

# Colonial Heights Neighborhood Association Guidelines

## Summary

This set of guidelines describes and outlines the Colonial Heights Neighborhood Association (CHNA) organization structure, decision making, and communication methods. This document is intended to give clarity to members of the association in regards to roles and responsibilities, participation, and decision making.

## Version History

Updated Elements	Date Adopted
Original Document	May 2018
General Review and Update	January 2025 (anticipated)

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### Section 1 - Overview

The neighborhood of Colonial Heights is located in Southeast Sacramento. It consists of the area bordered on the west by Stockton Boulevard including homes on the east side, east by 58th street including homes on the west side, north by 14th avenue including homes on the south side, and on the south by 22nd avenue from Stockton to 58th street including all homes on 22nd in this area.

Colonial Heights has a city park, Colonial Park, located at its center. The park consists of the area between 18th and 19th Avenues north-south and between 54th and 53rd Street east-west. The park contains a wading pool, playgrounds for children and toddlers, picnic benches, a softball/baseball diamond, a field for soccer or other activities, and a basketball half-court.

The mission of CHNA is to build community by providing a forum for sharing information, connecting neighbors, promoting activities and fostering civic involvement in our diverse community.

### Section 2 - Organizational Structure

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CHNA is a volunteer-run organization and has a mission of building community. The essential mission of the organization is met through monthly meetings, special events and committees of people working together including business owners, property owners, renters, volunteers and others who are invested in the community.

CHNA meets monthly on the second Thursday of every month.

## **A. Membership**

Members of the organization are anyone from the community who lives, works or plays in Colonial Heights. Anyone who wants to participate is encouraged and empowered.

## **B. Committees**

CHNA committees organize neighborhood events or perform ongoing community service. Committees are formed at CHNA monthly meetings and consist of leaders and volunteer members. Committees are considered a part of the CHNA organization, operate with a level of independence, work collaboratively with the organization, communicate needs with CHNA leadership, and report out at monthly association meetings. Promotional materials produced by committees should include the CHNA logo and will be promoted via CHNA. Documentation of donors, budgets, committee members, and decisions should be preserved and shared for future committee leaders and members. Current committee information is shared on our website.

### General Committee Guidelines

- A mission statement should be brought to a monthly association meeting for discussion before becoming official committees as a part of CHNA.
- The neighborhood association members vote on whether to approve development of a committee at the monthly association meeting.
- Committees are made up of one or more members and are transparent about their activities.
- A committee representative should report on progress at monthly association meetings, when applicable.
- Committees share documents, flyers, budget information, etc. during the meetings and eventually on the Google shared drive, for archiving purposes.
- Committees requiring funds outside of their own members' donations, such as CHNA funds or grants, must follow the process outlined in the section 3B-Funding Request Process.

## **C. Leadership Committee**

The Leadership Committee is made up of community members who want to participate in the day-to-day functioning of the organization and are committed to improving our community. The Leadership Committee meets to discuss CHNA plans and strategies, has the authority to act on behalf of CHNA's best interest, coordinate event and committee activities, and communicate with stakeholders.

CHNA strives to have a Leadership Committee that reflects the diversity of the neighborhood. Leadership roles are all volunteer and unpaid. Leaders should be able to work collaboratively, respectfully, and demonstrate professionalism and ethical purpose when conducting business on behalf of CHNA or the community.

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A community member can join the Leadership Committee by expressing interest and agreeing to committing to the guidelines. A leader must also regularly attend and participate in leadership meetings and at least half of the monthly association meetings. Failure to meet these requirements will result in removal from the Leadership Committee.

## Monthly Meeting Coordination

The below elements of monthly association meetings are coordinated by the Leadership Committee:

- Meeting Facilitator - Lead the monthly association meeting.
- Meeting Coordinator - Reserve and confirm location for upcoming association meetings. Solicit agenda items, create agenda and print copies of agenda/minutes/additional meeting materials.
- Flyering - Print flyers and coordinate for distribution in the neighborhood.
- Communications - Share information and coordinate with guest speakers and contact local elected officials and representatives at the state and local level.
- Meeting Minutes Recorder - Take minutes during the monthly association meetings.

## **D. Communications Committee**

The Communications Committee is responsible for managing external-facing communications including website creation and maintenance, social networking platforms, group e-mail accounts, posting meeting agendas and minutes, and establishing communications guidelines as protocol for receiving incoming communications as well as handling outgoing communications.

The Communications Committee is made up of the following representatives.

- External Communications Representative - Correspond with partner organizations on behalf of CHNA.
- Social Media Communications Representative - Manage the social communication channels (i.e. newsletter, blog, etc.) and communicate externally on behalf of CHNA.
- Web Design/Maintenance Representative - Ensure that the website is working, consistently updated, and meeting the general needs of CHNA.

Communications to and from entities outside of CHNA should be from:

1. The official CHNA email address - colonialheightsneighborhood@gmail.com, or
2. A CHNA leader's email address, signing as Name "on behalf of CHNA" (if this is the case and if the leader is communicating for which they are the lead), or
3. A CHNA leader at an in-person or phone meeting, indicating that the CHNA leader can talk on behalf of CHNA (if this is the case and if the leader is communicating for which they are the lead).

## **E. Guidelines Committee**

The Guidelines Committee develops and maintains the CHNA guidelines.

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## Section 3 - Finances

### A. Treasurer

The CHNA Treasurer is responsible for ensuring bookkeeping is accurate, up-to-date, and fiscally prudent. The Treasurer also oversees committee budgets and ensures that any event requiring CHNA funds is carried out on budget. The Treasurer maintains the relationship with CHNA's fiscal sponsor, a 501c3 organization who acts as a pass through for funds. The Treasurer reports current budget status to the Leadership Committee and at monthly association meetings.

### B. Funding Request Process

Requesting monies from CHNA is permitted by submitting the CHNA Money Request Form, which is available on the CHNA website.

#### Requests Less Than \$50

Monies less than \$50 can be approved for reimbursement without need for advanced approval for request of funds. This type of request should be on an ad hoc basis and outside of Committee budgeting. A CHNA Money Request Form must be completed and submitted to the Treasurer who will approve or deny the request. Once approved, the Treasurer will coordinate with the Requestor to process the reimbursement. The Treasurer will then report these types of requests at a monthly meeting.

#### Requests Greater Than \$50

Requests for monies in amounts greater than \$50 must be submitted to the Treasurer via the Money Request Form prior to a CHNA monthly meeting to allow for inclusion on a CHNA monthly meeting agenda. The Requestor must attend the CHNA monthly meeting to present their request for funds.

- If a CHNA committee is requesting monies, a budget (preliminary/draft budget is acceptable) along with the Money Request Form must be presented at the CHNA monthly meeting.
- Requests not from a CHNA committee are permitted as an ad hoc request. An ad hoc request can include, but is not limited to, one time purchases supporting the needs of the CHNA, CHNA sponsored event without a committee, etc.

## Section 4 - Decision Making

Decision making is made through discussions and votes by members present at monthly association meetings. If an item affects CHNA or the neighborhood, it must be brought forth to a monthly association meeting and be discussed.

A simple implementation of "Robert's Rules of Order" will govern the voting process, including a motion, second of the motion, discussion, and formal vote by show of hands (a majority shall decide). An appropriate period of discussion should be allowed. All opinions should be heard, given credence and considered. A vote may be tabled for a subsequent meeting if more facts, information, and/or discussion is needed.

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## **Section 5 – Conflict of Interest**

To protect the integrity of the organization, the leaders shall avoid conflicts of interest and shall not use leadership positions directly or indirectly for personal gain. Members who own or run businesses may sponsor events and activities, following all the guidelines outlined in this document.

CHNA members and committee leaders are voluntary, non-compensated positions and as such are prohibited from seeking personal gain, monetary or otherwise, from their leadership position, neighborhood activities and/ or relationships, while acting on behalf of, or in the conduct of, CHNA business. Any potential conflict of interest should be presented to the leadership committee or to the members at a monthly meeting.

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