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**2021 AGREEMENT FOR BURKE CENTRE DIVERSITY, EQUITY & INCLUSION CHARTER ORGANIZATION (DEICO)**

*(Updated 8/15/2021)*

**I. GENERAL**

The Board of Trustees has determined that many local Homeowners Associations (HOA's), businesses, organizations, etc. have found value in the establishment of Diversity, Inclusion & Equity (DEI) groups which celebrate diversity and provide a warm and welcoming environment to all members regardless of race, gender, religion, sexual orientation, nationality, age, ethnicity, people with disabilities, familial status, military service, and all other classes that are protected under federal and state law.

The Board of Trustees intends to charter a Burke Centre Diversity, Equity & Inclusion organization that shall offer a focal point for Burke Centre residents to celebrate community diversity; obtain guidance for gaining access to Conservancy resources, and participate in activities and events which help to raise awareness and ensure that all residents feel included, valued and respected.

**II. ORGANIZATIONAL GOALS**

**A. The Diversity, Equity & Inclusion Charter Organization (DEICO) will:**

1. Adhere to the established policy precepts for Burke Centre Conservancy charter organizations as attached.
2. Organize events to celebrate and acknowledge different cultures within the community.
3. Organize book clubs and community workshops to discuss unconscious biases, racial injustices, different cultures, etc. Seek partnerships with Burke Centre Library, etc.
4. Engage with local government and faith groups to build stronger community relations, e.g., National Night Out (community-police awareness event), Fairfax County Public Schools, etc.
5. Provide community service by volunteering for a minimum of 10 hours, with additional hours added based on 2 hours for each facility use, at the Burke Centre Earth Day and/or the Burke Centre Festival. Volunteer assignments during the festival will be made by the Festival Volunteer Coordinator; community service contributions suggested in lieu of the participation in the Festival or Earth Day must be approved by the Board of Trustees, or its authorized agent, prior to April 1st of each year.
6. Agree to pay a fee of \$30 each time community center keys are not returned to

the Conservancy office within 48 hours following each usage, or in the event after hours staff assistance is required in obtaining keys. Any assessed fees must be paid in full prior to the next scheduled facility use.

7. Maintain the integrity and cleanliness of Burke Centre community buildings, grounds, or any other facilities to the highest degree possible as outlined in the rental/use agreement, and report any problems found at a Conservancy facility or open space to the staff immediately.

**B. In return for the community service provided by the DEICO, the Board of Trustees agrees that the Burke Centre Conservancy will:**

1. Publish key contact information, articles, and event notices in the Conservator and through additional communication vehicles (i.e., the mobile app, BC BUZZ, etc.) as requested. All submissions are subject to the Burke Centre Conservator Editorial policy as attached.
2. Assist Burke Centre residents in contacting the DEICO about its services and programs.
3. Provide use of Burke Centre community centers for charter-related business during non-prime rental times (Monday through Friday), no more than twice monthly. Additional requests will be subject to space availability. All requests for space must be made by the designated point of contact. Reservations for Saturday, Sunday, or for special events will be made at the discretion of the Conservancy Community Services-Activities Department Staff and may be subject to the current rental rates/fees charged to residents. Applicable charges will include sanitation and security fees as appropriate.
4. Consider additional support requests for the charter's community activities and events (such as funding assistance, etc.), contingent upon Board of Trustees' approval. The Board of Trustees is under no obligation to approve funding.

**III. MEMBERSHIP & MEETINGS**

The DEICO welcomes members from throughout the Burke Centre community. The services and programs provided by this charter organization must be utilized by only Burke Centre residents. One main Point of Contact shall be appointed to conduct business with the Conservancy and shall be assigned by the charter members. The Point of Contact must be a Burke Centre resident/owner, in good standing, and will assume responsibility for all facilities used and any keys checked out.

**IV. REPORTS**

The DEICO will provide an annual report to the Board of Trustees each year, at least 15 days prior to the charter expiration date. The report will include:

- A list of officers, with names, addresses and contact information, and a list of

- Conservancy program participants with names and addresses.
- A financial accounting of the contributions received, and distributions made for the DEICO program.
- A summary describing updates on how the DEICO is meeting its goals and objectives to serve the Burke Centre community.
- The community service contribution provided.
- Annual community center usage requested dates for the upcoming year.

**V. CHARTER REVIEW**

The DEICO will be subject to an annual review by the Board of Trustees and may be nullified by action of the Board of Trustees in its sole discretion if it is determined that the chartering of the organization no longer serves the interests of the Burke Centre community.

**VI. AMENDMENT**

The DEICO members may recommend to the Board of Trustees amendments to this agreement. The Board of Trustees may amend this charter by a majority vote.

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Burke Centre Conservancy, Board of Trustees

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Date Approved

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President, Burke Centre DE&I Charter

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Date Approved

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Point of Contact, Burke Centre DE&I Charter

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Date Approved

**BURKE CENTRE SEAL**

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Charter Expiration Date