

## Policy 100 - Standing Committees

*(Adopted May 10, 2017 and Thereafter Amended)*

### Policy 101 - Safety

**Section 1 Overview.** Using the Neighborhood Ownership Model, a Safety Plan was developed for Southampton and presented and approved by the Association on May 10, 2017. The full text of the adopted plan is found here. Partnerships exist at the Association with the Police Department, various City agencies as well as with elected Alders. These partnerships provide a strong foundation for the Safety Committee and any issues identified by the Block Contacts.

**Section 2 Chairperson.** Leadership for safety efforts will be through the Southampton Safety Committee with the Chair appointed by the President and approved by the Board of the Southampton Neighborhood Association. This Chair will be a voting member of the Association Board. Authorization and coordination of any safety fundraisers require Board approval.

**Section 3. Duties of the Committee.** The functions of the committee are:

1. Use police incident reports to identify emerging issues and to monitor flat or improving trends.
2. Communicate directly with Block Contacts.
3. Schedule presenters for educational safety meetings.
4. Submit and obtain an approved community impact letter and collect signatures to submit to the Circuit Attorney's Office.
5. Develop and distribute timely and informative safety tips and educational material.
6. Identify unsafe sidewalk sections and advocate for correction.
7. Advocate for implementation of traffic study recommendations
8. Develop an annual budget for each calendar year by November.

### Policy 102 - Property & Land Use Committee

**Section 1 Overview.** The Southampton Neighborhood Association Property & Land Use Committee will serve to evaluate any property or land use within the bounds of the Southampton Neighborhood and make a recommendation to the Executive Board and/ or General Membership to support, oppose, or seek conditions for any proposed use requiring a variance, Conditional Use Permit (CUP), excise permit(s), etc.

**Section 2. Chairperson.** The chairperson shall be appointed by the President of the Southampton Neighborhood Association. The chairperson may appoint the remainder of the committee. The chairperson shall be responsible for scheduling all meetings of the committee. The chairperson shall serve as a member of the Association's Executive Board but will be allowed only one vote if already serving on the board in another capacity.

**Section 3. Duties of the Committee. The Property and Land Use Committee shall:**

1. Regularly monitor City of St Louis meeting agendas for Excise Hearing, Conditional Use Hearing and/or the Board of Adjustment for any agenda items within the boundaries of the Southampton Neighborhood Association.
2. Receive all requests for letters of support for Conditional Use Permits, zoning variances, rezoning and similar matters within the Southampton Neighborhood.

3. Develop and implement a written process for evaluating all property and land use matters, including, but not limited to Conditional Use Hearings and Board of Adjustment Hearings. This process shall be used to make any recommendations to the Executive Board and General Membership. This process may include:
  - A. Solicitation of input from all members and non-member neighbors (residents, property owners, business owners, etc.) within a determined radius of the property/land use being evaluated.
  - B. Solicitation of input from all members of the Association.
  - C. Solicitation of information from the property-business owner applying for the Conditional Use, Zoning Variance, Excise License, etc. through a standard questionnaire.
  - D. Conduct meetings as needed to facilitate question and answer opportunities for
  - E. interested members and non-member neighbors.

### **Policy 103 - Newsletter Editor**

*(Adopted January 12, 2022 and Thereafter Amended)*

**Section 1. Editor.** The Newsletter Editor shall be appointed by the President of the Association and serve as a voting member of the Executive Board. If already serving on the Board in another capacity, only one vote is allowed.

**Section 2. Duties.** The Newsletter Editor is responsible for soliciting materials to be published, determining the features of a publication, setting and enforcing deadlines, making a final determination about what will be published in an issue, coordinating frequency of publication, and sending the newsletter to members. Provides editorial assistance, if needed, for the printed newsletter prepared and delivered by the Membership Committee.

### **Policy 104 - Marketing/Public Relations Committee**

*(Adopted January 12, 2022 and Thereafter Amended)*

#### **Section 1. Overview**

The Marketing/Public Relations Committee is responsible for providing internal and external initiatives and communication strategies that promote the Southampton Neighborhood Association. The Membership Chair is assigned as a member of this Committee.

#### **Section 2. Chairperson**

The Chairperson is responsible for developing and implementing all communication strategies across social media platforms, newsletters, brochures, flyers, video, and other forms of communication. The Chairperson shall be appointed by the President and serve as a voting member of the Executive Board. If already serving on the Board in another capacity, only one vote is allowed.

**Section 3. Duties of Committee**

1. Create marketing campaigns, promoting events, creating advertising, posting on social media platforms. This will also include press releases, radio announcements, billboards and direct mail campaigns.
2. Create logos, slogans, and copy, as well as the development of a media campaign to ~~expose~~ present the Association to an outside audience.
3. Promote the Association's ideals and causes to get the attention of potential volunteers, members, and donors.

**Policy 105 - Membership Committee**

*(Adopted January 12, 2022 and Thereafter Amended)*

**Section 1. Overview.** The Membership Committee is responsible for attracting new members and retaining members. Outreach to existing members is an ongoing effort to ensure the needs, issues, and desires of Association members are being addressed by the Association.

**Section 2. Chairperson.** The Chairperson leads the Membership Committee and directs Association efforts to recruit and retain members. The Chair works with the Treasurer and Website Administrator to maintain an accurate member database and is a Membership Administrator on the website. The Chairperson shall also serve on the Marketing/Public Relations Committee. The Chairperson is appointed by the President of the Association and shall serve as a voting member of the Executive Board. If serving on the Board in another capacity, only one vote is allowed.

**Section 3. Duties of Committee**

1. Provides membership plan for the upcoming calendar year to be approved by the Executive Board in October.
2. Develops and shares a membership annual marketing plan with Marketing/Public Relations.
3. Identifies prospective new members and issues invites.
4. Retains members with phone call, personal visit, or mailed invites when membership has lapsed.
5. Promotes membership benefits and membership throughout the year.
6. Provides membership reports at member meetings.
7. Develops and delivers a printed newsletter six times a year to members without email.

**Policy 106 - Technical Committee**

*(Adopted November 8, 2023 and Thereafter Amended)*

**Section 1. Overview.** The Technical Team is responsible for oversight of technical requirements related to our email host, website and associated software packages, video uses in meetings and any other one-time or ongoing uses assigned by the Board and authorized by the members.

**Section 2. Chairperson.** The Chairperson leads the Technical Team. This position requires needed technical skills to oversee email hosting, website administration and development of equipment at meetings and events. The Chairperson is appointed by the President after reviewing technical skills and serves on the Board in a non-voting capacity.

## Section 3. Duties of Committee

1. Works with President and Vice President to ensure adequate technical support at member and neighborhood meetings.
2. Works with Membership Chair to ensure accurate membership database kept on the website.
3. Works with Property and Land Use to create a website page and any polling for review of potential property and land use.
4. Works with the Secretary to ensure an active and accurate list of voting members is available.
5. Oversees Zoom conferencing ability for member meetings.
6. Oversees any videos for neighborhood meetings or forums for use on social media platforms and the website.
7. Provides training and support for committee chairs and board members.

## Policy 200 - Financial Policies

*(Adopted May 12, 2021 and Thereafter Amended)*

**Section 1. Membership and Product Payments.** On-line credit card payments are processed by the processing company recommended by our membership software company and provides both a discount and technical support. Rechargeable credit card readers from the processing company are available for use in off-site locations by up to two elected officers. Elected officers process manual payments and make deposits to the checking account.

**Section 2. Packages.** When packages need to be delivered to SNA, the approved US Post Office address can be used: Southampton Neighborhood Association, 3232 Clifton Avenue #5183, St. Louis, MO 63139.

**Section 3. Active Membership List & Admin App.** The active membership list is maintained by the Treasurer. Every Board member will download and use our software's Admin App to use when roll call votes are required in our member meetings.

**Section 4. Debit Cards, Business Accounts, Credit Cards.** Individual debit cards are approved for use by the President and by the Treasurer. Accounts can be set up at local businesses using this card and with the approval of either the President or the Treasurer. Credit cards are not approved for use.

**Section 5. Business Checks.** The business checkbook is maintained by the Treasurer. In an emergency single checks can be obtained from the bank and used. All officers are to maintain a current signature card at the bank.