

# Good Standing Policy

## Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

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### Purpose

This Good Standing Policy establishes clear, fair, and transparent criteria for maintaining "good standing" status for Voting Members of MVVCSO, as required by Article III, Sections 1 and 3 of the 2025 bylaws. Good standing is essential for Voting Members to participate in elections, hold leadership positions, and fully engage in MVVCSO's governance. This policy ensures equitable treatment of all members, in compliance with California Civil Code § 51 (Unruh Civil Rights Act), IRS 501(c)(3) requirements, the California Nonprofit Integrity Act (Government Code § 12586), and the California Consumer Privacy Act (CCPA). It supports MVVCSO's mission to serve the Ranchita community with integrity, accessibility, and transparency, and aligns with the organization's formally adopted Code of Ethics and Conduct Policy.

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### 1. Good Standing Criteria

A Voting Member is considered in good standing if they meet the following conditions:

#### 1.1 Annual Participation Requirement

- Members must participate in at least one MVVCSO meeting or approved activity annually. Acceptable forms include:
  - Attending the Annual General Meeting (in-person or virtually).
  - Attending a Special Member Meeting (in-person or virtually).
  - Providing written feedback on the annual report (via mail or email).
  - Participating in a Board-approved community event or volunteer activity.

- *Accessibility Note:* Members without internet access may request mail-based participation options or phone-based attendance for virtual meetings. MVVCSO will provide technical support and accommodations as needed, per the Americans with Disabilities Act (ADA) and Article XV of the bylaws.

## **1.2 Mission Pledge Commitment**

- Upon joining, members must sign a pledge to uphold MVVCSO's mission, bylaws, and Code of Ethics.
- Annually, members must reaffirm this pledge, which can be done:
  - In-person at the Annual General Meeting.
  - By mail, using a prepaid envelope provided by MVVCSO.
  - Electronically, via a simplified online form.
- *Inclusivity Note:* Members unable to sign due to disability may provide verbal affirmation, documented by the Secretary.

## **1.3 Conduct Compliance**

- Members must maintain a record free of serious misconduct, including but not limited to:
  - Violations of the MVVCSO Code of Ethics and Conduct Policy.
  - Harassment, discrimination, or retaliation against any member, volunteer, or community member.
  - Financial impropriety, such as misuse of MVVCSO funds or resources.
  - Actions that significantly harm MVVCSO's reputation or operations (e.g., public defamation, fraud).
  - Failure to cooperate with audits, investigations, or reviews conducted by MVVCSO committees, as required by the Code of Ethics.
- Misconduct will be evaluated based on the standards and enforcement procedures outlined in the Code of Ethics and this policy.

## **1.4 Annual Ethics Training**

- Members must complete the annual ethics training session coordinated by the Ethics Committee, as required by the Code of Ethics.
- Training will cover the Code of Ethics, bylaws, conflict of interest policies, and relevant laws.

- Members unable to attend in-person may request accessible alternatives (e.g., recorded sessions, written materials).
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## 2. Review and Enforcement Procedures

### 2.1 Annual Review

- Each January, the Secretary will review all Voting Members' records to confirm:
  - Participation in at least one qualifying activity.
  - A current, signed mission pledge affirming the Code of Ethics.
  - Completion of annual ethics training.
  - No unresolved misconduct violations per the Code of Ethics.
- Members may check their status at any time by contacting the Secretary via mail, email, or phone.

### 2.2 Complaint-Based Reviews

- Any member or Director may submit a written complaint of alleged misconduct to the Secretary. The complaint must:
  - Be signed and dated.
  - Provide specific details and any available evidence.
- Allegations of misconduct, including violations of the Code of Ethics, will be investigated by the Ethics Committee per the procedures in the Code of Ethics. The Ethics Committee will report findings to the Board for determination of good standing status.
- Frivolous or anonymous complaints will not be considered to protect members from harassment.

### 2.3 Notification and Response

- Members at risk of losing good standing will receive a written notice (via mail or email) detailing the concerns.
- Members have **30 days** to respond, providing evidence or explanations. Extensions may be granted for extenuating circumstances (e.g., illness, lack of access).
- *Accessibility Note:* Members may request assistance in preparing their response, including translation services or disability accommodations.

## **2.4 Decision-Making**

- The Board of Directors will review the case, including Ethics Committee findings, and vote by majority on whether to revoke good standing.
- The Board must provide a written explanation of its decision, citing specific reasons and evidence aligned with the Code of Ethics.
- Decisions will be communicated to the member within 14 days of the vote.

## **2.5 Appeal Process**

- Members may appeal the Board's decision within 30 days by submitting a written request to the Board.
- Appeals will be reviewed by the Board in accordance with the review process outlined in the Code of Ethics.
- Appeals may be conducted via:
  - In-person hearing.
  - Virtual hearing (e.g., Zoom).
  - Written submission (mail or email).
- The Board will issue a final decision within 14 days of the appeal hearing, providing a written justification.

## **2.6 Reinstatement**

- Members who lose good standing may apply for reinstatement after 12 months or upon resolving the issues that led to the loss (e.g., completing restitution, attending required training).
  - Reinstatement requires Board approval by majority vote.
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# **3. Transparency and Accessibility**

## **3.1 Policy Availability**

- This policy will be posted within 7 days of adoption at:
  - MVVCSO's principal office.
  - The food bank lot.

- Community bulletin boards (e.g., post office, church).
  - Online (if authorized by the Board).
- The policy will be available in:
  - Large print (minimum 16-point font).
  - Screen-reader-compatible formats.
  - Spanish (upon request).

### **3.2 Public Reporting**

- Summary outcomes of good standing reviews (e.g., number of reviews, general reasons for loss) will be included in the annual report, excluding confidential details.
- Individual cases will remain confidential unless public disclosure is legally required.

### **3.3 Accessibility of Procedures**

- All communications and procedures related to good standing will be made accessible to all members. Accommodations, such as large-print documents, translation services, or virtual participation options, will be provided upon request, per the Code of Ethics' inclusivity standards.

### **3.4 Record-Keeping and Privacy**

- Records related to good standing, including attendance, pledges, training completion, and review outcomes, will be stored securely by the Secretary.
- Access is restricted to authorized personnel, and data will be retained for three years or as required by law, in compliance with the California Consumer Privacy Act (CCPA), the Code of Ethics' confidentiality requirements, and MVVCSO's privacy policies.
- Members may request access to their own records with 7 days' notice, per Article VII, Section 2 of the bylaws and CCPA.

### **3.5 Amendments**

- Any changes to this policy must be:
  - Approved by a majority Board vote.
  - Announced at the Annual General Meeting.
  - Posted publicly for 30 days before taking effect.

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## **4. Additional Legal and Compliance Considerations**

### **4.1 IRS 501(c)(3) Compliance**

- This policy ensures that membership criteria are applied uniformly and do not provide undue private benefits, per IRC § 4958.
- Good standing is based on objective, mission-aligned criteria, preventing favoritism or exclusion.

### **4.2 California Nonprofit Integrity Act (NIA)**

- The policy supports transparent governance by requiring public reporting, clear procedures, and member access to records, per Government Code § 12586.

### **4.3 Unruh Civil Rights Act**

- All members are treated equally, with accommodations for disabilities, language barriers, and technological limitations, ensuring no discrimination based on protected characteristics (California Civil Code § 51).

### **4.4 California Consumer Privacy Act (CCPA)**

- Members' personal data is collected minimally, stored securely, and accessible upon request, with opt-out options for non-essential communications.

### **4.5 Quorum Clarification**

- Loss of good standing does not affect quorum calculations, as quorum is based on total Voting Members per Article IV, Section 3B.
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