

Accessibility Committee Standard Operating Procedure (SOP)

Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

Purpose

The Accessibility Committee is established under **Article XIII** of the MVVCSO 2025 Bylaws to ensure that all MVVCSO programs, facilities, and materials are accessible to all community members, including those with disabilities or language barriers (e.g., ADA-compliant and multilingual). This advances **inclusivity** and complies with the Unruh Civil Rights Act and the Americans with Disabilities Act (ADA), supporting MVVCSO's mission to serve the entire Ranchita community.

Authority and Legal Compliance

This SOP is authorized by **Article XIII** of the MVVCSO 2025 Bylaws and adheres to:

- **California Corporations Code** (Corp. Code § 5110 et seq.) for nonprofit governance.
 - **Nonprofit Integrity Act (NIA, Gov. Code § 12586)** for transparency and accountability.
 - **IRS 501(c)(3)** regulations, ensuring activities further the exempt purpose.
 - **Unruh Civil Rights Act (Civ. Code § 51)**, prohibiting discrimination and ensuring equal access.
 - **Americans with Disabilities Act (ADA)**, mandating accessibility standards.
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Committee Composition and Structure

- **Membership:** Minimum of five members, including:
 - One Director.
 - Two Voting Members.
 - One member with expertise in accessibility or disability advocacy.
 - One member with expertise in multilingual services.
 - **Appointment:** Appointed by the Board, prioritizing diverse representation.
 - **Term:** Two-year terms, renewable once.
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Roles and Responsibilities

- **Committee Chair:**
 - Leads meetings and sets agendas.
 - Reports to the Board quarterly.
 - Ensures legal and bylaw compliance.
 - **Members:**
 - Review accessibility of programs, facilities, and materials.
 - Propose and implement accessibility solutions.
 - **Accessibility Coordinator:**
 - Manages accommodation requests and compliance audits.
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Meeting Procedures

- **Frequency:** Quarterly, with additional meetings as needed.
 - **Quorum:** Three members required.
 - **Decision-Making:** Consensus preferred; majority vote if needed.
 - **Minutes:** Recorded and posted publicly within 14 days.
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Accessibility Review Process

New Programs, Facilities, and Materials

- **Pre-Implementation:** Reviewed for ADA compliance and multilingual access using standardized checklists.
- **Approval:** Approved or modified within 30 days.

Ongoing Audits

- **Annual Audits:** Assess existing programs, facilities, and materials via site visits, document reviews, and user feedback.

Accommodation Requests

- **Process:** Requests (e.g., interpreters) submitted with 14 days' notice; responded to within 7 days.
 - **Tracking:** Logged for annual review.
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Community Input and Best Practices

- **Partnerships:** Collaborate with disability and language access advocates.
 - **Feedback:** Gathered via public forums and anonymous surveys.
 - **Training:** Annual accessibility training for staff and volunteers.
 - **Technology:** Leverage accessible web design and assistive devices.
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Budget and Resources

- **Allocation:** Annual budget submitted by November 30 for accommodations and technology.
 - **Transparency:** Expenditures tracked per NIA and IRS standards.
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Reporting and Accountability

- **Quarterly Reports:** Submitted to the Board on reviews and accommodations.
- **Annual Review:** Evaluated by the Board with public disclosure.

Northstar Alignment

- **Community Focus:** Driven by community needs.
- **Transparency:** Publicly shared outcomes.
- **Inclusivity:** Ensures access for all.
- **Serving All Members:** Removes barriers for underserved groups.

Review and Amendment

- Reviewed annually, with amendments approved by the Board per **Article VIII** of the bylaws.
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