Board meetings, monthly financial statements, website postings, periodic newsletters, town hall meetings, and personal communications.

Each Director is given a mailbox which is kept in the front office. Also, each Director will have a mailbox assigned to them on the webpage under '*Park Management*'. The system will route to the Director's email address on record.

- **Promote a Positive Culture:** The Board must help foster a culture based on integrity, transparency, and respect. Directors are responsible for modeling Code of Ethics and ensuring that these values permeate throughout the association.

No Director shall at any time interfere with the management of daily campground operations unless given permission by the President of the Board

#### **4. Director Qualifications**

Although the Board should comprise a diverse representation of the membership, it is recommended that Directors have the following qualifications:

- Be a member for at least one year prior to the annual meeting
- Participation in at least one of the following committees for at least one year, Finance, Management, Rules, By-Laws or Maintenance.
- Have experience or expertise that would enhance the operation of the Board and address the Board's responsibilities.
- Demonstrate the demeanor and presence that will present the proper image of a Director.

#### **5. Director Code of Ethics**

Directors should be committed to observing the highest standards of ethical conduct in the performance of their responsibilities. The following provides a minimum guideline for ethical conduct.

- **Fiduciary Responsibility** – The Director will act in good faith and with the utmost loyalty to the Association, exercise reasonable care and diligence in decision-making, and prioritize the interests of the Association above personal gain.
- **Confidentiality** - The Director represents the interest of the membership and has access to information that is confidential. This information includes personal information regarding membership and staff and this information should not be shared.

Discussions among Directors and private emails among Directors concerning matters being addressed by the Board should also be considered confidential. For example, it is inappropriate for a Director to discuss any item currently being considered by the Board with non-Directors. Discussion concerning these topics should be limited to other Directors and management.

To ensure an environment that allows for open dialog, the Director must maintain confidentiality regarding the above.

- **Behavior** – Directors are expected to exercise their duties and responsibilities of their positions with integrity and care. This includes:
  - Cooperating with and respecting the opinions of fellow Directors, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Director personally did not support the action taken.
  - Putting the interests of the organization above personal interests.
  - Representing the organization in a positive and supportive manner at all times and in all places.
  - Showing respect and courteous conduct in all board and committee meetings.

Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.

- **Ethical Conduct** – The Director should demonstrate ethical behavior such as honesty, dignity, diversity, fairness, and respect for all members including the other Directors on the Board. Directors must be impartial, fair, and courteous during the meetings and interactions with members and staff.
- **Conflict of Interest** - The Director must act first and foremost with the needs of the Association in mind. Strict care must be taken to ensure there is no conflict of interest between the Director and the Association. The Director should not benefit personally from having a position on the Board.

Further, the Director should not receive special consideration because of their position. For example, Directors may not allow rules to be adjusted for friends, family, members, or guests.

- **Compliance** – The Director will adhere to all applicable laws, regulations and Association policies.

## **6. Orientation and Training**

The Orientation session will be conducted before the September Board meeting and attendance will be mandated for all new Directors. It will include a discussion of the major components of this reference guide including, but not limited to:

- Directors Responsibilities
- Management Structure
- Finance
- Standard Procedures
- Committee Management

**Training** – The training may be held in conjunction with the orientation or as a separate session, but it should be conducted prior to the September Board meeting. The purpose of this session is to address the following:

- Transition for Directors in new positions as officers or Committee Chairs
- Objectives / Expectations for the coming year
- Open projects, both assessment and resolutions
- Proposed Committee activity
- Performance Evaluation
- Procedure for addressing issues, chain of authority, hearing

## **7. Submitting a Letter of Intent (application)**

During the election period, members interested in applying for candidacy, will do so using the Letter of Intent that is available at main office and on the website. Letters of Intent are included in the election packet along with the Election guidelines, an Observer Form and the *Board of Director Summary*. The guidelines will also advise when the candidate is required to return the information either through the website or directly to the office. These dates are pre-determined by the Nomination and Election Committee. The Nominating committee verifies the qualifications of the candidates and once verified, the candidates' names are then posted throughout the campground and on the website.

If the deadline to submit a Letter of Intent is missed, a member may run a campaign as a write-in candidate. In that event, copies of the Election Guidelines and Observer Form are available in the main office or on the website. Within the Guidelines is a summary of what to do if the member is running as a write-in candidate. As a write-in candidate, the candidate's name will not be listed on the ballot. Write-in candidates may also submit a Letter of Introduction to have posted on the bulletin boards and website.