



INTER-NEIGHBORHOOD COOPERATION STANDING RULES FOR OPERATIONS

Standing rules outline the procedures of the association with specific details that may or may not be included in the bylaws, and that must not conflict with the bylaws. Standing Rules are an Executive Committee document. Unlike bylaws, which can be changed only by membership, standing rules may be changed from administration to administration or from meeting to meeting.

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OPERATIONS

The Inter-Neighborhood Cooperation (aka INC, DenverINC) address will be used for all official organizational purposes. Current address is: PO Box 300684, Denver, CO 80218

The president is responsible to ensure INC's RNO registration with Denver CPD is executed in January of each year and that proper persons are listed as contact information.

The secretary and treasurer are responsible for ensuring renewal of the PO-Box, annual filing of the Periodic Report and renewal of the Charitable Registration with the Secretary of State, and ensuring all above related fees are duly paid.

Each new member of the Executive Committee (EC) shall receive a copy of the current bylaws, budget plan, standing rules, list of EC members with contact information, and a list of all members of INC. Contact information of members can be used only for INC business and INC sponsored events.

The EC consists of the Board of Directors (BOD) and the chairs of standing committees.

Each out-going officer will transition position-related materials, keys and passwords within four weeks of officer elections. Each new officer and his/her predecessor will make arrangements to convene and to become familiar with materials, nuances of job duties, as well as any pending actions and activities.

The secretary is responsible for updating the standing rules and ensuring they are archived to the website. All new board members will receive a copy of the standing rules at the first EC meeting following the election, at which time the standing rules will be reviewed for currency and modified if required. Standing rules may be amended, added to, or removed as deemed appropriate by the EC.

The president will select two members of the EC to hold keys and be responsible for picking up-mail from the post office box. Mail will be retrieved in a timely manner. If the treasurer is not the person retrieving mail, bills and other matters of financial interest will be delivered to the treasurer within in a timely manner. Others for whom mail is addressed will be notified in a timely manner and arrangements will be made to retrieve it.

BUSINESS MEETINGS

The BOD may conduct business by conference communications equipment, as long as an attempt is made to notify all board members of the meeting, a quorum participates and all members can hear one another.

Participation in such a meeting, pursuant to all other bylaw requirements for board meetings, shall constitute presence in person at such meeting. All business conducted in this form of meeting shall be identified as such and duly recorded in the minutes of the next regular board meeting.

Each month, a copy of the approved minutes of meetings, will be archived and maintained online. EC/BOD meeting minutes are permitted to be summarized in the newsletters.

INC BOARD ELECTION AND VOTING PROCEDURES

Election of officers shall be conducted at INC's annual meeting in March.

Solicitation for officer nominations may begin earlier than January but shall begin no later than the first week of January. Solicitation shall be conducted via independently sent email, posting in the January-March newsletters and a continuous posting on the INC website- January through March. This process does not preclude nominations from the floor at the March Annual Meeting.

If there is more than one candidate for an office, voting will be by secret ballot.

Voting will be in the following order: contingent upon which seats are up for election any given year: President, vice president, secretary, treasurer and then delegates at large.

President, secretary and three (3) delegates-at-large are voted upon in even-numbered years and vice-president, treasurer and two (2) delegates-at-large in odd-numbered years.

Each officer position will be filled before moving on to elect the next positions.

Ballots will be tallied by appointed individuals who are not running for any position. Elected individuals will be announced at the end of each election phase.

COMMITTEES

The president is an ex officio member of all committees. Committees are termed "operations", "special interest" ad hoc committees or temporary task forces.

All committees are directly responsible to the BOD. Standing committees are outlined in the bylaws. All other committees are considered "special committees" and will serve only for a single purpose for a limited time. Committee chairs will be selected by the president and approved by the BOD.

Committee chairs shall routinely report their activities at delegate meetings. If a chair needs to make a request for money or permission for an action, they will do so at Board meetings.

Committee budgets must receive approval from both the budget committee and the BOD. Planned expenses must be well defined, and any approved purchases must be accompanied by receipts. Committees must submit action plans for events and expenses over \$500.

No Committee may sign contracts or make commitments on behalf of INC without advance approval of the BOD and/or the Executive Board (President, VP, Secretary, and Treasurer)

BUDGET

The purpose of the budget committee is to outline planned income and expenses for the upcoming year and to provide guidance and oversight of the INC treasury. This will be guided by a strategic plan developed by the EC.

The president will convene a budget committee meeting after the appointment of budget chair and committee members are accomplished. The treasurer shall be an ex officio member of the budget committee.

Committee members shall consist of those appointed by the budget committee chair. Members may be any resident of a member RNO. (Knowledge of accounting practices and ability to read and produce financial statements is desirable).

The Treasurer will maintain and share records of transactions with the budget committee chair.

Annual Budget Process:

The budget committee will communicate with all committees of INC (standing and existing special committees) to advise a due date for budget submission and what information should be included for the budget creation. Reminders will be sent when needed. Budgets should be completed no later than the first meeting of the EC in January.

Methods of communication to and from the budget committee should be clear and open. The budget chair will give committees a final report from the prior year for planning purposes.

Major planned expenses by INC and its committees must be submitted for approval during the budget creation process each year. The budget committee reviews budgets and works with the submitting committee if adjustments need to be made. The goal is to achieve a consensus on the adjustments.

The budget is presented to the BOD for approval, and subsequently to the delegation as the annual budget for the upcoming year.

The budget committee presents quarterly reports (or more often if appropriate) to the EC at regularly scheduled EC meetings.

INC budgets must be submitted as balance budgets – expenses matched to income projections. Currently, INC maintains a surplus of funds. Those may be used to fund new projects and overages to the extent that funds not go below minimum operational levels (now about \$11,000 per year).

Audits:

Typically, the audit committee is headed by the Budget Chair and includes three (3) people not to include the treasurer or the president. The budget committee will recommend to the president, individuals to perform the audit, and make a determination if a formal audit is required. Neither the president nor treasurer should serve on the audit committee but may be present as a clarification resource.

New Project Requests:

New project requests must be submitted with the following information and presented for approval by the BOD. The president may exempt various projects from time to time; however, any project that involves expenses not included in the approved budget must be submitted to the BOD for expenditure approval.

- Project Overview (what it is, how it works)
- Goals or desired outcome
- Requirements to make it happen
- Cost
- How will costs be offset or not
- Who does what and by-what timeframe

ACCOUNTING

Record Keeping:

The treasurer is custodian of all funds. When new officers are elected, a mailbox key and account passwords are to be given to the treasurer with all financial records within (10) days from end of month in which treasurer takes the position. (Amend Bylaw Art. VI,6)

Treasurer must have skills that include access to appropriate software and ability to produce financial statements (income, expenses and balances), track expenses by category, and conduct banking business. Currently, INC uses Microsoft Office Excel spreadsheets for tracking.

The treasurer and president are responsible to prepare year-end financial statements and said statements are to be provided to the budget chair and also to the newly elected president and treasurer

Treasurer's reports will be managed in a software format that can be passed along to successors in a spreadsheet (or convertible .csv) format. Excel is recommended.

The treasurer will record all income and expenses under the proper categories as mutually established with the budget committee.

Records of prior years shall be passed on to the newly elected treasurer and be kept intact. Either the treasurer or the president may deposit funds into the bank accounts. If the president makes deposits, the deposit slip copy and deposit receipts are to be promptly dispatched to the treasurer.

Any paper/electronic records and receipts not retained must be mutually decided upon with the president and budget committee chair. If records/receipts are not to be retained, it is the responsibility of the treasurer to shred or destroy these documents.

A current financial statement shall be presented by the treasurer at the monthly EC meeting. As per the bylaws, quarterly reports are to be shared with the delegates through the newsletter and delegate meetings. Ideally, financial matters would be presented as a "unit" in that funds on hand/expenses match projections for budgets.

Filing of IRS and City reports shall be executed by the treasurer and president in a timely manner.

Expenses

Unbudgeted expenses must be approved by the BOD. For large expenses, it is important to present a projected budget breakdown and if there are plans to recoup expenses via sponsorship or other income means.

Expenses submitted for reimbursement require valid receipts and approval by the corresponding committee chair or president-designated person in charge of the related project before submission to treasurer for payment. Approvals may be directly signed on the receipt or an attached signed form.

Amounts requiring approvals:

- \$0 to \$500 – Committee chair
- \$501 and above – Committee chair, president

At least two bids should be sought for other than miscellaneous supplies, and for items that cost more than \$250.

Whenever possible, INC prefers to use vendors who will honor our non-profit, no sales tax status.

The treasurer will write the checks, and all checks (per bylaws) require signatures of both the treasurer and the president.

Expenses submitted for reimbursement must be paid in a timely manner (within 10 days) and if there is to be a delay, the treasurer must advise the submitter/vendor the reasons for a delay and when to expect reimbursement.

DELEGATE MEETING HOSTING

The BOD and EC will identify target meeting areas and ask various members for support in obtaining space for the delegate meetings. Select the date (second Saturday of the month) you wish to host and advise the president or secretary as soon as possible. Dates are often reserved 6-12 months in advance. Rule of thumb cost is about \$125-\$150 depending on how much food, and whether or not you buy or make coffee.

Host Responsibilities:

Venue Reservation/Use

- Clear the use of the facility with proper authorities
- The facility should have HC parking and access if at all possible
- Advise INC of the building location and any special notes about getting there, parking and HC access. Advise INC as soon as possible.
- Ensure access to the building for INC by 7:45 AM
- Clean up (INC members usually will help as well)

Provide food and beverages for 50-60 attendees

- Coffee (Regular and Decaf)
- Hot water is nice to have and if included, you provide tea bags
- Juice (100% preferred)- Half gallon is usually enough; fruit is a nice option (grapes, berries, etc)
- Water – if water fountains are not available, bottled water is a nice to have item
- Cream or creamer, sugar, sugar substitute, stirrs
- Breakfast oriented food – remember some cannot eat sugary items so please provide for alternative items (mini bagels, sugar-free cookies, cheese, etc.).
- If you bring bagels with cream cheese, remember knives for spreading and cutting
- Napkins and/or small paper plates.
- Note: if any food items remain, have a back-up plan for some source that will receive them.

Room setup

- Table: One for sign up, one for literature (newsletters, brochures HOA's bring, etc.)
- Table or area for food, beverage service
- Seating for at least 60 people (90 for March meeting)
- Screen for slide presentations, electrical power cords
- Projector if available (speaker provides their own cable to their own computer)
- INC has microphones if facility does not
- Please determine if Internet access is available and any passwords needed.

Presentation Announcements

- Welcome from the host representative who announces "housekeeping" notes such as where restrooms are located, recycling if available, etc.
- Invite your respective city councilperson and introduce that representative at the meeting

INC Responsibilities:

- Speakers (other than initial remarks by city councilperson and INC hosting group)
- If you have an idea for a speaker, INC is open to hearing about that
- A/V system arrangements

- Advising members of the meeting date/time and location of the facility
- INC directional signage
- Meeting agenda and management of the meeting
- Handouts, sign-up sheets, ballots, etc.
- Food/beverage if host is unable to fund

ANNUAL AWARDS & DINNER

The chair(s) of the Dinner Committee is appointed annually by the president.

Chair & Board Responsibilities:

The dinner chair is responsible for appointing his/her committee members and for creating the plans to be submitted to the board for approval. Plan must include but is not limited to: targeted attendees (who, how many), venue selection, budget, emcees, entertainment, and themes. The overall plan must be approved by the sustaining sponsor (currently Visit Denver). The BOD must approve the plan in total and the budget in advance of securing space, dates, special speakers, etc.

Only the sustaining sponsor signs venue contracts.

Additional sponsorships may be obtained as long as the primary sponsor is in agreement with the positioning and dollars being raised.

Silent auctions or other fundraising efforts may be tied to the event and the BOD will approve in advance of the activity, what the purpose will be and how funds are to be distributed.

The BOD may elect to charge for attendance to the dinner and/or to charge those who reserve seating and do not attend. This practice, if employed, must be announced clearly in advance to all invitees.

The minimum goal for sponsorship is to break even on INC's out-of-pocket costs for the event. The ideal goal is to have an income gain to be used to fund INC activities.

Award Process:

- All nominees must be evaluated upon stated criteria and INC must allow that in some years there may not be awards for certain categories if no one is nominated or the nominee doesn't fully meet the criteria set.
- Only one person/group will receive the top name awards per year. The selection committee will consist of an odd number of people so that tie votes cannot occur, and if the voting committee is the EC the president will refrain from voting unless there is a tie.
- The selection committee should set up criteria and point systems when more than one person is being considered for a top award so that the 'politics of personalities' is removed from the equation and the award is based only on the merits of the contributions.
- The BOD has the right to limit the number of 'Neighborhood Star' awards. Currently, that number is limited to ten (10) per year.

MEMBERSHIP

Renewals:

The membership chair or other assigned individual will orchestrate the membership renewal activities and complete by end of year. The current preference of members is to receive a mailed statement along with either an RNO or Associate Member application. The applications are needed to collect current contact information.

Membership chair will also access the city list of RNO's and solicit non-member RNO's during the renewal timeframe.

Follow up for renewals may be initiated at anytime during the calendar year. Bylaws state that members are billed annually and that pro-rating (determined by the BOD) occurs after the annual meeting. Typically, 50% drop in price is effective beginning in July and for those who join in the fourth quarter are carried as members into the following year.

Who Can Vote:

Any paid RNO member organization representative shall be recognized as a " Voting Delegate".

Each Member Organization (RNO level) shall have no more than two (2) voting delegates, who shall be designated on the annual membership application. An RNO member may change voting delegate names by submitting such change in writing to INC prior to the start of a meeting. Each delegate shall have only one (1) vote, regardless of how many member RNO's a delegate represents.

Each delegate's term shall be determined by their RNO.

What this says is that you can have alternating/rotating voting delegates who attend INC's meetings. This means that if your "regular" delegate cannot attend all meetings, you can send a substitute of your choice to represent your neighborhood when voting matters arise. The "in writing prior to the start of a meeting" includes email notices or when you sign in upon arrival. We hope this clarification makes it easier for your RNO to be represented more often at our meetings.

RNO Dues Waivers:

Policy approved May 12, 2014 by Board

There are a few RNO's who would like to join INC but they have no funding to pay for membership. RNOs wishing to join INC may apply for a waiver or partial waiver of annual dues and must meet these criteria:

1. Requests must be based on financial hardship
2. Requesting RNO does not itself charge members to belong
3. Requesting RNO must state the number of members it has at the time of the request
4. Requesting RNO may request that all or any part of the annual INC membership fee be waived.
5. The membership chair shall take requests for dues waivers to the president for approval.
6. Additional requests beyond 10 per year must be approved by the BOD.
7. This policy does not apply to associate memberships.