



Board Members  
Policy Manual

High Desert DEVO

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## **1. Introduction of HDD/Context**

Established in 2016, High Desert DEVO (HDD) is a 501c3 non-profit.

High Desert DEVO is a mentorship-based cycling program that empowers youth on the trails of Montezuma County. HDD is inclusion-focused and supports positive youth development with experiential outdoor learning on a bike. Our vision is that the youth in Montezuma county build confidence, compassion, and perseverance, that they can carry into their lives and their interactions with their community.

## **2. Purpose of HDD's Policy Manual**

HDD is governed by written Bylaws and written Policies and Procedures. The Policies and Procedures are reviewed by the HDD Board on at least an annual basis. These Policies and Procedures may be amended by a favorable vote of two-thirds of the entire Board member and voting at a general or special meeting of the Board, provided that all members of the Board have received a copy of the proposed amendment(s) and been notified at least ten (10) days prior to the meeting.

The purpose of HDD Policies is to document HDD principles and guidelines to support the HDD Board with decision-making in alignment with HDD Vision, Mission, and Strategic Plan. HDD policies guide the organization as a whole and help ensure effective governance. HDD Policies are a supplement to the Articles of Incorporation and Bylaws. Board members vote to approve policies, and once formally approved, those policies are binding. After approving policies, the board is then responsible for ensuring that the organization abides by them.

## **3. Non-Discrimination & Anti-Harassment Policy**

HDD is committed to providing an organization free of discrimination, sexual harassment (including harassment based on gender, pregnancy, childbirth, related medical conditions, and/or breastfeeding), and harassment based on such factors as race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, creed, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, marital status, sexual orientation, gender, gender identity or expression, transsexual or transgender status, family care leave status, military or veteran status, or any other legally protected characteristic under federal, state, or local law. HDD strongly disapproves of and will not tolerate discrimination against, or harassment of, youth, parents, staff, or volunteers. Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures, or cartoons regarding legally protected characteristics. Sexually harassing conduct includes all of these prohibited actions, as well as other unwelcome conduct such as requests for sexual favors, conversations containing sexual comments, and unwelcome sexual advances. Same-sex sexual harassment also is prohibited by this policy.

All such discrimination and harassment, regardless of form, is a violation of HDD policies and may subject the offender to corrective action up to and including termination of employment or removal from the Board. Such conduct also may be a violation of federal, state, and local laws, which may subject the offender to personal liability for any such unlawful conduct. Harassment is unacceptable in the organization itself as well as in other work-related settings, such as business trips, business-related social events, and other HDD-related circumstances.

Anyone who receives complaints or who observes potentially discriminatory, harassing, or retaliatory conduct must inform the Executive Director or the President of the Board, or the Board if the complaint is about the President, immediately. Prompt reporting of any such conduct enables HDD to respond rapidly and take appropriate action and helps the Organization maintain an environment free of discrimination and harassment for everyone. Every reported complaint of suspected discrimination or harassment will be investigated fairly, thoroughly, promptly, and in a confidential manner to the extent possible.

HDD will not tolerate retaliation against anyone for cooperating in an investigation or for making a good faith complaint to the President of the Board.

#### **4. Board Members**

##### **a. BOARD MEMBERSHIP**

- i. In accordance with the Bylaws (Article VI) any member of the Board may propose additional at-large members to the Board for its approval, up to the maximum allowed under the Bylaws.
- ii. Prospective board members will be required to submit an application expressing interest.
- iii. In accordance with the Bylaws (Article VI, Section 2), Board members may be removed by petition submitted to any Officer. The Board member whose term is in question will be given an opportunity to respond to the petition either orally or in writing at the choice of that Board member. The Board will vote and a  $\frac{2}{3}$  majority is required to remove the Board member.
- iv. If an officer requires an extended absence, the President may, with the approval of the Board, appoint an interim replacement.

##### **b. EXECUTIVE COMMITTEE**

- i. The Executive Committee makes decisions that require action between scheduled Board meetings and performs additional duties as necessary. The Committee reports to the Board about any actions taken at the next scheduled Board meeting.
- ii. The Executive Committee may meet and discuss actions either in person or via electronic means, and bring items that require a vote to the Board.

##### **c. SELECTION OF OFFICERS**

- i. Each year, the Board nominates candidates to join the board as Officers. Current Board members can nominate themselves to be an Officer.
  - ii. At the last Board meeting of the year, the Board will review candidates for officers and select officers for the coming fiscal year.
  - iii. All Board members will be notified at least ten (10) days in advance of that meeting. The notification will include a slate of officers for the next fiscal year.
  - iv. Vacancies may be filled in accordance with the Bylaws (Article VII, Section 1e).
- d. BOARD MEETINGS
- i. Dates, times, and locations of the meetings of the Board members shall be set by the President in consultation with Board members.
  - ii. Committee chairs should timely prepare and submit reports or other official documents for consideration at Board meetings.
  - iii. HDD maintains a copy of the minutes as approved by the Board.

## **5. Executive Director**

- a. Relationship of Executive Director with HDD Board
  - i. The Executive Director will provide an update at all Board meetings, including matters that need Board approval.
  - ii. The Executive Director needs to be in communication with the Executive Committee or any other pertinent committee.
  - iii. The Board will develop duties and responsibilities and provide those to the Executive Director in writing, to be carried out by the Executive Director. The duties and responsibilities will be developed with participation and feedback of the Executive Director.
  - iv. The Board will conduct reviews as needed of the Executive Director's performance.
- b. Selection of the Executive Director
  - i. The Board will announce the vacant position, solicit applications, review candidates, conduct interviews. The selection of an Executive Director will be by  $\frac{2}{3}$  majority vote of the entire Board.
- c. Termination
  - i. HDD or the employee may terminate employment without cause, and with or without notice, at any time for any reason. The Board will vote and a  $\frac{2}{3}$  majority is required to remove the Executive Director.

## **6. Committees**

- i. STANDING COMMITTEES
  - 1. Each standing committee performs the tasks and activities identified in its statement of objectives, and as designated by the Board, to operationalize the HDD strategic plan.
  - 2. HDD's standing committee is currently the Executive committee.
  - 3. At least one Board member will serve on each standing committee.

4. No person may chair more than one standing committee.
  5. Standing committee chairs are responsible for oversight of committee operations, which include, for example:
    - a. appointing and removing members of their committees;
    - b. assuring active, ongoing participation of committee members;
    - c. developing and updating a statement of objectives and responsibilities of the committee;
    - d. designating a member to conduct committee business and attend Board meetings in the absence of the chair; and
    - e. preparing and submitting written reports in advance of Board meetings.
- ii. AD HOC COMMITTEES
1. The Board establishes ad hoc committees as needed.
  2. At least one Board member will serve on each ad hoc committee.
  3. An ad hoc Committee Chair may invite persons who are not Board members to join their ad hoc committee.
  4. Neither the President nor the Treasurer may serve on any committee that is established to review the result of any external financial review.
- iii. MEMBERSHIP OF PRESIDENT ON COMMITTEES
1. Except as otherwise provided in the Bylaws and Policies and Procedures, the President of HDD may, at their discretion, serve as a voting ex officio member of any committee.
  2. The President must serve on the Executive Committee.
- iv. MEMBERSHIP OF EXECUTIVE DIRECTOR ON COMMITTEES
1. The Executive Director ensures that committee activities align with the strategic vision, scope of mission, operational priorities, and budgetary constraints of HDD.

## **7. FINANCES**

### **a. FISCAL STEWARDSHIP**

- i. The Treasurer or Executive Director may open, manage, and close financial accounts with Board approval.
- ii. The Executive Director shall review the bank statements, reconciliation reports, deposit records, and check register of HDD on a monthly basis, or more often as needed.
- iii. The Treasurer shall attempt to review financial statements monthly and provide an overview and review opportunity to the full board quarterly.
- iv. HDD will maintain a Reserve Fund at a level approved by the Board through the annual budget process to cover unanticipated expenses or in case of decrease in income. If used, the fund will be replenished in a financially responsible manner.
- v. HDD securely maintains financial records to ensure compliance with all requirements necessary to maintain good status as a 501(c)(3) organization in the State of Colorado.

- vi. HDD shall perform an external audit of the Organization's financial records at least once every three years, if funds are available. Should funds not be available, an audit shall take place in the subsequent year, and an internal review will be performed jointly by an ad hoc committee. Neither the President nor the Treasurer may serve on that committee.
- b. CONTROL OF EXPENDITURES
  - i. Payments may include expenditures in the form of paper checks, electronic funds transfers, debit card purchases, or cash.
  - ii. The Executive Committee may give authorization to staff, Board members, or committee chairs to make expenditures on behalf of HDD.
  - iii. Payments for budgeted HDD expenditures may be issued by the Executive Director.
  - iv. Payments for non-budgeted expenditures, of a level approved by the Board through the annual budget process to cover unanticipated expenses, may be issued by the Executive Director, except when the Executive Director is the recipient. In the latter case, written approval of the Board is required.
  - v. Payments for non-budgeted expenditures above a level approved by the Board through the annual budget process to cover unanticipated expenses, require prior written approval by the Board.
  - vi. HDD shall maintain an account with an associated debit card and issue debit cards to its employees and the Executive Director.

## **8. Curriculum**

The Board will periodically review and approve the following:

- a. Fees for programs
- b. Compensation for coaches, to include mileage and supplies.
- c. Compensation for Executive Director and Program Director.
- d. Scholarship policies.
- e. Withdrawal, cancellation, and refund policies.

## **9. HDD DOCUMENTS**

HDD's publicly accessible records are available for inspection, by email or USPS. There may be a charge for copies and postage of these documents.

## **10. Health Equity Policy**

HDD believes that health equity is the attainment of the highest level of health for all people. Given the scope of HDD as an organization, the goal of HDD's Health Equity Policy is to actively ensure that all riders have the capabilities to participate with HDD programming. HDD knows positive impacts of health both physical, mental and emotional, can be a direct result of participation with mountain biking. To help ensure the policy HDD will take the following steps as part of our plan to ensure our health equity policy is carried out:

- Apply a health equity lens to current and new programs, policies, services, and interventions to ensure they do not create or perpetuate health inequities in the community
- Maintain an assessment of our workforce, board members and board officers diversity and apply strategies for recruiting and hiring a workforce that reflects the demographic, cultural, and linguistic characteristics of the populations it serves.
- Engage the community, partners, and other local jurisdictions in strategic partnerships to develop public policies outside the department's purview for the purposes of eliminating health inequities.
- Support an ongoing, all-staff professional development program that aspires to the attainment of core competencies in health equity and cultural competency.
- Actively promote equity and racial justice through consistent, deliberate decisions that we make.

It is the responsibility of employees, board members, board officers, participants, and community members to hold HDD to our health equity goals. These ideas and goals are not merely platitudes, they are ideals that all people that participate in HDD, in any way, should strive to achieve.