

Communications and Outreach Committee Of Society Hill Civic Association (“Committee”)

Chairperson

The Chairperson of the Committee is Mary Purcell. The Chairperson was recommended by the President of the Society Hill Civic Association (“SHCA”) and was approved by the majority vote of the SHCA Board. This Charter was approved by the Board on November 19, 2025. The Chairperson shall serve until the Chairperson resigns or is removed. Upon the resignation or removal of the Chairperson, a new Chairperson shall be selected upon the recommendation of the SHCA President, subject to the majority approval of the SHCA Board.

Members

Voting Members: Antonio Atacan, Brandon Engelhardt, Mary Purcell, Danielle Sandsmark, Nelie Shah, and the current President of the SHCA (if not already on the committee), not to exceed seven (7).

Non-voting Member: Samantha Brown, Judy Lamirand, Casey Orlosky

Purpose

The Committee is directed to:

- Develop and implement communication strategies to advance the mission, strategies, positions, committees/task forces and projects of SHCA, and support membership growth and retention, including:
 - Overseeing weekly and special emails, bimonthly Reporters and social media
 - Directing the development and maintenance of SHCA website
 - Reviewing templates for communications generated by committees, such as membership solicitations and thank you letters
- Perform periodic outreach to the community on behalf of and with approval of SHCA board

In accordance with the SHCA Bylaws, Section VII(D)(3) the Committee may not take action without SHCA Board approval in respect (1) to matters which would reasonably be foreseen to be of significant interest to the Association, or (2) to matters which would foreseeably require the expenditure of Association funds in excess of \$500 (or, with the prior approval of the President, in excess of \$1,000). In such circumstances, there must be a recommendation to the Board, and the Board may approve or reject or take such other action as it deems appropriate. The Board retains its right to review any decision taken by the Committee.

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Addition of Committee Members

Individuals may be added as members to the Committee, by the motion of the Chairperson to the Committee and the approval of the motion by a majority of the Committee members. To be considered for membership an individual must be a member of the SHCA and agree to respect the Committee’s stated purposes.

Removal

Chairperson. The Chairperson of the Committee may be removed as Chairperson (though if removed, such person would remain a member of the Committee) on the recommendation of the President of the SHCA or upon the Motion of at least five Directors of the SHCA, provided the Board of Directors approves of the removal by a majority vote.

Member of Committee. A member of the Committee may be removed by (a) the Chairperson of the Committee, subject to the approval of a majority vote of the Committee or (b) the President of the SHCA, subject to the approval of a majority vote of the SHCA Board. Any committee member who has not attended 3 of the most recent 6 regular Committee meetings will be removed as a Committee member, unless the Committee by majority vote waives the attendance requirement for the member. Members returning to the roster will again be subject the above attendance requirement.

Committee Rules

SHCA Bylaw Article VII D. (2) provides that the Chair of a Committee shall have the discretion to maintain orderly proceedings.

A Committee meeting may be called by the Committee Chair, or three or more Committee Members acting together. A call for a meeting shall be sent to all Committee Members by email and shall state the purpose of the meeting, the place (or alternative by teleconferencing or videoconferencing) and time of the meeting. The date of any meeting shall be at least seven days after the notice of the meeting is emailed to all Committee Members. The time and place of meetings shall be provided to the administrator for posting on the SHCA website.

An agenda for all Meetings shall be circulated at least five days prior to the Meeting date. The agenda shall be prepared by the Chairperson or the members who called the meeting. Members of the SCHA may attend all Committee meetings, except where the Chairperson has called for a meeting to be in “executive session” in the case of the meeting involving sensitive subject matters.

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Minutes of the Meeting shall be prepared by the Secretary of the Committee, or the Chair or Chair appointee, if there is an absent Secretary or no Secretary. Minutes of all meetings shall be provided to the SHCA directors.

All Meetings shall be conducted in accordance with Robert’s Rules of Order.

Term

The committee is a Standing Committee under the SHCA bylaws.

Draft approved by Communications and Outreach Committee on 8/19/2025, to be recommended for approval by SHCA board.