

# **Montezuma Valley Volunteer Community Service Organization (MVVCSO)**

## **Good Standing Policy**

### **Purpose**

This policy provides detailed procedures for maintaining and reviewing the good standing status of Voting Members, pursuant to Article III, Sections 1A and 3C of MVVCSO's bylaws, ensuring transparent, fair, and consistent enforcement in compliance with California Civil Code § 51, IRS 501(c)(3), and California Corporations Code § 5310.

### **1. Good Standing Criteria**

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

#### **1.1 Annual Meeting Attendance**

- Members must attend at least one MVVCSO meeting annually, including:
  - Annual General Meeting
  - Special Member Meeting
  - Virtual equivalent meetings (e.g., Zoom)
- Attendance verification methods include:
  - In-person sign-in sheets
  - Virtual participation logs
  - Mail-based participation feedback (comments on the annual report)

#### **1.2 Mission Pledge Commitment**

- Members must annually sign and renew a pledge to uphold and support MVVCSO's mission and bylaws. This pledge can be submitted:
  - In-person at the Annual General Meeting in December
  - By mail or electronically using forms provided by the Secretary (prepaid envelopes available)

#### **1.3 Conduct Compliance**

- Members must maintain a record free of misconduct, defined as:
  - Harassment or discrimination against any member or volunteer
  - Financial impropriety, including misuse of MVVCSO funds

- Actions detrimental to MVMCSO's reputation or operations, such as public defamation
- Misconduct is identified and reviewed by the Ethics Committee or the Board of Directors.

## **2. Review and Enforcement Procedures**

### **2.1 Annual Review**

- The Secretary conducts a review each January, following the Annual General Meeting, verifying attendance, pledge renewals, and misconduct records.

### **2.2 Complaint-Based Reviews**

- Written complaints of misconduct may be submitted by any member or Director to the Secretary, specifying the nature of the complaint and supporting evidence.

### **2.3 Notification and Response**

- Members at risk of losing good standing will receive written notification outlining the concerns and providing a 14-day response period to submit evidence or defense.

### **2.4 Decision Making**

- Loss of good standing is determined by a majority vote of the Board of Directors, with a written justification provided.
- Members may appeal a decision within 30 days of notification.

### **2.5 Appeal Process**

- Appeals are reviewed by the Ethics Committee (or the Board if the Ethics Committee is not yet established).
- Members may request an in-person, virtual, or written hearing.
- Final decisions on appeals are rendered within 14 days of hearing.

## **3. Transparency and Accessibility**

### **3.1 Policy Availability**

- Upon approval by the Board, this policy is posted within 7 days at:
  - MVMCSO principal office

- Food bank lot
  - Community bulletin boards
  - Online (if authorized)
- The policy is made available in large print (minimum 16-point font) and formats compatible with screen readers.

### **3.2 Public Reporting**

- Outcomes of good standing reviews (excluding confidential details) are publicly posted to ensure transparency and fairness.

## **4. Additional Provisions**

### **4.1 Misconduct Definitions**

- The Board may further refine misconduct definitions upon adopting a formal Code of Ethics or Conduct.

### **4.2 Accessibility Accommodations**

- MVMCSO will provide accessibility accommodations (e.g., translation services, virtual participation) as required for reviews and appeals, in compliance with California Civil Code § 51 and organizational standards.