

Collington Residents Association

Reference Manual

Revised October, 2016

Chapter 1

Organization

INTRODUCTION

The Collington Residents Association, Inc. is an incorporated, nonprofit organization whose members are all the residents of Collington Episcopal Life Care Community, Inc. (CELCC). There are no dues. The Association was established even before Collington was built and the first bylaws were adopted January 18, 1989.

The Association's purposes are to:

- Assist in the implementation of the Collington philosophy;
- Develop reciprocally sound relationships among residents, staff and the CELCC Board of Directors;
- Speak for the residents when appropriate, participating in an advisory capacity with the planning and operation of Collington;
- Organize and perform activities on behalf of all residents;
- Assist new residents with their assimilation into the community.

The Association operates on democratic principles through the Residents Council. The Council has both parliamentary and administrative functions. It is assisted in its legislative activities by District Representatives and Housing Area Leaders, each of whom represents a specific group of cottages or apartments, and in its administrative functions by a series of committees.

Residents Council

The council is the governing body of the Association. It is composed of twenty-one members: the five officers elected by all residents, nine district representatives chosen by housing areas, and the chairs of seven operating committees, selected by members of the committees.

The Council has the following responsibilities:

- Conveying resident views on Collington operations to management and on policy issues to the CELCC Board;
- Approving the Association budget and making interim changes during the fiscal year;
- Filling vacancies in offices other than the president;
- Deciding what issues to submit to residents for referendum;
- Referring proposed bylaws amendments to residents;
- Considering matters brought before it by Council members, committees or residents.

The Council meets monthly except in July and August, when it meets on call.

Relations with Management and the CELCC Board

The role of the Residents Council with regard to Collington operations and policy decisions is advisory and consultative. The CELCC Board of Directors and management have the responsibility for making the final decisions. Nevertheless, resident views are valued.

The Operating Committees continually interact informally with their staff counterparts, as do some of the Activity Committees.

From time to time, the Residents Council formally transmits the views of the residents directly to the President of the CELCC Board. This happens annually, for example, with regard to Collington's proposed budget.

The CELCC Board itself has three residents as Board members. These are nominated by the residents, and chosen by the CELCC Board from the nominees. They do not directly represent the Residents Council. The resident Board members regularly attend Council meetings, however, and inform the Council of Board actions and discussions, thus providing an informal link before the formal Board minutes become available.

Executive Committee

The Residents Council is led by its Executive Committee, composed of the five officers of the Association. The Committee conducts the work of the Association between meetings of the Council and is assisted by a number of Administrative Committees. The Executive Committee plans the Council's monthly agenda, reviews the minutes of the Council meetings and recommends action for Council approval.

All members of the Executive Committee are elected by all residents. The president and two vice-presidents are limited to two one-year terms. The secretary's and treasurer's terms are not so limited. No member of the Committee may simultaneously be a District Representative, chairman of an Operating committee, or be a member of the Board of Directors.

The Executive Committee normally holds two or more meetings a month.

District Representatives

Nine District Representatives represent different areas of Collington on the Council. In the cottages, each representative is elected by groups of two or three clusters. In the apartments, each floor elects a district representative. The Health Center has a district representative. Election procedures are determined by each district.

The District Representatives are responsible for bringing concerns of their districts to the attention of the Council and for informing members of their districts of Council actions and discussions, working in cooperation with their Housing Area Leaders, who are elected by each cluster and corridor. They also play a proactive role in welcoming new residents into their respective districts.

Operating Committee Chairs

The chairs of the seven operating committees complete the Council membership. These are the chairs of the Dining Services, Fiscal Review, Marketing, Health Services, Grounds, Technology and Buildings committees. The chairs are elected by each committee, in accordance with its own procedures.

Other Activities

The Residents Council relies on three groups to accomplish much of the Association's work.

The first group consists of District Representatives and the Housing Area Leaders, who are the point of contact with individual residents, especially for newcomers. More details of their functions may be found in the section on Positions and Responsibilities. Current District Representatives and Housing Area Leaders are listed in the Collington Telephone Directory.

The second group consists of a large number of committees: five (elections, audit, nominations, finance and operating committee chairs group) Administrative Committees working directly for the Executive Committee; seven Operating Committees that match Collington departments with which they advise and consult; and the Activity Committees, carrying on programs for the well-being or entertainment of the residents. Some committees raise part or all of their own funds, but all are included in the Association's budget and the Treasurer handles their funds. Operating and Activity committee current chairs are listed in the Collington Telephone Directory. Membership and duties of Administrative Committees are described in a following section.

The third group is the Opportunities Outlet: a shop run by residents which accepts donations of unwanted items and resells them at bargain prices to residents and staff. Proceeds provide a large part of the financial support of the Association.

From time to time, groups of residents decide to meet together for discussion, lectures, etc., without a formal connection with the Association. Such interest groups do not incur the responsibilities of Association committees, nor do they need to report to the Association. They may reserve space for meetings and inform other residents of their activities by announcement in the Courier and on the in-house television channel. They may request funds after forming a committee or aligning with another committee.

Positions and Responsibilities

President

The president, as the principal Executive Officer of the Residents Association, presides at Council meetings, is responsible for communication with and on behalf of residents and the Residents Association, and maintains contact with the Collington C.E.O. and the CELCC Board President. Duties include the following:

- Plan the agenda for Executive Committee meetings and, with the Executive Committee, plan the agenda for Council meetings;
- Provide the Council with a "President's Report" at Council meetings and ensure that residents are appropriately informed of Residents Association activities on a timely basis;
- Appoint, or recommend for appointment, members of certain committees, as specified by the bylaws;
- Edit Association publications such as this Reference Manual;
- Plan and conduct orientation meetings for Council members, housing area leaders, and committee chairs;
- Meet regularly with the Executive Director and as needed with the CELCC Board President;
- Appoint and supervise the Office Manager;
- Send letters welcoming new residents as members of the Association.

First Vice-President

The First Vice-President assumes the duties of the President in the President's absence and succeeds to the office of President if the President is unable or unwilling to serve. Duties include the following:

- Participate in the Executive Committee;
- Chair the Operating Committee Chairs group;
- Work with the Fiscal Review and other committees on annual CELCC budget;
- Liaison with Operating Committees and plan for future Resident Association activities.

Second Vice-President

The Second Vice-President liaises with the activity committees, interest groups and other residents performing services for the benefit of the Residents Association and its members. Specific duties include:

- Participate in the Executive Committee;
- Report monthly to the Council on developments affecting Activity Committees;
- Serve as agent for introducing to the Council motions proposed by Activity Committees;
- Serve as member of the Operating Committee Chairs group.

Secretary

The Secretary is the recording officer of the Association. Duties include the following:

- Participate in the Executive Committee;
- Provide minutes of the Resident Council meetings and maintain a file of minutes in the library;
- Record motions made at Council meetings and post in the motions file in the library;
- Prepare and distribute the agenda for Council meetings as approved by the Executive Committee;

- Edit the Annual Report.

Treasurer

The Treasurer is entrusted with custody of Association funds. Duties include the following:

- Participate in the Executive Committee;
- Receive and pay out Association funds and maintain a record of all transactions;
- Chair Finance Committee and, with its assistance, propose Association Budget;
- Prepare financial reports to Council;
- Provide necessary records for annual audit;
- Prepare any necessary reports to maintain Association tax-exempt status;
- Conduct the annual Employee Appreciation Fund;
- Manage, with advice of the Finance Committee, the Residents Association Endowment fund.

Office Manager

The office manager, appointed and directed by the president, is assigned the following responsibilities:

- Distribute mail from clock tower message box and office in-box as appropriate;
- Oversee arrangements of physical aspects of Council meetings;
- Oversee files and office equipment;
- Purchase office supplies as needed;
- Assemble the Annual Report and make it available at the annual meeting.

District Representatives

District Representatives are assigned the following responsibilities:

- Attend meetings of the Council or provide an alternate if unable to attend (the alternate will have full voting privileges);
- Maintain close working relationships with Housing Area Leaders, making information on Council actions readily available;

- Obtain from the Housing Area Leaders the opinions and concerns of the Leaders and their residents;
- Hold periodic meetings of residents of the District as determined in cooperation with the Housing Area Leaders.

Cluster/Corridor Leaders

Housing Area Leaders responsibilities are:

- Communicate to the appropriate District Representative any issues or other matters that their residents wish to have brought to the attention of the Council;
- Assist in welcoming new residents in their housing area;
- Call and lead meetings of residents of the housing area.

Housing leaders are encouraged to attend Council meetings; like all residents, they may speak when recognized by the chair, but do not have voting privileges

Each housing area will decide whether to hold separate cluster or corridor meetings or to meet as one large district group. Many housing areas hold separate monthly meetings, but then meet with the district every third or fourth month.

Administrative Committees

Audit Committee

The Audit Committee consists of two members elected by the Residents Council annually to audit the financial records of the Association unless the Residents Council engages a commercial firm to do so. Members are nominated by the Fiscal Review Committee.

Election Committee

The Election Committee of four members is appointed annually by the President. It is responsible for conducting community-wide elections: one in June

to nominate resident members to forward to the CELCC Board, one in October for Association officers, and special elections as necessary.

Finance Committee

The Finance Committee is chaired by the Treasurer and consists of at least two additional members elected by the Residents Council. This Committee prepares the annual Residents Association budget to be approved by the Residents Council, establishes procedures and controls for financial aspects of any operation of the Association, and reviews monthly financial reports of all Association activities and quarterly endowment reports.

Nominating Committee

The Nominating Committee consists of six members with three elected each March by the Residents Council for two-year terms. It is responsible for nominating candidates for Association office and for CELCC Board members.

Operating Committee Chairs Coordinating Group

The Operating Committee Chairs Group is chaired by the 1st Vice-President and consists of the 2nd Vice-President and the chairs of the seven operating committees. It is responsible for coordination of the operating committees on issues concerning several committees and for communicating with the Executive Committee on planning issues.

Chapter 2

Procedures

Procedures for Operating and Activity Committees

All operating and activity committees shall:

- Have a mission statement approved by the Executive Committee;
- Promulgate rules and procedures governing their operation;
- Specify voting membership, establish procedures for the annual election of officers, and notify the Association in writing of any changes in officers;
- Determine the frequency of meetings and provide minutes of such meetings to the Library;
- Follow policies and procedures established by the Finance Committee (see below);
- Submit an annual report to the Residents Association;
- Arrange for meeting space.

In addition, all operating committees shall:

- Designate the chair as a member of the Council who will attend Council meetings or provide an alternate if unable to attend. The alternate will have full voting privileges;
- Chairs of these committees are members of the Operating Committee Chairs Group;
- Meet with relevant activity committees when desirable for exchange of information or discussion of questions at issue;
- Meet, as appropriate, with relevant staff members to advise on operations, suggest improvements;
- Develop committee budget suggestions and other requests to be forwarded to the Executive Committee, the Council and to management.

In addition, all activity committees shall:

- Determine funding requirements and propose an annual budget;
- Submit the proposed budget to the Treasurer;

- Call upon the Second Vice-President for assistance, as needed, in answering questions, solving problems, or accomplishing the tasks of the committee;
- Bring issues or resolutions to be acted upon by the Residents Council to the attention of the 2nd Vice-President, who carries responsibility for the introduction to the Council of motions originating within activity committees;
- Make occasional informal reports on activities and plans to the Residents Council.

Finance Procedures

Association Income

The two primary sources of Association income are the Opportunities Outlet, a thrift shop operated as an independent enterprise by residents, and the income from the Endowment Fund. The current budget anticipates a substantial amount from these sources. Other significant gifts to the operating fund are made by the Woodshop Committee from its off-budget account and receipts from the annual holiday bazaar, the Garden Committee's annual plant sale, and, occasionally, other committees.

Expenditure of Association Funds

All Association funds are handled by the Treasurer. Expenditures are made within budgeted guidelines upon written request by authorized persons. All committees are required to complete an authorization form each year, naming persons who can spend committee funds. All expenditures must be justified with adequate documentation.

Resident Association Budget

The Association's Finance Committee, chaired by the Treasurer, formulates a proposed budget based on anticipated income and expenditure requests received from Association committees, and submits it to the Residents Council prior to the start of the next fiscal year.

The fiscal year runs April 1 to March 31. Budget request forms are submitted to the Treasurer in January or February. The budget is presented to the Executive Committee in mid-March and to the Council for preliminary approval later that March. Books for the fiscal year are closed on March 31 and, the final figures in hand, the Association budget is given final approval in April for the new fiscal year.

Committees' unspent budgeted funds expire at the end of the fiscal year and are not carried over to the next year.

Photocopying is the only line item in the budget which covers expenditures of all Association operations.

The Residents Association will not pay for copying and distribution of private opinions on issues before the Association. It will pay for and distribute statements authorized by committees, clusters and corridors, and districts.

Off-Budget Funds

Funds raised by individual committees are carried by the Association in "Off-Budget" accounts. They are deposited with and are disbursed by the Association Treasurer.

The committees spend these funds at their own discretion. If contributions are made to outside organizations, such organizations must be non-profit, tax exempt under tax code 501(c)3 and be consistent with the Association's tax exempt status. Such contributions are made in the name of the Association, not the committee.

Employee Appreciation Fund

Residents make a separately collected, voluntary contribution to express their appreciation of Collington's employees each fall through the Employee Appreciation Fund. Employees are prohibited from accepting other gifts from residents. Employee Appreciation Fund gifts to employees are made on the basis of hours worked in that year weighted for longevity.

Opportunities Outlet

The Opportunities Outlet (00) is a thrift shop operation which provides a service to residents to help them dispose of unwanted items to residents and staff who can acquire needed items at reasonable prices. It is a major source of funds for the Association's budget.

How to write Donation Checks and their Tax Deductibility

Each of the Activity Committees and seven Operating Committees has an annual budget provided by the Residents Association. However, resident donations to those committees are not only welcome, but quite essential to their continuing service to our community. To make a donation, make the check payable to "Collington Residents Association" and indicate on the lower left the committee receiving support. Send the check to the Association Treasurer who will notify the appropriate committee chair that a gift has been received.

Tax Deductibility

The Collington Residents Association is a non-profit corporation. That means donations to most committees, such as Library, Outreach, Interfaith Chapel, etc., are tax deductible to the extent allowed by law.

When the Woodshop or Frame Shop does repairs or other work for residents, donations are invited. But the cost, if any, of materials involved in meeting the request is not deductible.

The Creative Arts Committee suggests a "minimum donation". This entire donation may be considered tax deductible because the cost of materials is covered by the Committee's budgeted funds.

Donations to the Flower Committee are also tax deductible but if the flowers must be ordered from a commercial vendor, only the amount by which the donation exceeds that cost may be deductible.

Non-Deductible Donations

When a resident pays for something, say a trip to The Kennedy Center or an item in a "Bazaar" sale or at the OO shop, the check should be made out to "Collington Residents Association" and marked for the event involved. That payment will not be tax-deductible. For tax assistance questions, consult your tax advisor. As a non-profit organization, the Residents Association is not allowed to appraise gifts.