

Insurance Review Policy

Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

1. Purpose

The purpose of this policy is to ensure that MVVCSO maintains adequate insurance coverage to protect its operations, assets, and community programs against risks. This policy supports the organization's mission to serve the Ranchita community by safeguarding its ability to deliver services while promoting transparency, accountability, and inclusivity.

2. Authority

This policy is authorized by **Article X, Section 2** of the MVVCSO 2025 Bylaws, which mandates an annual review of all insurance coverage by the Board of Directors to ensure it adequately addresses the organization's risks.

3. Scope

This policy applies to all types of insurance coverage held by MVVCSO, including but not limited to:

- General liability insurance
- Directors and Officers (D&O) liability insurance
- Property insurance
- Event insurance

- Volunteer accident insurance
 - Any other coverage deemed necessary by the Board
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4. Annual Insurance Review Process

The Board of Directors is responsible for conducting an annual review of all insurance policies to ensure they provide adequate protection for MVMCSO's operations, assets, and community-focused programs. The review process includes the following steps:

- **Assessment of Current Coverage:** The Board, with input from the Finance Committee, will evaluate whether existing policies meet the organization's current needs, considering factors such as program expansion, asset acquisition, or changes in risk exposure.
 - **Identification of Gaps:** The Board will identify any gaps in coverage, such as new activities (e.g., youth programs or emergency response initiatives) that may require additional insurance.
 - **Consultation with Professionals:** If necessary, the Board will consult with insurance brokers or legal advisors to ensure coverage aligns with best practices and legal requirements.
 - **Approval of Changes:** Any adjustments to insurance coverage must be approved by a majority vote of the Board.
 - **Documentation:** The review process, including any changes to coverage, will be documented in the Board meeting minutes.
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5. Documentation and Transparency

- **Record-Keeping:** The Secretary will maintain copies of all insurance policies, endorsements, and review documentation in a secure location, accessible to authorized personnel.
- **Public Access:** Summaries of insurance coverage and the annual review outcomes will be made available to Voting Members and the public upon request, with 7 days' notice, in compliance with the Nonprofit Integrity Act and MVMCSO's transparency North Star.

- **Accessible Formats:** Documents will be provided in accessible formats (e.g., large print, Spanish translations) to ensure inclusivity for all community members.
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6. Compliance with Legal Standards

This policy ensures compliance with the following legal requirements:

- **2025 Bylaws:** Aligns with **Article X, Section 2**, mandating an annual insurance review.
 - **California Corporate Codes:** Reflects the Board's fiduciary duty of care (California Corporations Code § 5231) by responsibly managing risks through adequate insurance.
 - **Nonprofit Integrity Act (NIA):** Supports transparency by documenting and making insurance records available for public inspection.
 - **IRS 501(c)(3):** Protects organizational assets to ensure they are used solely for the exempt purpose of serving the community, preventing private benefit.
 - **Unruh Civil Rights Act:** Ensures the insurance procurement process is non-discriminatory and considers the needs of all community members, including underserved or marginalized groups.
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7. Inclusivity and Non-Discrimination

- The Board will ensure that insurance coverage supports all community programs, including those serving diverse or marginalized groups (e.g., low-income families, seniors, disabled residents), reflecting MVVCSO's inclusivity North Star.
 - Insurance providers will be selected based on their ability to meet the organization's needs without discrimination, in compliance with the Unruh Civil Rights Act.
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8. Alignment with MVVCSO North Stars

- **Community Focus:** Insurance coverage is reviewed to protect assets and operations essential for community programs, ensuring MVVCSO can continue serving Ranchita effectively.

- **Transparency:** The annual review process and outcomes are documented and accessible, fostering trust with members and stakeholders.
 - **Inclusivity:** Coverage considerations include the needs of all community members, and the policy is available in accessible formats.
 - **Serving All Members:** The policy ensures that insurance supports programs for underserved groups, such as emergency aid or accessibility initiatives.
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9. Review and Amendment of the Policy

- The Board will review this policy annually during the insurance review process to ensure it remains effective and compliant with evolving laws and organizational needs.
 - Amendments to the policy require a majority vote of the Board and 30 days' notice to Voting Members, per **Article VIII** of the bylaws.
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