

DICKEYVILLE COMMUNITY ASSOCIATION, INC.
OPERATING PROCEDURES
Approved May 13, 2008, amended September 2008

PURPOSE

The Dickeyville Community Association (DCA) endeavors to be an organization that is driven by its membership. Membership Meetings are held at designated times throughout the year to conduct the business of the association. Membership in the DCA is open to all residents of the Dickeyville community per definition in the DCA By-Laws. Meetings provide not only the occasion to discuss matters concerning the community, but afford the opportunity for members to make motions and vote on DCA financial, policy, and governance issues. All business of the DCA shall be conducted in accordance with the DCA By-Laws and laws of the City of Baltimore, State of Maryland, and United States of America. This desire to be a membership-directed organization brings its own set of challenges: attendance at Membership Meetings shall be such that a quorum is present and communication between governance and members must be substantial and engaging.

The purpose of these Operating Procedures is to establish a membership-approved foundation to conduct the ongoing business of the DCA while providing the necessary latitude to the DCA Board of Directors to conduct business in a practical and responsive manner. These policies recognize that Officers are duly elected by and are subordinate to the DCA membership, as described in Robert's Rules of Order. The DCA Board is given authority to conduct the day-to-day business of the DCA, but shall follow the membership's intent. The bulk of the work of the DCA is carried out by standing committees, formed by the President and directed by the Board. Board, officers, and committee members are all volunteers, and are not compensated by the DCA.

These Policies and Procedures are based on traditions and precedents that have been, up until now, unwritten. These Policies and Procedures have been written in alignment with and subject to the stipulations and intents of the By-Laws of the DCA. If ever these Policies and Procedures are found to be inconsistent with the By-Laws, the By-Laws are considered supreme.

CONFLICTS OF INTEREST

DCA members, committee chairs and members, and board members shall disclose personal and financial conflicts of interest before participating in DCA decisions or discussions. A board member, committee chair, or committee member may recuse him/herself, or may be excused, by a majority vote of the board or committee.

STANDING COMMITTEES

The President shall appoint chairs of standing committees. The chairs shall recruit additional members to collectively accomplish the work of the committees. The chairs shall provide a brief oral report at each Membership Meeting and/or a brief written report in the Town Crier. They shall be responsible for submitting an annual one to three page written report to the Board. They shall be invited to attend Board Meetings on a rotating or as needed basis. Standing committees presently include:

Architectural

This committee is responsible for the review and approval of any changes to the exterior of properties in Dickeyville. The committee helps residents comply with the guidelines of the Commission for Historical and Architectural Preservation the (CHAP).

The committee:

- Approves or denies designs for construction or renovation, in keeping with those CHAP guidelines.

- Implements all architectural guidelines fairly and uniformly and seeks voluntary compliance.
- Represents the DCA when rulings are appealed to CHAP or to the courts.
- Continually reviews and revises, if necessary, the “Architectural Guidelines for Dickeyville Residents” in accordance with CHAP regulations. These guidelines are published annually in the Dickeyville Directory.
- Meets monthly to review residents’ submissions. Applicants may either attend a meeting to discuss their project, or submit their project forms to the chair, prior to the meeting. All applicants receive written notification of the approval or denial of their project.
- Reviews unsubmitted/unapproved projects brought to the attention of the committee and communicates with the property owner when corrective action is warranted.
- Coordinates and co-operates with other bodies, especially the Dickeyville Garden Club, to review proposals for fences, gates, signage and other improvements to public areas of Dickeyville.

Archives

This committee is responsible for the research, discovery, collection, assembly and proper storage of all documents, photographs, and artifacts relating to the history of Dickeyville. The committee shall provide access to these materials for the community through scheduled exhibitions (e.g. July 4th weekend) and by appointment.

Hospitality

This committee is responsible for:

- Welcoming new residents to the village, by making a personal visit within two weeks of arrival to deliver a Directory and a small gift. At this time, they shall be prepared to discuss or answer questions regarding DCA membership, CHAP guidelines, contact information, events schedule, etc.
- Arranging for a small annual reception for newcomers, hosted by the DCA Board.
- Providing light refreshments at Membership Meetings.

Planning/Zoning/Maintenance

The committee shall act as the Association’s liaison to the City Department of Planning and City Board of Municipal & Zoning Appeals. The committee chair is the DCA liaison in working with the Dickeyville Garden Club on the maintenance of those common areas of Dickeyville not maintained by the City of Baltimore. The objectives of this committee are to:

- Respond to complaints by individuals concerning properties that are in disrepair or being neglected by property owners.
- Fairly and equally respond to all maintenance issues based upon written submittals by residents of Dickeyville.
- Provide a mechanism for addressing maintenance complaints.
- Address complaints from concerned citizens regarding private property maintenance. Forms and specific procedures can be obtained from the Dickeyville Directory, at the Dickeyville private web site, or from the committee chair.

Public Works

This committee is responsible for:

- Monitoring the condition of streets, storm sewers, sanitary sewers, and public utilities within the village, and calling for action when necessary.
- Mowing, maintenance, and repairs of all public areas in the village, not maintained by the City of Baltimore.
- Overseeing the maintenance of public areas performed by the Department of Recreation and Parks and other Baltimore City agencies.

Security

This committee works for a safer, more aware community by keeping residents informed of criminal activity in their area, as well as cultivating strong community ties with the Baltimore City Police Department. Responsibilities include:

Minutes of Membership Meetings

Minutes of both general and special DCA Membership Meetings shall be the responsibility of the DCA Secretary and contain:

- Meeting date, call to order time, and adjournment time
- Presence of a Quorum
- Treasurer's Report
- Committee Reports
- Record of Old and New Business
- Record of General Discussions of the Meeting
- Record of Motions and Number of Votes "Yes", "No", and "Abstain" on the *motion*

Minutes of Board Meetings

Minutes of Board Meetings shall be the responsibility of the DCA Secretary and contain:

- Meeting date, call to order time, and adjournment time
- Presence of a Quorum
- Record of approved motions

EXTRAORDINARY REQUESTS POLICIES & PROCEDURES

From time to time, an extraordinary issue, action, and/or request, outside of normal policies and procedures, shall need to be addressed; for example, proposals to demolish or significantly alter any existing structures, alter the purpose and use of public areas, or permit new commercial enterprise in Dickeyville. This decision process shall adhere to the following procedures:

- Committee Chairs, in conjunction with Committee Members, may make recommendations in regard to extraordinary issues, actions, and/or requests placed before their Committee. These recommendations shall be in compliance with the policies, procedures, and responsibilities outlined in the "Standing Committee" section of this document. These recommendations shall be available in writing and reviewed during the Committee Report at the next Membership Meeting.
- The Board may make recommendations in regard to extraordinary issues, actions, and requests placed before the Board. These recommendations shall be finalized as an approved motion that shall contain appropriate stipulations, finalized wording of any official statement, and effective duration of the position. Funding may not be included in these recommendations and, if necessary, shall be considered under a separate motion. These recommendations shall be in compliance with the policies, procedures, and responsibilities outlined in this document. These recommendations shall be available in writing and reviewed during the New Business portion at the next Membership Meeting.
- If the Board's recommendation on an extraordinary issue, action, and/or request will have a significant impact prior to Membership review at the next Membership Meeting, a special written, timely notification shall be made available to all Members to allow for the calling of a Special Meeting under the provisions in the DCA Bylaws.
- The Membership may, via motion and approval, during a Membership Meeting, amend the recommendation on an extraordinary issue, action, and/or request of the Committee or Board. The motion shall contain appropriate stipulations, finalized wording of any official statement, and effective duration of the position. Funding may not be included in these recommendations and, if necessary, shall be considered under a separate motion. If no motion is made to amend the Committee or Board's recommendation, the Committee or Board's recommendation shall stand. Membership shall take great care in amending recommendations as it could set difficult precedents that undermine the work of the Board and Committees.
- If a quorum is not present at the Special or Membership Meeting where a Board and/or Committee Chair recommendation is reviewed, the recommendation of the Board and/or Committee Chair shall remain in effect.
- Since financial issues are covered under separate section in this document, this section does not apply to DCA financial matters and may not be used to circumvent, delay, or add undue burden to financial matters before the DCA.

FINANCIAL POLICIES & PROCEDURES

This section codifies the financial policies and procedures that face the DCA. It covers budget approval, expenditure authorization, emergency expenditures, budget amendments, acceptance of donations and non-monetary donations, fund raising, and miscellaneous items in regards to finance.

Financial Statements

The DCA Financial Statements shall conform to the following guidelines:

- Based on the cash accounting methodology.
- Follow general accepted Fund Accounting Principles for Non-Profit Organizations.
- Presented by the Treasurer as a Statement of Changes of Fund Balances during regular Membership Meetings.
- Report Amendments to the Annual Operating Budget.
- Available for review at Membership Meetings and upon request.

Annual Operating Budget

- The Treasurer, in conjunction with Committee Chairs, shall prepare a budget based on historical expenditures, expected inflation, and changes due to special considerations. This budget shall be as true as possible and shall not contain additions to circumvent the amendment process. The budget is considered a line item budget and funds may not be transferred among line items except through the amendment procedures. It is the policy of the DCA that the financial objective of the Fourth of July is to, at a minimum, “break even” and that Membership dues shall support the annual operating expenditures of the DCA.
- This budget shall be submitted to the Board for its review and recommendation by motion and approval.
- The Board-recommended budget shall be submitted to the Membership at the first meeting of the calendar year, members’ review and ratification.
- If a quorum is not present at this first meeting, the Board-recommended budget shall stand as the approved budget of until such time that a quorum is available, and a vote is taken.

Authorization to Spend Funds

- Committee Chairs, after verifying fund availability with the Treasurer, are authorized to expend funds up to the approved budget amounts of their respective committee.
- The Fourth of July Chair is entrusted with a large annual expenditure of DCA funds. The Chair shall keep detailed written record of actual and anticipated spending which shall be made available during his/her report at Membership Meetings and upon the request of the Treasurer, Board, and/or DCA Members. If the Chair anticipates that total expenditures are to exceed the approved budget expenditure amount, the Chair shall contact the Treasurer and a written determination shall be made if this anticipated overage requires an amendment to approved budget expenditure.
- The Treasurer is authorized to make approved budget expenditures for all line items that are not directly related to a Standing Committee of the DCA.
- Submissions for payment or reimbursement shall be accompanied by a proper receipt or invoice. Funds shall not be released without receipt or invoice. The receipt or invoice shall become a part of the record of the DCA Treasury.

Amendments to Budgeted Expenditures

The DCA recognizes situations after budget approval and efforts to keep the Annual Operating Budget true may result in the need for the approval of additional expenditures in a given year. These additional expenditures shall be amendments to the budget and shall adhere to the following procedures:

- All motions to amend the expenditure shall specify the amount of the amendment; identify the fund category; dates and length of the change; and purpose and stipulations to the change.
- Membership may amend the operating budget expenditures, through appropriate motion and approval, during the course of a Membership Meeting.
- The Board may amend the operating expenditure budget, through appropriate motion and approval, during a Board Meeting. These amendments must be considered reasonable and prudent and should be to avoid significant damage or bring significant benefit to the DCA. These amendments shall be limited to expenditures in the current year and may not obligate the DCA on a recurring annual basis. These

amendments shall be presented in the Board's Minutes and Treasurer's Report at the next Membership Meeting.

- The Treasurer shall be permitted to exceed the approved budget expenditures for items that are prudent in amount and true to the intent of the approved line item budget, not to exceed \$500 or 10%, whichever is greater. These amendments shall be reported at the next Board Meeting and in the Treasurer's Report at the next Membership Meeting.

Emergency Expenditures

- An emergency exists by a vote of four (4) members of the Board and where a special meeting of the General Membership is impractical. In an emergency, the Board shall have access to reasonable funds, applicable to said emergency. The motion declaring an emergency shall be separate from the motion to authorize expenditures and Board Members shall be required to vote yes or no on these motions. Unless it is a matter of public safety and security, Board actions and amendments shall be presented via special notification and in the Treasurer's Report at the next Membership Meeting.

Acceptance of Unrestricted Monetary Gifts

The DCA may be offered unrestricted, one-time monetary gifts, such as donations or stipends. The acceptances of unrestricted, one-time monetary gifts shall be considered amendments to the budget and shall adhere to the following procedures:

- All motions to accept unrestricted monetary gifts shall specify the amount; identify the fund category; appropriate dates; and purpose and stipulations.
- Membership may accept unrestricted monetary gifts, through appropriate motion and approval, during the course of a Membership Meeting.
- The Board may accept unrestricted monetary gifts, through appropriate motion and approval, during a Board Meeting. These amendments may increase operational expenditures, but must be considered reasonable and prudent and should be to bring significant benefit to the DCA. These amendments shall be presented in the Board's Minutes and Treasurer's Report at the next Membership Meeting.
- Chairs may accept unrestricted donations of a reasonable amount directly related to the purpose of their committee. These donations are considered contributions to the general operating fund and may not encumber the DCA in any manner. These donations shall be reported at the next Board Meeting and in the Treasurer's Report at the next Membership Meeting.
- Monetary donations offered via the payment of Membership dues and donations offered via payment for Fourth of July events are considered routine and do not require acceptance by the Membership or Board.

Acceptance of Non-Monetary Gifts

The DCA may be offered non-monetary gifts, such as donations of property or other bequests. The acceptance of non-monetary gifts shall adhere to the following procedures:

- The motion to accept such a gift shall define the gift; length of ownership of the gift; purpose and stipulations as to the gift; and other pertinent details. If the gift or bequest requires expenditures of DCA funds, the motion shall provide a reasonable estimate of these expenditure details.
- Membership may accept non-monetary gifts, through appropriate motion and approval, during the course of a Membership Meeting.
- The Board may accept the gift or bequest, through appropriate motion and approval, during a Board Meeting, if the gift does not require the support of DCA expenditures. The acceptance of this gift or bequest shall be presented in the Board's Minutes and Treasurer's Report at the next Membership Meeting.
- The Board may not accept non-monetary gifts, even if there are no additional expenditures, if the gift is encumbered in such a manner as to affect the entirety of the neighborhood in a considerable manner.
- Small, non-monetary gifts and bequests, such as historical items donated to the Archives or items donated for a Fourth of July event, in line with the intent of the DCA Committee, which do not adversely impact the routine operational expenditures of the Committee, may be directly accepted by the Chair of that Committee.

Acceptance of Restricted Funds

The DCA may be offered monetary donations or grants that are subject to the exacting terms and conditions of the donor. The donor may or may not be a member of the DCA. If such a donation or grant is accepted it shall be considered a Restricted Funds and tracked, in detail, through a separate supporting statement in the

Statement of Changes in Fund Balances. The acceptances of restricted funds shall adhere to the following procedures:

- The motion to accept a restricted fund shall specify the amount of the fund; dates and length of the fund; purpose and stipulations as to the fund.
- Membership may accept restricted funds, through appropriate motion and approval, during the course of a Membership Meeting.
- The Board may accept restricted funds, through appropriate motion and approval, during a Board Meeting, if the acceptance of the restricted fund does not require the support of additional operating expenditures. The acceptance of this fund shall be presented in the Board's Minutes and Treasurer's Report at the next Membership Meeting.
- The Board may not accept restricted funds, even if there are no additional expenditures, if the donation is encumbered in such a manner as to affect the entirety of the neighborhood in a considerable manner.
- Once accepted, the administration of the restricted fund shall be the responsibility of the Board.
- Expenditures shall be made, through appropriate Board motion and approval, in accordance with the stipulations of the restricted fund and may never exceed the amount of the restricted fund.
- Unless a time frame is specified in the acceptance motion or the stipulations of the donation, a restricted fund that remains inactive for five (5) years may be transferred, by motion and approval of the Board, to the DCA unrestricted fund.

Fund Raising

The DCA may fund-raise [or "conduct fund raising activities"]. These efforts may include sales or special events. The approval of fund raising activities shall adhere to the following procedures:

- The President shall designate a chair for the fund raising event.
- The Chair shall develop a written proposal, including a budget developed in conjunction with the Treasurer, detailing the event. This proposal shall be presented to the Board.
- The Board, through motion and approval, shall recommend acceptance of the fund raising proposal by the Membership.
- Membership may approve the fund raising proposal, through appropriate motion and approval, during the course of the next Membership Meeting.
- If the proceeds from the fund raising event are to be designated for a specific purpose, and not made part of the unrestricted funds of the DCA, the proceeds shall be separately accepted and follow the procedures outlined in the "Acceptance of Restricted Funds" portion of this document.
- Fund raising conducted during the Fourth of July Event is considered part of that event and does not require separate approval by the Membership and/or Board.

Uncashed DCA Checks

- Uncashed checks shall be written off after one (1) year and recorded as a reduction in the Other Expenditures line in the year for which they are written off.

Filings

- The Treasurer shall be responsible for the timely filing of tax and tax exemption filings. The Treasurer shall make available sales tax exemption cards as requested.

•

AMENDMENTS TO DCA POLICIES & PROCEDURES

- The President of the DCA may call for a review of these Policies and Procedures. The Membership, via motion and approval, may also call for a review. The President shall establish the process for the review of these Policies and Procedures.
- The Board, through motion and approval, shall recommend to the Membership acceptance or rejection of proposed changes to the Policies and Procedures.
- The Membership, through motion and majority approval, shall accept or reject the proposed changes to the Policies and Procedures.