

Policy on Taking and Use of Photographs and Videos

The Historic Downtown Residents Association (HDRA), at its discretion, may take and use photographs and videos of members without compensation to or approval by its members, for Association-related purposes including but not limited to its website, social media sites, newsletters, and promotional materials.

Approved May 23, 2016

Policy on Emails

The Historic Downtown Residents Association (HDRA) maintains an email group to communicate information to its members about the business and activities of the Association. In addition the email group may be used to inform Association members about local activities, events, or concerns that may have an actual or potential impact upon its members.

The President of HDRA, or his/her designated representative:

- Maintains a current list of email addresses of members who consent to having their address used. These addresses will not be used for any purpose other than HDRA business and will not be disseminated to any individual, group, or organization outside of HDRA.
- Insures that the content of emails to be disseminated follows the HDRA Policy on Emails and the Guidelines for HDRA Email. When the content is not acceptable, the President and two other Board members must review the email and provide input into the decision to deny posting of the email before the member is notified by the President.
- Maintains the right to approve, edit, or reject messages when deemed appropriate.

Members of HDRA:

- May request that information be communicated to the email group by submitting that information in an email to hdra@googlegroups.com.
- Insure that the content of information being disseminated is appropriate, is non-retail, non-political, and non-partisan in nature, and follows the Guidelines for HDRA Email.
- Update their member information whenever there are changes to their name, address, phone number or email address.

Approved July 25, 2016

Policy on Membership Dues

The Historic Downtown Residents Association (HDRA) is a neighborhood residents' association open to homeowners and year-round tenants of residential properties in the Downtown Historic District.

Annual membership dues per household are due on or before December 31st each year for the membership year January 1st-December 31st. New members who join the Association from September through December will remain members in good standing until December 31st of the following year.

Annual membership dues per business friend are due on or before July 1st each year for the membership year July 1st-June 30th.

Approved July 25, 2016

Guidelines for HDRA Email

The following guidelines, in addition to the **HDRA Policy on Emails**, should be used to determine what is appropriate when posting to the HDRA email group.

HDRA Email postings should or may:

- Have an actual or potential impact on downtown residents, in general, or the Downtown Historic District (the District).
- Only be sent to HDRA members or specific individuals on a *need to know* basis.
- Be limited, in the case of charitable and religious activities and events, to those that have a direct impact or appeal to residents of the District.
- Be used to disseminate information regarding downtown events, public meetings, activities, services, and sources.
- Be used to disseminate information regarding any public works project or private development that is planned or in progress in the District.
- Be used to disseminate information that will insure the safety, health, and welfare of all residents of the District, including Neighborhood Watch information and alerts from the City of New Bern, including those from Police and Fire Safety.
- Be used when individual residents have a need to seek help or assistance from neighbors. Examples: lost pet, found jewelry
- Be used to announce “urgent” concerns or time-sensitive information from City boards or commissions, or from organizations such as the Historical Society, the Preservation Foundation, or the Preservation Legal Action Trust (PLAT)

HDRA Email postings should not be used:

- As a website or community bulletin board
- For soliciting, advertising, or any commercial use except as approved by the HDRA Board of Directors
- To promote fundraisers or other solicitations unless they have a direct impact or presence in the District
- As a way to solicit participation in activities that are not open to the General Membership of HDRA
- To editorialize or promote any personal point of view regarding any activity

Approved July 25, 2016