

GRAND MOUND ROCHESTER HORIZONS STEERING COMMITTEE POLICIES AND PROCEDURES

ARTICLE 1: NAME

The name of this group shall be the Grand Mound Rochester Horizons. The area that will be targeted for this program is located within the boundaries of the Rochester School District.

ARTICLE 2: MISSION and PURPOSE

The purpose of the Grand Mound Rochester Horizons is to increase prosperity within our local community. This will be accomplished through the project sub-committees and community-wide partnerships working to bring enhancements to the community. The community will be described as that portion of Thurston County lying within the boundaries of the Rochester School District.

ARTICLE 3: GOALS AND OBJECTIVES

The goals and objectives of the Grand Mound Rochester Horizons will be to foster enhancements that will increase the prosperity of the community. This will be accomplished through projects submitted by citizens who have a burning desire to see implementation of specific things in our community. Any individual or group submitting an idea for a project will be responsible for pursuing that project after its submission and approval by the Steering Committee.

ARTICLE 4: GOVERNING BODY

Section 1: Governing Body. Grand Mound Rochester Horizons shall be overseen by a Steering Committee. This group will plan, coordinate, implement and finalize the overall direction of the program with assistance and direction from the Grand Mound Rochester community. It will include key representatives from the project sub-committees and community-wide partnerships as well as representatives from the community that offer commitments to the goals and objectives stated in Article 3 above. Matters of policy and decision-making concerning the direction of the program will always include the Steering Committee. The Steering Committee will also assess the achievements and evaluate the effects of program implementation.

Sub-section 4(a): Steering Committee Member Responsibilities. All individuals affiliated with Grand Mound Rochester Horizons will advocate for the project goals and objectives, as well as abide by the purpose and policies of this Steering Committee. Each individual Steering Committee Member will commit to: actively participate in and promote Grand Mound Rochester Horizons activities in the target area; assist the Fiscal agent (Rochester Water Association) with raising funds; represent the needs and resources of the community and bring forth issues, concerns, feedback and recommendations for programs, policy and overall direction consistent with the Mission Statement and, meet as required with the Steering Committee.

Sub-section 4(b): Membership. Grand Mound Rochester Horizons Committee shall be composed of representatives committed to implementing the Rochester Horizons strategy within the Grand Mound Rochester community. The membership of the Steering Committee shall not exceed thirty-five (35) members. Members shall not receive nor be paid any compensation for serving as members of the Steering Committee.

Sub-section 4(c): Addition of Members. Persons recommended to the Steering Committee shall be approved by the Steering Committee. The recommendation must be made in writing. Additional members may be accepted as follows: Community members may petition the Steering Committee for membership in writing. After proper notification to active Steering Committee members, the petitioning

member may be voted in at the next regular Steering Committee meeting. Additional members must be approved by a majority vote of quorum present at any regularly scheduled meeting.

Sub-section 4(d): Membership Commitment. All community memberships are contingent upon the persons commitment to furthering the goals and objectives as stated in Article 3 above.

Sub-section 4(e). Composition. Steering Committee members shall consist of one representative from each of the active projects. Community members not involved on a project who regularly attend Steering Committee meetings may also be considered members of the Steering Committee.

Sub-section 4(f): Election of Officers. The Steering Committee will hold an election to select its President. The elected officers shall serve a two (2) year term. Nominations will be taken and elections held at the April Steering Committee Meeting. Officers shall be elected by a majority vote of the quorum present.

Section 4(g): Duties of Officers. The duties of each Officer are as follows:

President. He/She shall be elected by the Grand Mound Rochester Horizons Steering Committee. He/She will be responsible for the general and active management of the business affairs of the Grand Mound Rochester Horizons Steering Committee. The President shall have the power to perform any necessary duties relevant to this position and shall preside at all meetings of the members.

Secretary. He/She shall be elected by the Grand Mound Rochester Horizons Steering Committee. Responsibilities will include recording records of all regular minutes of each meeting and forwarding to all individuals on the e-mail list. The Secretary, in cooperation with the Chair, will prepare an agenda in advance of each Steering Committee meeting. The secretary will maintain an e-mail list of all interested individuals. Whenever the Chair is absent or unable to fulfill her/his duties, the secretary shall perform the duties of the Chair.

Treasurer. He/She shall be elected by the Grand Mound Rochester Horizons Steering Committee and will be responsible for maintaining the Grand Mound Rochester Horizons checking account and financial records. All checks issued by the Treasurer must be co-signed by either the manager or president of the Rochester Water Association.

Sub--section 5(a): Suspension or withdrawal of Membership. Any member may be removed from the Steering Committee for willful misconduct by a 2/3 vote from the quorum present at a regularly scheduled meeting.

Sub-section 6(a): Vacancies and Absences. Should a vacancy occur, the respective project sub-committee shall nominate, in writing, a replacement to the Steering Committee. Written nominations will also be accepted from current members and program partners. A Steering Committee member who misses three consecutive meetings without notifying the Steering Committee President will be recommended for removal from the committee unless a formal request to be excused is presented in writing to the Steering Committee.

Sub-section 7(a): Voting. Each Steering Committee member shall have one vote on the Steering Committee. If a voting member is not able to attend, an alternate, pre-approved by the President, may attend and vote in his/her place. The majority vote shall govern the implementation of policies, programs and changes of the Steering Committee, except as otherwise provided by the policies and procedures.

Sub-section 8(a): Quorum. A Quorum shall exist when 25% of the voting members of the Steering committee are present. Written proxies may be counted to establish a quorum. A simple majority vote of those present shall validate Steering Committee action.

Sub-section 9(a). The Steering Committee may propose, study, adopt or approve Policies and Procedures changes through a two-thirds vote. A Policy change or amendment will be made as long as it is announced and recorded at the previous meeting, noted in the agenda, and distributed to all members at least three weeks in advance of the next scheduled meeting of the Steering Committee. Amendments become effective immediately upon the approval of the Steering Committee.

Sub-section 10(a): Meetings. A written notice of the time and place of the meetings of all Steering Committee and sub-committees shall be provided to all members in good standing. The regular meeting of the Steering Committee shall be held on the third Thursday of each month unless the Chair designates an alternative date after consulting the Steering Committee members.

Sub-section 11(a): Roberts Rules of Order: The rules contained in Roberts Rules of Order shall govern all proceedings of the Steering Committee and all sub-committees.

ARTICLE 5: – AD HOC COMMITTEES. Ad Hoc committees may be formed by the Steering Committee to deal with emerging issues or program strategy and have a specific goal for coming together. Ad Hoc Committees will be composed of volunteers from the membership and/or community or other experts. Ad Hoc Committees shall provide regular reports to the Steering Committee just as the Standing Sub-committees are required to do.

ARTICLE 6: – ADMINISTRATION

These policies define the responsibilities of the Grand Mound Rochester Horizons Steering Committee and all the Sub-committees.

Sub-section 1(a): Grantee/Fiscal Agent. The Rochester Water Association agrees to serve as the host agency for Rochester Horizons. In this role the host agent shall:

1. Be responsible for receiving the funds on behalf of the Steering Committee and disbursing the funds according to the approved budget.
2. Provide fiscal management and oversight as required by the IRS.
3. Work with the Steering Committee President to:
 - Assure timely submission of Financial Reports to the IRS.
 - Assist with program and problematic issues

Section 2(a): Standing Sub-Committees. Sub-committees of the Steering Committee are to meet when necessary or as directed by the Steering Committee. All sub-committee members, which may include representatives from agencies and organizations not represented on the Steering Committee, will have a specific interest in carrying out program goals and objectives as stated in Article 3 above. Each sub-committee will provide a regular report of its activities at each meeting of the Steering Committee.

Sub-section 3(a): Standing Sub-committees. The standing sub-committees of Grand Mound Rochester Horizons shall include all active endeavors of Rochester Horizons. The following list can be amended by a vote of the Steering Committee.

Fiscal The fiscal sub-committee shall be a continuing committee and will be composed of the Steering Committee President, Treasurer, and Secretary. They shall evaluate all requests for money and make recommendation to the full Steering Committee for final the decision.

Sidewalks The sidewalks sub-committee will develop plans for sidewalks within the Grand Mound Rochester Horizons Community. Active search for funding sources and partnerships to accomplish the building of sidewalks to provide a greater level of safety.

Swimming Pools The swimming pools sub-committee will develop plans, partnerships and funding sources the construction and maintenance of swimming facilities in the community.

Farmers Market The Farmers Market sub-committee will develop and manage a Farmers Market in the community.

Basic Computer Skills Class The Basic Computer Skills Class sub-committee will conduct classes to teach basic skills in the operation of computers, e-mail and internet use, word processing and spreadsheet use.

Gate City Schoolhouse The Gate City Schoolhouse sub-committee will manage the restoration and community use of the Gate City Schoolhouse.

Rochester Clothing Bank The Rochester Clothing Bank operated by the Rochester United Methodist Church will provide used and new clothing to needy individuals in the community.

Rochester Learning Center The Rochester Learning Center sub-committee, operated by the Rochester United Methodist Church, will provide preschool training to individuals regardless of their religious affiliation.

Rochester Soccer Center The Rochester Soccer Center sub-committee will search out and secure funding for an indoor soccer facility.

Rochester Community Resource Book The Rochester Community Resource Book sub-committee will develop a list of all resources available to community residents and then search out funding sources to print the books which will be available free of charge to community members.

Sub-committee Meetings: The Grand Mound Rochester Horizons sub-committees may work together or individually as needed. Each sub-committee shall meet regularly and report back to the Steering Committee on their activities related to the Rochester Horizons program.

ARTICLE 7: – AMENDMENTS

These policies and procedures may be repealed, amended, modified, altered and any additions adopted by a two-thirds vote of the Rochester Horizons Steering Committee.

I hereby certify that the foregoing is a true, correct, and complete copy of the Policies and Procedures of the Rochester Horizons Steering Committee as in effect on this _____ day of _____
_____ 20 _____

Steering Committee President

Steering Committee Secretary