

Community Engagement Committee (SOP)

Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

Purpose and Authority

The Community Engagement Committee fosters inclusive participation and gathers input from Ranchita residents to shape MVVCSO's programs, ensuring the organization's mission to serve the community is upheld. It operates under **Article VI, Section 1C** of the 2025 bylaws and **California Corporations Code § 5212**, which authorizes the Board to delegate specific powers to committees.

Composition

- Composed of at least four members:
 - One Director.
 - Three Voting Members, reflecting the diversity of the Ranchita community (e.g., seniors, youth, underserved groups).
- Appointed by the Board, prioritizing outreach, communication skills, and cultural competency.
- Members must disclose any conflicts of interest per MVVCSO's Conflict of Interest Policy.

Duties and Responsibilities

- **Public Forums:** Organize quarterly forums to gather community feedback, ensuring accessibility through virtual options, language interpretation, and accommodations for disabilities.

- **Surveys and Outreach:** Conduct surveys and home visits to engage non-digital or isolated residents, using accessible formats (e.g., paper surveys, large print).
- **Program Input:** Compile and analyze community feedback, sharing actionable insights with the Board to inform strategic decisions.
- **Inclusivity:** Ensure outreach efforts include all community segments, with targeted strategies for underserved groups.

Meetings and Decision-Making

- Meets quarterly, with additional meetings for forum planning or outreach campaigns.
- **Quorum:** Majority of members (three out of four) must be present to conduct business.
- Decisions are made by consensus to promote collaboration and diverse perspectives.

Reporting and Transparency

- Reports forum outcomes and community feedback to the Board within 14 days of each event.
- Publicly posts forum summaries at the food bank lot, community bulletin boards, and online (if available), using accessible formats (e.g., large print, Spanish translations).

Compliance and Legal Standards

- Ensures non-discriminatory access to engagement opportunities per the **Unruh Civil Rights Act (Civ. Code § 51)**, with accommodations for all members, including those with disabilities or language barriers.
- Aligns activities with **IRS 501(c)(3)** requirements by advancing community welfare and preventing private benefit.
- Maintains transparency through public reporting, per the **Nonprofit Integrity Act (NIA, Gov. Code § 12586)**.
- Protects community data per the **California Consumer Privacy Act (CCPA)**, ensuring confidentiality and secure storage.

Best Practices

- Aligns with MVVCSO Northstars:
 - **Community Focus:** Reflects local needs through diverse input.
 - **Transparency:** Shares all engagement processes and outcomes.
 - **Inclusivity:** Prioritizes underserved voices in outreach.
 - **Serving All Members:** Ensures equitable participation.
 - Incorporates regular inclusivity training for members and post-forum evaluations to improve engagement.
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Ethics Committee (SOP)

Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

Purpose and Authority

The Ethics Committee investigates suspected misconduct and ensures ethical governance within MVVCSO, safeguarding the organization's integrity and community trust. It operates under **Article VI, Section 1D** of the 2025 bylaws and **California Corporations Code § 5212**, which authorizes the Board to delegate specific powers to committees.

Composition

- Composed of at least three impartial members:
 - One Director (not involved in the issue under review).
 - Two Voting Members (not involved in the issue under review).
- Appointed by the Board, emphasizing integrity, fairness, and diversity.
- Members must disclose any conflicts of interest per MVVCSO's Conflict of Interest Policy.

Duties and Responsibilities

- **Investigations:** Review complaints of misconduct (e.g., conflicts of interest, harassment) within 14 days of receipt, conducting thorough, impartial investigations.
- **Recommendations:** Provide findings and recommendations to the Board for resolution, ensuring due process.
- **Confidentiality:** Protect whistleblowers and sensitive information per **Article XI** of the bylaws and **California Labor Code § 1102.5**, handling anonymous reports with care.
- **Training:** Facilitate annual ethics training for all Covered Persons (e.g., Directors, officers, committee members), using accessible formats.

Meetings and Decision-Making

- Meets as needed to address investigations or training planning, with additional meetings for complex cases.
- **Quorum:** All members must be present for investigation decisions to ensure impartiality.
- Decisions are made by consensus to maintain fairness and objectivity.

Reporting and Transparency

- Reports investigation findings to the Board, with public summaries (excluding confidential details) posted at the food bank lot and online (if available).
- Publicly posts annual training summaries at community boards to promote ethical awareness.

Compliance and Legal Standards

- Upholds whistleblower protections under **California Labor Code § 1102.5**, ensuring no retaliation.
- Ensures fair, non-discriminatory investigations per the **Unruh Civil Rights Act (Civ. Code § 51)**.
- Prevents private benefit through ethical oversight, per **IRS 501(c)(3)** requirements.
- Complies with the **Nonprofit Integrity Act (NIA, Gov. Code § 12586)** by maintaining transparent governance and public accountability.

Best Practices

- Aligns with MVVCSO Northstars:
 - **Community Focus:** Protects the community's trust through ethical governance.
 - **Transparency:** Provides clear, accessible summaries of investigations and training.
 - **Inclusivity:** Ensures all members, including whistleblowers, are treated equitably.
 - **Serving All Members:** Safeguards the rights of all individuals involved in investigations.
- Incorporates regular ethics audits, anonymous feedback channels, and post-investigation reviews to enhance integrity.