

UNITARIAN UNIVERSALIST FELLOWSHIP OF REDWOOD CITY

General Policies

As approved by the Board in October 2004

These policies derive from Board decisions and may be rescinded, altered or subjected to temporary suspension by the Board at any time. Comments are welcome from all groups concerned. These policies supplement the Bylaws, recognizing that no policy of the Board may override the Bylaws. Any changes to items below shall indicate the date that particular policy was changed or added.

1. Handling of monies and gifts

- 1.1 The Treasurer shall convert gifts of stock into cash within one week of receipt. In special situations the donor may be asked to withhold the gift until the market is more favorable.
- 1.2 No real estate shall be bought by the Fellowship with the sole intent of speculating on its possible appreciation.
- 1.3 No special funds, and collection of monies therefore, shall be set up within the organization framework of the Fellowship without the express approval of the Board.
- 1.4 Proceeds from any sale (such as the sale of pamphlets, refreshments, food, goods and bookstore operations) shall go directly to the General Fund, unless otherwise authorized by the Board.
- 1.5 Liability insurance to cover activities of Fellowship or Fellowship-affiliated groups shall be jointly arranged by the Board and the group concerned.
- 1.6 Any person incurring expenses on behalf of a church function shall be apprised that he/she is entitled to (a) receive reimbursement from the treasurer or (b) receive a receipt from the administrator for a special donation.
- 1.7 The church checking account requires two signatures for checks over \$1000.

2. Legal action requirements

- 2.1 In borrowing of money, prior to such action the Board shall pass and record in the minutes appropriate resolutions that (a) affirm the intent to borrow; (b) designate the persons authorized to negotiate in the name of the Fellowship (including the Chair of Finance Committee and liaison Board member); and (c) designate the persons authorized to sign and seal the loan documents in the name of the Fellowship (including President and Secretary).
- 2.2 In arranging construction and other large purchase contracts, prior to such action the Board shall pass and record in the minutes appropriate resolutions

that (a) affirm the intended action; (b) designate the persons authorized to negotiate in the name of the Fellowship (including the Chair of the Building & Grounds Committee and liaison Board member); and (c) designate the persons authorized to sign and seal the contract or purchase order in the name of the Fellowship.

- 2.3 Contracts on church construction shall include a phrase binding the contractor to actively seek and use people from racial and religious minority groups. The Board or its designee shall determine the phrasing.

3. Building and facilities use

- 3.1 The Board, with the assistance of the Administrator, shall determine what groups shall use the Fellowship property and facilities with the intent to provide service to the community and members. Such property includes building, organ, piano, kitchen and equipment, sound reinforcement and recording equipment, office equipment, and the like.
- 3.2 The Board, with the assistance of the Administrator, shall set the conditions of use.
- 3.2.1 We only rent to private, social parties if a member or friend of the Fellowship will vouch for them.
- 3.3 The fee for the use of Fellowship property by qualified outside groups shall be sufficient to cover all expenses including but not limited to utilities, supplies, depreciation, building supervisor and janitor service.
- 3.4 Damage to property (such as stolen cutlery, damaged woodwork, floors or walls, abuse of kitchen or electronic and office equipment) shall be assessed against the group responsible.
- 3.5 Smoking is prohibited in the building.
- 3.6 Occasional use of piano and organ for practice by qualified and responsible persons shall be arranged at the discretion of the Music Committee.
- 3.7 Special church decorations shall be fire resistant, and shall be of such a nature that there will be no permanent staining of or damage to woodwork and floors.
- 3.8 Special equipment, such as electronic, musical, food service and office equipment, shall be used only by qualified and responsible persons. Copy machine use is free only for materials directly related to Fellowship sponsored activities. Other use is charged at 5¢/copy.
- 3.9 The nursery school playground equipment will be used only by the nursery school and by the Religious Education program as specified in the use agreement.

- 3.10 Only members may borrow church property and they must leave the necessary written information (name, date, item, and expected return date) for the church Administrator.
- 3.11 Safety policy: see separate document.

4. Operations

- 4.1 All meetings of the Board, except those discussing personnel problems, shall be open to Fellowship members and invited guests. These may be invited to participate in discussions.
- 4.2 Any member or friend of the Fellowship may appear before the Board on request.
- 4.3 Presentations and demonstrations on Fellowship property by non-Fellowship groups with special pleadings shall be permitted only with the prior approval of the Board. Such demonstrations shall be subject to such conditions of time, place, behavior, appearance and activity as the Board may impose. No active demonstrations shall be permitted during religious services.
- 4.4 See separate policy on supervision of youth created by the DRE and RE Committee and approved by the Board.
- 4.5 The Constitution and Bylaws of all Fellowship-affiliated groups shall be subject to the review and approval of the Board.
- 4.6 Inclusive language resolution (3/87):
In recognition of the importance of language in affecting the psychological development of all people, the Unitarian Universalist Fellowship of Redwood City affirms a policy of avoiding as much as possible in our publications and public statements all types of language usage which tend to perpetuate injustices on the basis of race, sex, or age. Editorial changes will be made wherever appropriate to conform with the Unitarian Universalist goals stated in the Women and Religion Resolution passed unanimously at General Assembly in Ithaca, New York, June 1977.

5 Harassment (adopted 4/3/97)

5.1 The Unitarian Universalist Fellowship of Redwood City considers harassment regarding sex, race, color, ethnicity, religion, national origin, age, handicap, gender or affectual orientation to be any conduct, verbal or physical, which interferes with an individual's ability to enjoy the fellowship of Unitarian Universalists, or which creates an intimidating or offensive environment at church. It includes unsolicited remarks, gestures or unwanted physical contact, display or circulation of written materials or derogatory pictures directed at any of these categories. In addition sexual harassment includes requests for sexual favors and other verbal or physical conduct of a sexual nature. Such behavior will not be tolerated.

In some cases a person may not be aware that his or her behavior is offensive and not welcomed, but it is always everyone's responsibility to be aware of the effect his or her behavior has on others. While sexual comments or joking, personal advances and other behaviors may be done without intending harm, such actions can be unwanted, threatening, and perceived as harassment. In all cases a person is responsible for his or her behavior. Continued instances will be met with appropriate action by the Board of Trustees.

6. Duties

6.1 Board members

- 6.1.1 Board members are responsible for adherence to bylaws and board policies.
- 6.1.2 Board members are expected to attend all meetings of the Board and to have read the packet of materials sent to them prior to each meeting.
- 6.1.3 Board members are expected to attend the yearly retreat for planning and church year, holding leadership discussions or training, or any other matters that need attention.

6.2 President

- 6.2.1 Per the bylaws, the President is automatically Chair of the Board and presides at all business meetings of the Fellowship and of the Board. The President shall represent the Fellowship on all appropriate occasions.
- 6.2.2 The President prepares the agenda for the Board meetings and leads the meetings. She or he is "first among equals" and votes only in the case of a tie.

- 6.2.3 The President or designee of the President is authorized to conduct a telephone or email poll of the Board. Decisions thus reached shall be reflected in the minutes of the next Board meeting.
- 6.2.4 With the Bookkeeper, the President shall execute new signature cards for banks and similar fund deposit organizations.
- 6.2.5 The minister or President shall sign credential cards for delegates to UUA, UUSC, and PCD meetings.
- 6.2.6 The President or designee of the President shall participate in the ingathering of new members. On the month following signing the membership book, a welcoming letter from the President will be sent to new members.
- 6.2.7 The retiring President shall serve as chair pro tem at the meeting of the new Board at which a new President is elected. The new President shall take the chair immediately after election.
- 6.2.8 The retiring President shall prepare the agenda for the first meeting of the new Board. The retiring President shall ensure that the Administrator prepares a Board binder for each new Board member.'
- 6.2.9 At Fellowship meetings the President shall appoint a Parliamentarian and shall appoint Tellers to determine a quorum and to count votes.

6.3 Vice President

- 6.3.1 As stated in the bylaws, the Vice President acts in the place of the President during the President's absence.
- 6.3.2 The Vice President may be designated as the chair of ad hoc committees.

6.4 Recording Secretary

- 6.4.1 As stated in the bylaws, the Recording Secretary shall keep an accurate record of the transactions of all business meetings of the Fellowship and the Board of Trustees. He or she is responsible for maintaining a roster of members of the Fellowship qualified to vote.
- 6.4.2 The Recording Secretary shall arrange for the Administrator to post minutes of Board meetings on the Fellowship bulletin board.

6.5 Corresponding Secretary

- 6.5.1 As stated in the bylaws, the Corresponding Secretary is responsible for all correspondence between the Board and any individuals and organizations outside the Fellowship.
- 6.5.2 The Corresponding Secretary shall send an expression of gratitude upon receipt of any bequests to the Fellowship.

6.6 Committees

- 6.6.1 Appointments: as stated in the bylaws, the Chairs of all Fellowship committees must be Fellowship members. Committee Chairs shall be approved by the Board. The term of office for chairpersons is the fiscal year.
- 6.6.2 Chairs of standing committees serve a period of time not to exceed two years. By special request of the Board, a third term may be served.
- 6.6.3 Special Duties
 - 6.6.3.1 All committees shall be responsible for preparing and maintaining a current statement of purpose [charter], a plan of procedure, and a listing of duties and responsibilities as specified in the bylaws (XIII.A.2 and 3).
 - 6.6.3.2 All committees shall keep minutes of their meetings and forward a copy of said minutes to the office for filing.
 - 6.6.3.3 Each committee is responsible for preparing a report of their activities and membership and submitting this in a timely fashion for inclusion in the Annual Report of the Fellowship.
- 6.6.4 No individual may hold more than one Committee chairship at a time and no individual may concurrently serve on the Board of trustee and

7 Newsletter

- 7.1 All inserts must be signed by individual or committee chairperson.
- 7.2 Political candidates may not be endorsed.
- 7.3 Good taste shall be the guiding rule; final decisions will be made by the newsletter editor.

- 7.4 Editorial policy regarding language shall comply with the inclusive language resolution (see section 4.6).
- 7.5 No personal advertising or personal profit items are allowed in newsletter. No paid advertising is allowed. (11/88, 12/88)
- 7.6 All events announced in the newsletter shall designate the person or committee responsible for the event.