

UUTC Board of Trustees
Operating Guidelines
2018 Edition

FUNCTION: The function of the UUTC Board of Trustees is to act on behalf of the congregation and to lead the congregation to accomplish the UUTC mission.

Our Mission, as a welcoming, inclusive community, acting from love, compassion and respect is:

- *To support individual spiritual journeys*
- *To promote social, economic and environmental justice.* (Adopted February 2017)

The following pages describe procedures used to carry out the function and responsibilities of the Board of Trustees. These procedures are reviewed annually and may be revised as needed.

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AUTHORITY, COMPOSITION, TERMS, RESPONSIBILITIES

The Authority, Composition, Terms, and Responsibilities of the Board of Trustees are established in the organization's Bylaws:

V. BOARD OF TRUSTEES (Bylaws pp 3 and 4)

A. **AUTHORITY TO ACT**—The Board shall have full authority to act on behalf of the Congregation with the exception of those actions set out in Article IV, Section A above. The Board may delegate authority, as appropriate, to UUTC committees and/or task groups and/or individuals. The Board has the authority to amend the budget, but may not increase the entire budget by more than 10%, as outlined in the Policy Manual.

B. **RESPONSIBILITIES**—The Board shall:

1. assume the usual and customary responsibilities for managing the business affairs of the Congregation and for providing oversight of its programs. This includes, but is not limited to, maintaining an appropriate organizational structure and setting organizational policy;
2. maintain and annually update a policy manual. This policy manual shall guide the operation and governance of UUTC in accordance with the bylaws and shall be readily available to the congregation for review and comment;
3. provide oversight in all areas of congregational life;
4. represent UUTC in the broader community;
5. authorize any formal public statement in the name of the Congregation;
6. establish special funds, as needed;
7. be assisted in its responsibilities by the appropriate UUTC committees and/or task groups and/or individuals.

C. **MEETINGS**—The Board shall hold regular monthly meetings unless there is no business to transact and may hold special meetings as the need arises. A meeting quorum will consist of the President or the President-Elect and any three other voting Board members. The meetings are open to UUTC Members and Friends to observe, except for when the Board goes into Executive Session, as outlined in the policy manual. Excepting unusual situations, some time will be allowed at Board meetings for members to address the Board, without the requirement that they be included on the meeting agenda.

D. **COMPOSITION AND TERMS**—The time limit on consecutive Board service shall be three years. Filling an unexpired term through an appointment does not count in this limit. The Board shall consist of:

1. the President, who may serve a single one-year term;
2. the President-Elect, who may serve a single one-year term;
3. the Secretary, who may serve two consecutive one-year terms;
4. the Treasurer, who may serve three consecutive one-year terms;
5. three At-large Members, who each serve a three year term and may not be re-elected without a gap of two years. Each year, one At-Large Member shall rotate off and be replaced by a new At-Large Member.

VI. BOARD MEMBER DUTIES (Bylaws pp 4 and 5)

A. Duties of the UUTC President include:

1. preside over meetings of the Board and of the Congregation;
2. inform the Congregation of activities and decisions of the Board;
3. bring before the Board administrative issues for their resolution;
4. represent UUTC to the public and to the denomination;
5. see that administration of UUTC affairs conforms to the provisions of these Bylaws;
6. prepare, with the other Board members, an agenda to be distributed to the Congregation by the Secretary for any Congregational Meeting;
7. with the President-Elect, appoint Committee Chairs and Chairs-Elect
8. serve as Chair of the Board Executive Committee
9. discharge other duties as may reasonably appertain to this office.

B. Duties of the UUTC President-Elect include:

1. function in the place of the President, if necessary;
2. with the President, appoint Committee Chairs and Chairs-Elect;
3. serve as a member of the Board Executive Committee;
4. undertake other responsibilities as assigned by the Board.

C. Duties of the UUTC Secretary include:

1. maintain an accurate record of all activities of the Board and of any Congregational Meeting;
2. arrange for publication of information about activities of the Board and the Congregation within UUTC;
3. notify the Congregation at least two weeks in advance of any Congregational Meeting. Such notification shall include a meeting agenda, a list of Nomination Committee nominees, when appropriate, and absentee ballots;
4. assure safe storage of all records of UUTC Board and Congregational activities;
5. prepare correspondence for, and with the approval of, the Board;
6. serve as a member of the Board Executive Committee;
7. maintain accurate membership records.

D. Duties of the UUTC Treasurer include:

1. advise the Board of financial needs, priorities and concerns based on Member input and Finance Committee recommendations;
2. safeguard all UUTC monies and documents in reasonably accessible locations;
3. disburse monies for approved (budgeted) expenses or according to Board direction;
4. provide open and timely disclosure of budget plans and changes to the Congregation;
5. provide timely accounting records of all financial activities and facts (receipts, disbursements, earnings, losses, obligations, and fund balances) to the Board, the Finance Committee and the Congregation;
6. supervise the Bookkeeper
7. serve as a member of the Board Executive Committee;
8. serve as a voting member of the Board and a non-voting member of the Finance Committee.

E. Duties of the At-large Board Members include:

1. attend meetings of the Board and participate in its activities;
2. discharge other duties as may be assigned by the Board or that reasonably may be assumed by members of the Board.

ADDITIONAL EXPECTATIONS

The members of the Board Executive Committee are expected to serve as Liaison to other parts of the Organization as follows:

1. President will serve as Liaison to the Governance/Ministry Advisory Council (the Council).
2. President-Elect will serve as Liaison to the Stewardship Team.
3. Secretary will serve as Liaison to the Administration Committee.
4. Treasurer will serve as Liaison to the Finance Committee.

BOARD COVENANT

Adopted 2015-11-01

We enter this covenant to cultivate and sustain creative and effective working relationships.

We, the Board of the Unitarian Universalists of Transylvania County, make the following commitments to each other:

A. We Commit to Work as a Team

1. We affirm the gifts each Board member brings to the team and to the individual positions.
2. We seek to support each other in fulfilling our varied responsibilities in positive ways.
3. We welcome differences of opinion and ensure that all members have a chance for input.
4. We start from a place of curiosity and assume good intentions.
5. We present a united front to the congregation.
6. We acknowledge that perfectionism is an obstacle to growth.

B. We Foster Healthy Relationships

1. Our model for handling complaints or concerns within the Board or with congregants shall be:
 - Ask the person with the complaint to approach the Board member directly, and, as needed;
 - Help this person get clearer about the issue at hand; or,
 - If helpful, offer to go with the person to speak to the Board member or congregant;
 - Otherwise, the matter will be dropped.
2. We deal in issues and behaviors, not personalities.
3. We are generous with our gratitude for fellow Board members.
4. Triangulation is to be avoided.

C. We Model Professionalism

1. We maintain clear personal and professional boundaries while respecting the boundaries of others.
2. We work respectfully with the congregation, remembering we are all on the same team.
3. We uphold confidences and respect sensitive information.

D. We Commit to the Vision of Sustainability

1. We make the best choices we can to be good stewards of our resources.
2. We honor our limits of time and energy.
3. We say “yes” whenever possible and “no” whenever necessary.
4. We practice sustainable leadership and model a healthy work-life balance.

E. We Commit to Be Aware of the Sacredness of What We Do.

BOARD YEARLY CALENDAR

2018

January	Nominating process begins	Nominations Committee
January	Budget requests	Finance Committee
Jan/Feb	Review of Policy Manual	Administration Committee
Jan/Feb	Review Chair/Leader Rotations	Administration Committee/Board/Ministry
Jan/Feb1st	Certification of UUA membership	Secretary of Board/Treasurer/Admin
February	Budget Report to congregation	Treasurer/Finance Committee
February	Preliminary Budget	Finance Committee
February	Insurance review	Finance Committee
February	Minister annual review	Executive Committee
February	Annual employee reviews	Minister/Treasurer/Admin
February	Employee performance & salary reviews report	Minister/Personnel
Feb/March	Set May Annual Meeting date	Board
March	GA delegate approval	Board
March	SUULE Nominations	Board
March	Board Op Guidelines review	Board
April	Final Budget	Finance Committee/Board
April	Annual Meeting preparation;	Board/Finance/Nominations
May	Congregational Annual Meeting	President/Finance/Nominations
June	Authorize new bank signatories	Board
July	Bank accounts signature changes	Board/Treasurer
Aug/Sept	Audit report to Board	Audit Committee Chair/Finance
September	Organizational Structure review	Board
September	Prep for next year's fund raising	Finance/Board
October	Membership Review	Board/Membership Committee
October	Application for tax exempt status	Board Secretary/Treasurer
November	Contact County Commissioners re parking lot contract	Board Secretary
November	Snow Removal Contract	Grounds and Board
November	Cancellation Notification Plan	Secretary and Administrator
December	Request names for Chair-Elects	Board President
December	Memo to Nominations Committee	Board President
Periodic	Fire safety review	County/Administrator

UUTC STRATEGIC PLANNING

The Board has determined to delay strategic planning until a Settled Minister is in place.

PROCEDURES FOR CANCELLATION OF SERVICES/EVENTS

Revised 2017-11-08

UUTC Policy Manual designates decision to cancel to highest-ranking Board Member available for **large events and services**. Order: President, President-Elect, Treasurer, Secretary, Members-At-Large.

Preparations:

Secretary of the Board shall update WLOS contact information with necessary changes. Review in the fall of each year and publish the method of congregational notification in the newsletter. This notice will include that members of small groups are advised to check with their leaders and that persons intending to visit the minister or administrative personnel during office hours should first contact the church office at 828-877-6121 to determine whether the office is or will remain open.

FYI on Decision Making 2017-2018:

-Current snow removal contract and Facilities Team Leader contact information:

2017-2018 Contract is with Jake Zimmerman of Tree Z. Agreement with Facilities Team Leaders is that Jake will make the decision to plow based on a 2-3 inch accumulation standard. 2017-2018 Facilities Team Leader for Grounds is Kay Webb (828-384-1100).

-County lot will not be plowed during a weekend storm per county manager's office. No weekend contact.

-No non-emergency weekend contact with the sheriff's office. NCDOT only posts highway road closures online.

-St Phillips never cancels their 11:15 am Sunday service. They adjust to foot/local traffic.

Steps:

-Make decision based on best weather and news reports available, other cancellations and calls **to minister** and selected area households.

-Notify the Minister, Worship Team Leader and Facilities Team Leader for Grounds.

-Notify Custodian Hector Flores, phone 828-577-3726 or hector_guanatos@hotmail.com or wife Theresa 828-577-0615.

--Worship Team Leader should notify any guest speaker.

--Facilities Team Leader for Grounds should notify Jake Zimmerman.

-Call WSQL 1240 AM Radio at 828-877-5252. Leave a message if no one answers. Messages are checked frequently.

-Go online to WLOS. If canceling the day ahead, online cancellations made after 4:00pm roll over to the next day.

wlos.com/weather/closings/report-local-closings

Sign in with ID Code: 2351 and Password: 811566. Use the drop down to enter "No Services" or appropriate notice. Current Administrator is listed as contact, but any Board member on deck may do this. For HELP on system updates, call 828-684-1340 and ask for Jacqueline or Kevin or email Jacqueline at jadeaugustino@wlos.com.

-Notify the Administrator to send out a bulk email with the cancellation announcement AND to Activate the selected Phone Tree. (Fee per use).

DOCUMENT FILE NAMES

For ease in storage and location of electronic documents, consistency in naming document files of periodic reports is essential.

File names should not begin with UUTC or “Draft”. Follow the pattern in these examples:

Board Meeting Minutes yy.mm.dd

Treasurer's Report to the Board yy.mm.dd

Minister's Report yy.mm.dd

Finance Committee Report yy.mm.dd

AdCom Report yy.mm.dd

Policy Manual yy.mm.dd. v#

If documents have been updated or modified, always add a version # to the file name and in the document. For example: Board agenda 16.05.22. v2

Not only should this recommendation be adopted by the Board, it should be implemented for all correspondence within UUTC.

PROCEDURES FOR UPDATING BOARD OPERATING GUIDELINES

On-going maintenance of the Operating Guidelines:

1. Whenever the Board approves an addition or revision to its Operating Guidelines, the Board Secretary will incorporate the addition/revision into the Operating Guidelines in red text.
2. When changes are made, the version # and revision date will be noted in the footer of the document.

Annual review of the Operating Guidelines:

1. The Board will review the entire document annually and make recommendations for additions and/or revisions to the Operating Guidelines.
2. Once the Board Secretary has incorporated the approved changes resulting from the annual review, the text will be converted to all black and sent to the Board for final adoption.
3. Once adopted, the Secretary will update the version # and the adoption date in the footer of the document.

Consistent tracking methods:

1. The Board Operating Guidelines document *file name* shall follow this consistent pattern: **Board OpGuide yy.mm.dd v#** - The yy.mm.dd in the *file name* refers to the date the file is revised. The v# refers to the version number.
2. The *footer* of each page will include two dates. The first date refers to the date the Operating Guidelines are adopted each year. This adoption date will include a version number; a new adoption will be designated V1. Thereafter, any revisions made to V1 will include the adoption date and a new version number. This will be followed by the date last revisions were made. Example: **Board Operating Guidelines 10/30/16 V2** **revised 11/15/16**

BOARD MEMO TO NOMINATIONS COMMITTEE

As part of the Administration Committee's charge to monitor policy and structure implementation, the committee recommends that the Board provide information concerning positions for nominations to the Nominations Committee. A sample draft of a memo follows for consideration and implementation. Details in the sample draft may change over time.

MEMO

Date:

To: Chair, UUTC Nominations Committee

From: President, UUTC Board

RE: Information concerning positions for nominations

As a matter of routine, the Board is providing the following information to the Nominations Committee, extracted from UUTC Bylaws and Policy and Organizational Structure Manuals. These concern eligibility requirements for positions the Nominations Committee will be addressing.

1. Governance is the principal function of the Board of Trustees.
2. The Board consists of the following, elected by the Congregation:
 - President (1- year term; President-Elect from prior year; 1 term maximum)
 - President-Elect (1 year term; 1 term maximum)
 - Secretary (1-year term; maximum of 2 consecutive terms)
 - Treasurer (1-year term; maximum of 3 consecutive terms)
 - At-Large-Members (three), serving 3-year, staggered terms (maximum of 1 term of 3 years, unless initial appointment is to fill unexpired term).
3. Board members must be Members of the UUTC Congregation.
4. Dual Membership:
 - a. A Board member may not serve concurrently as a Council member or as a Committee Chair or Chair-Elect. The Board President may not serve as a Team Leader. Nominees for Board positions who hold one of these positions agree to resign the other responsibility, if elected to the nominated position.
 - b. Board members, except the President, may serve simultaneously as Team Leaders. Any Board member may serve simultaneously as a non-leader member of a Team or Committee.
5. For descriptions of responsibilities for Officers of the Board, see UUTC Bylaws.
6. For description of UUTC Board responsibilities, see pages 4-5 of the current Organizational Structure of The Unitarian Universalists of Transylvania County.

CONSIDERATIONS FOR MINISTER'S ANNUAL REVIEW

The Executive Committee may consider these expectations in its annual review of the Minister.

Contractual Expectations:

The behavioral objectives listed below were developed from the Expectations found in Section 2 of the Minister's Contract (August 2017).

1. Shared Leadership:

1.1. The Minister maintains a shared leadership role through collaboration with the Board and its Committees, the Ministry Teams, and the Council.

1.2. The Minister takes initiative for spiritual leadership, for setting and articulating the Congregation's vision, and for providing oversight of ministry programs in collaboration with Governance, Ministry, and Council leaders.

2. Leadership Goals:

The Minister engages in a retreat with the Board and the Council to find consensus on shared responsibilities, goals for the coming year, and plans for periodic review and renewal of the ministry of the congregation.

3. Pulpit and Worship Services:

3.1. The Minister expresses his/her values, views, and commitments without fear or favor.

3.2. The Minister is free of Sunday service responsibilities once per month.

3.3. The Minister assumes responsibility for all worship services except those assumed by the Worship Team when the minister is out of the pulpit.

4. Services to Persons:

4.1. The Minister serves member needs for pastoral care both directly and in conjunction with the Congregation's pastoral care team.

4.2. The Minister provides ceremonial services and counsel to Members of the Congregation without fee or honorarium.

5. Services to the Board and its Committees, Ministry Teams, and the Council:

5.1. The Minister, as an ex officio member without vote of the Board of Trustees, reports to the Board at its regular meeting, bringing to its attention specific concerns as they arise.

5.2. As an ex officio member without vote of all committees and teams (except the Nominations Committee and the Ministerial Search Task Force), the Minister attends meetings s(he) deems necessary and appropriate and confers at least annually with each committee and team on how best to assist it.

5.3. The Minister, as an ex officio member without vote of the Council (GMAC), attends meetings of the Council, except during executive session.

6. Community Activities:

6.1. The Minister participates in community activities beyond the Congregation on behalf of liberal religious values and informs the congregation of such activities through periodic reports.

6.2. The Minister, when speaking in public, clearly indicates that such speech is not on behalf of the Congregation, unless the Congregation has otherwise instructed.

7. Relationship to Church Staff:

7.1. The Minister acts as chief of staff or, in consultation with the Board, the Minister relegates day-to-day supervision of performance of staff members to appropriate teams.

7.2. The Minister participates in annual staff evaluations and recommends personnel actions to the Board. The Board and minister jointly decide on hiring, discharging, and changing compensation of church staff.

8. Office Hours and Days Off:

8.1. The Minister maintains regular and posted daytime or evening office hours at least three days per week, with other times available by appointment.

8.2. The Minister maintains one day per week free of all Congregation responsibilities and one additional day devoted to study and writing wherein the Minister is available only for emergencies.

9. Relationship to Council (Governance/Ministry Advisory Council):

The Council conducts an assessment of the work of the Minister and the ministry of the Congregation every three to five years as a periodic review and renewal of the leadership and ministry of the Congregation.

10. Minister's and Congregation's Conduct:

The conduct of the Minister and the congregation is in accordance with the Code of Professional Practice and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

Considerations regarding use of leave time:

11. Annual Leave:

8 weeks per year - 4 weeks vacation plus 4 weeks study leave

12. Denominational Service and Continuing Education Leave:

4 Sundays annually, with specific approval of Board

PROCEDURES FOR SELECTING INTERIM MINISTER SEARCH TASK FORCE

INTERIM MINISTER STAFF CHANGE APPROVAL POLICY

In performing the role of staff supervisor an interim minister may not dismiss or hire members of the paid congregational staff without the approval of the executive committee of the Board of Trustees.

PROCEDURES FOR ELECTING THE SETTLED MINISTER SEARCH TASK FORCE

A. Call for Names to Serve on the Task Force

1. Six weeks prior to the Congregational Meeting to select a slate, the Council shall, through the newsletter, mailings, the Sunday bulletin, and/or speaking during Sunday service, call for names of Members to be submitted from the Congregation, either one's own or someone else's. This call will be made for two weeks.
2. After the designated two weeks of requests for names, members of the Council shall call those people whose names have been submitted by someone else to see if they are willing to serve.
3. Provide a copy of the UUA search calendar to prospective nominees to give a sense of the time involved.

B. Final Selection of the Slate

1. The Council shall select a slate of five to seven members from the prospective nominees who are willing to serve.
2. Publish the Slate of Nominees for the Task Force in the newsletter, mailings, and/or the Sunday Bulletin for two weeks prior to the Congregational Meeting.
3. Within the publication of the Slate of Nominees, announce that a simple majority of Members present at the Congregational Meeting is required to add an additional member to the slate presented by the Council. If a majority is reached at that time, a Member *who is present* may be nominated from the floor for a vote.

C. Election of the Settled Minister Search Task Force

1. A quorum of not less than thirty percent of the current UUTC membership must be present for a vote to take place.
2. Election of the slate requires approval by a simple majority of those Members voting.
3. To allow nominations from the floor to add an additional member to the Task Force requires a simple majority vote by those Members present at the Congregational Meeting.
4. If a majority is reached, a Member *who is present* may be nominated from the floor for a vote. Election of the nominee requires approval by a simple majority of those Members voting.

D. Procedure for Finding a Replacement for Task Force Member

During the course of its service, should the elected membership of the Settled Minister Search Task Force drop below five, the Council, in consultation with the Task Force, shall recruit a fifth member.

PROCEDURES REGARDING RESIGNATION OF MINISTER

When the settled minister resigns, the Board will:

1. Notify the congregation through the church newsletter and through two consecutive Sunday morning pulpit announcements.
2. Notify the UUA District Executive or the UUA Transitions Director.
3. Follow its procedures for electing the Settled Minister Search Task Force.
4. Follow its procedures for selecting an Interim Minister.

When the settled minister resigns voluntarily for such reasons as health, retirement or a new position, the Minister:

1. Will take no leadership role in the planning and development of any program or policy for the period after announcing his/her resignation.
2. May serve as a consultant to the Board regarding candidate and settlement procedures.

When there is dissatisfaction with the minister's service to the point that there is a vote of no confidence or the minister's continuation is doubtful or impossible, the Board may enter a negotiated resignation with the minister. In such case:

1. The minister will take NO further leadership role in congregation.
2. The negotiated resignation must be intended to obtain a timely and relatively peaceful solution to a potentially protracted and divisive situation.
3. The negotiated resignation may include a larger severance package than would be available under either a voluntary resignation or a congregational vote to terminate.

OPERATING PROCEDURES FOR UUTC PRESIDENT

1. preside over meetings of the Board and of the Congregation;
2. inform the Congregation of activities and decisions of the Board;
3. bring before the Board administrative issues for their resolution;
4. represent UUTC to the public and to the denomination;
5. see that administration of UUTC affairs conforms to the provisions of the Bylaws;
6. prepare, with the other Board members, an agenda to be distributed to the Congregation by the Secretary for any Congregational Meeting;
7. with the President-Elect, appoint Committee Chairs and Chairs-Elect;
8. serve as Chair of the Board Executive Committee;
9. prepare, with input from other Board members and Admin, an agenda for each Board meeting, to be published in the newsletter the week before the Board meeting and distributed via email to Board members prior to the meeting;
10. write and submit to the Administrator a summary of each month's Board meeting to be posted on the website and/or included in the monthly newsletter;
11. discharge other duties as may reasonably appertain to this office.

OPERATING PROCEDURES FOR THE UUTC BOARD SECRETARY

Revised 2017-02-13

Following are the responsibilities and procedures currently discharged by the Secretary of the Board of Trustees.

DUTIES set forth in the UUTC BYLAWS (5/22/16)

VI. C. DUTIES OF THE UUTC SECRETARY include: (Bylaws p 4)

1. **maintain an accurate record of all activities of the Board and of any Congregational Meeting;**
2. **arrange for publication of information about activities of the Board and the Congregation within UUTC;**
3. **notify the Congregation at least two weeks in advance of any Congregational Meeting. Such notification shall include a meeting agenda, a list of Nomination Committee nominees, when appropriate, and absentee ballots;**
4. **assure safe storage of all records of UUTC Board and Congregational activities;**
5. **prepare correspondence for, and with the approval of, the Board;**
6. **serve as a member of the Board Executive Committee;**
7. **maintain accurate membership records.** *(Note: with assistance from Membership Team and Administrator)*

III. D. CHANGES IN MEMBER OR FRIEND STATUS (Bylaws p 2)

1. A Member or Friend of UUTC may discontinue that status by sending a written notice of his/her decision to the Secretary of the Board of Trustees, and requesting that **the Secretary remove his/her name from the Membership Book and the UUTC Directory.**
2. The **Board Secretary shall remove from member or friend status any person who is deceased.**
3. The Board of Trustees may instruct the **Board Secretary to remove from member or friend status any person who has behaved in a manner that undermines the well-being of the Congregation.** However, that person shall have the right to submit a rebuttal or appeal in writing and/or meet with the Board of Trustees to appeal its decision.
4. The Board shall direct an annual review of the membership rolls to determine membership status.

VIII. B. QUORUM FOR MEETINGS (Bylaws p 7)—A quorum of not less than thirty (30) percent of the current UUTC membership must be present at a meeting for any vote to be taken. Absentee ballots may not be counted in the determination of whether a quorum is present. More than 30% of Members present may be required for certain votes, as prescribed by these bylaws.

1. At the beginning of either the Annual or any Special Meeting, **the Board Secretary shall determine whether a quorum is present and so notify the President.**
2. Before any vote, **any member may require the Secretary to determine whether a quorum is present.** If a quorum is not present, or is no longer present, no vote, other than a vote to adjourn, may be taken.
3. Decisions will be made by simple majority of the votes cast (in person and by absentee ballot), EXCEPT for matters referred to in Article IV, Section A, Numbers 4, 5, 6, 8, and 10, which decisions shall require no less than two-thirds of the votes cast (in person and by absentee ballot) in order to pass. Article IV, Section A, Number 7 requires a 3/4 vote in order to pass.

VIII. C. ABSENTEE VOTING (Bylaws p 7) - Members may submit absentee ballots at both Annual and Special Meetings. An absentee ballot form shall accompany notification of such meetings.

1. **Completed absentee ballots must be in the possession of the Board Secretary at the time the meeting is called to order.**
2. **On a voice vote that is close, the Secretary may announce each absentee vote s/he is holding. On a secret ballot, the secretary must tally all the absentee votes and add them to the written ballots that are submitted.**

PROCEDURES FOR BOARD SECRETARY

Connection Links:

UUA Updater Changes, Management- my.uua.org/contactinfo

UUA Updater Account Set Up-
Credentials, Certification-

my.uua.org/accounts
dataservices@uua.org
Congregation # 6628 Password: varsity24
dataservices@uua.org or Transitions

Minister Changes-

Annual To Do List by Month: Reminders for Board Agenda / Also see Board Calendar

JUNE/JULY

- *Send minutes containing bank account and safe deposit signatories (by name) and names of outgoing and incoming officers that were “elected by a quorum of the member Congregation on May XX, 20XX” to Treasurer
- *Order new nametags for new Board Members (contact - Jim Null)
- *Request new photos if needed for new poster of Board Members (contact – Mark Allison)
- *Update UUTC Leadership Positions at my.uua.org/contactinfo
- *Update and train UUA updater, if needed. (new Board Secretary)
- *Update necessary changes in WLOS cancellation system (see Cancellation Procedures)
- *Change of Minister to UUA Transitions at my.uua.org
- *Check with Treasurer re: new Board members and Finance Committee members to Bookkeeper; designated signatories for accounts and safety deposit box
- *Update contact info for Board members on Board’s Board
- *Review data systems with Membership Team and Administrator (Member/Friend Requests, Status or Info changes, ACS, Constant Contact, Phone Tree, UUWorld & other updater functions, Membership Book & Spreadsheet)

AUGUST

- *Send current Organizational Structure document to Board members for September review

SEPTEMBER

OCTOBER

- *Application for tax exempt status on Varsity Extension Project (if applicable)

NOVEMBER

- *County Parking Lot Use Application – see Administrator
- *Review Cancellation Procedures

DECEMBER

- *Check for Certification congregational poll requests for General Assembly (GA) ballot

JANUARY

- *Request annual review of current Policy Manual by Administration Committee

FEBRUARY

- *UUA Certification due. Treasurer, President and Administrator receive notification and can complete sections. Keep completed printouts.
- *Send current Board Operating Guidelines document to Board members for March review

MARCH

- *Request Annual Meeting date
- *Start document and other preparations for Annual Meeting

APRIL

- *Continue preparations for Annual Meeting

MAY

- *Distribute Annual Meeting document 14 days prior to meeting date
- *Credentials for GA Delegates (Congregation #6628 Password: varsity24)

Quarterly To Do List:

Update UUWorld mailing list at my.uua.org/contact info. All Updaters will receive the reminders. Can be done more frequently, at the time of membership changes.

Questions: Nick Rafael at nrafael@uua.org

Monthly Minutes: Maintain accurate record of Board Meetings

- *Maintain electronic file of email votes. Add results of votes to next monthly minutes. Review file for deletions once minutes are approved.
- *Review approved minutes and any unfinished business notes for reminders to President for inclusion in next Board Meeting Agenda. Remind President to publish Agenda.
- *Send relevant documents to Board members prior to Board meetings.
- *Send DRAFT of minutes to Board, Minister, Committee Chairs, and Admin as soon as drafted.
- *Once Board has approved minutes, edit as needed and save as a PDF.
- *Send PDFs of approved Board Minutes and Treasurer's Report for that meeting to Admin for filing and for posting on the Board's page of the website.
- *Post hard copies of Minutes and current month's Treasurer's Report on the Board's Board. Post other relevant reports as space allows.
- *Request newsletter notice of posting to Board's Board and to website.

Ongoing/As Needed:

- *Notify Admin of any change in Board meeting date/time.
- *Maintain minutes of Annual Meetings and other congregational meetings.
- *Update and maintain organizational documents – Bylaws, Policy Manual, Organizational Structure. Copy PDF files to Administrator as appropriate.

OPERATING PROCEDURES FOR THE UUTC BOARD TREASURER

Revised 2016-08-17

I. The Treasurer, as a member of the following, is expected to attend as many meetings as is possible:

- A. The Board of Trustees, voting
- B. The Executive Board of Trustees, voting
- C. The Finance Committee, non-voting and
- D. The Stewardship Team, non-voting advisory

II. The Treasurer is the liaison between the Board of Trustees and the financial institutions the Board has chosen to use.

The Treasurer will ensure:

- A. The correct signatories are named by the operating bank at the beginning of every fiscal year.
- B. The correct signatories are named on all credit accounts, such as credit cards, lines of

credit, vendor accounts, etc.

C. The appropriate officers have access to electronic cash management accounts, church management software, electronic donations processing vendors, endowment accounts, safety deposit boxes and electronic file storage.

III. The Treasurer is responsible for reporting the financial status of the Church to the Board of Trustees, the Finance Committee, Team Leaders, and the congregation on a regular basis and as requested.

A. Appropriate records privacy and records security as mandated by the Board will be maintained at all times.

B. Statements identifying tax-deductible donations made to the Church will be issued to the congregation by email and United States postal mail no later than January 30th of every year.

C. The Treasurer will provide oversight on the activity levels in the Minister's Discretionary Fund, the Settled Minister's Search Fund, and petty cash and will report to the Executive Board any unusual or suspicious activity.

IV. The Treasurer is responsible for managing the bookkeeper and ensuring the integrity and consistency of the financial records.

The Treasurer will ensure:

A. Checks are promptly signed and distributed.

B. Electronic payments and transfers are promptly authorized and released.

C. Tax paperwork for the state and the federal government is prepared and filed in a timely manner.

D. The church management software is updated with pertinent information and backups are performed on a regular basis.

E. An annual financial review is performed and the results reported to the Board of Trustees and the Finance Committee.

F. An annual performance review of the bookkeeper is done in the presence of the bookkeeper and the Church Administrator.

Note: Detailed procedures required to carry out the aforementioned responsibilities of the Treasurer are described in a separate Treasurer's Operating Guidelines Manual.