



45 **I. GENERAL**

46 **A. Operations of All Groups designated within the UUTC Organizational Structure.** All  
47 groups designated within the UUTC Organizational Structure are free to operate as they best  
48 determine within the parameters of their accountability, mission, responsibilities, and  
49 Congregationally approved annual budgets.

50 **B. Ex officio Status of Board President.** In addition to stated responsibilities, the President  
51 of the UUTC Board will be an ex officio (non-voting) member of all groups designated within  
52 the UUTC organizational structure within the church, with the exception of the Nominations  
53 Committee.

54 **C. Initiation of Plans and Action within UUTC.** No UUTC groups or individuals may plan or  
55 initiate actions that

- 56 **1.** commit UUTC resources beyond its Board-delegated authority,
- 57 **2.** obligate UUTC to sponsor or support an external activity, or
- 58 **3.** potentially conflict with current UUTC principles, policy or practices.

59 **D. Open Meetings.** All meetings pertaining to UUTC Ministry and Governance are open to  
60 observation. Meetings of any executive session, the Nominations Committee, Search Task  
61 Force, conflict resolution/dispute mediation and meetings on harassment/abuse of any form  
62 are excluded from this provision.

63 **E. Operating Guidelines.** Each Board Committee, Ministry Team, and the Council shall  
64 create (and revise as needed) Operating Guidelines. (Note: an Operating Guidelines  
65 template is available from the UUTC Administrator.)

66 **F. UUTC Official Documents.** Master copies of all official UUTC documents shall reside in  
67 UUTC's computer system.

68 **G. Record Retention Policies.**

69 **1.** UUTC shall retain in perpetuity original documents in the following  
70 categories:

- 71 **a)** Documents relating to the formation of UUTC that may have  
72 historical value
- 73 **b)** "The (Membership) Book"
- 74 **c)** Documents relating to the acquisition and disposition of real  
75 property
- 76 **d)** Documents relating to significant events in the life of the  
77 congregation.

78 **2.** UUTC shall retain supporting financial documents, e.g., receipts and  
79 invoices, in physical form for the three previous calendar years and the current  
80 calendar year,

81 **3.** Any document pertaining to the life of the congregation that has  
82 electronic origin, e.g., newsletters, orders of service, minutes, should be stored in  
83 that format in perpetuity

84 **H. Access to Official Documents.** Access to master copies of official UUTC documents shall  
85 be limited to the Administrator or Designee.

86 **I. UUTC Membership.** Prior to signing the Membership Book, an individual shall have  
87 completed a UUTC Prospective Member Class, have been a member of another UU  
88 Congregation, or have been excused from the class by our Minister and the Membership  
89 Team Leader.

90 **II. BOARD OF TRUSTEES**

91 **A. UUTC Organizational Structure.** The Board shall maintain an organizational structure  
92 that it deems best for effective operations of UUTC.

93 **B. Membership Rotation.** All Board Committees must have membership rotation.

94 **C. Operating Guidelines.** The Board shall review and approve Operating Guidelines of  
95 Board Committees.

96 **D. Policy Manual.** The Board shall maintain the UUTC Policy Manual. Aspects of this task  
97 may be delegated.

98 **E. Minutes.** The Secretary of the Board shall incorporate the record of any action taken by  
99 the Board electronically between scheduled meetings into the minutes of the first scheduled  
100 meeting following the date of the action.

101 **F. Compliance with Federal and State Laws and Regulations.** The Board shall ensure that  
102 the structure addressing behavioral issues complies with Federal and State laws and  
103 regulations.

104 **G. Leadership of Council, Committees and Teams.**

105 **1.** Leader of the Council must be a Member of UUTC.

106 **2.** Leaders of Board Committees must be Members of UUTC.

107 **3.** Leaders of Teams must be either Members or Friends of UUTC.

108 **III. PEOPLE**

109 **A. Safe Congregation Plan.** UUTC shall follow the standards, guidelines, practices, and  
110 procedures set forth in the Safe Congregation Plan adopted by the Board in October 2016 (or  
111 as subsequently revised and approved).

112 **1.** The "Safe Congregation Plan" shall be reviewed annually and revised as  
113 necessary,

114 **B. Provision of Childcare.** UUTC will offer childcare for all UUTC activities when requested  
115 by parents

116 **1. Medicine.** Neither staff nor volunteers may administer any medicine to  
117 any child

118 **2. Food.** No food will be provided to a child unless a parent/guardian notes  
119 on his/her registration card that the child does not have food allergies.

120

121 **IV. COMMUNICATION**

122 **A. Use of Full Name.** All external communications will state the full name of the  
123 Congregation – Unitarian Universalists of Transylvania County.

124 **B. Personal Information.**

- 125                   1.       UUTC will collect personal information, e.g., e-mail addresses or  
126                   telephone numbers, from Members and Friends only with permission.
- 127                   2.       UUTC will not sell or rent personal information.
- 128                   3.       UUTC will not release personal information to organizations other than  
129                   UU organizations.
- 130       **C. External and Internal Communications.** All internal and external communications shall:
- 131                   1.       be in keeping with UU principles and values;
- 132                   2.       contain no profanity or inappropriate language;
- 133                   3.       contain no commercial announcements (including business cards) by for-  
134                   profit organizations with no UUTC connection in fact or in spirit;
- 135                   4.       include no partisan political announcements; and
- 136                   5.       include no advertising for businesses of Members or Friends.
- 137       **D. Internal Communications.** All internal communications shall be transparent and open.
- 138                   1.       Minutes of all meetings shall be available to Members and Friends upon  
139                   request. (Minutes from any executive session, the Nominations Committee,  
140                   Search Task Force, conflict resolution/dispute mediation, and meetings on  
141                   harassment/abuse of any form are excluded from this provision.)
- 142                   2.       Meeting notices, agendas and minutes shall be posted on a timely basis.
- 143                   3.       The following documents shall be available upon request:
- 144                             a)       Annual Reports and
- 145                             b)       Operating Guidelines.
- 146       **E. Central Storage of Minutes.** All groups designated within the UUTC organizational  
147       structure shall submit minutes of all meetings to the UUTC Administrator. Minutes from any  
148       executive session, the Nominations Committee, Search Task Force, conflict  
149       resolution/dispute mediation meetings, and meetings on harassment/abuse of any form are  
150       excluded from this policy.
- 151       **F. Minutes of Board Meetings.**
- 152                   1.       Copies of Board meeting minutes will be provided to leaders of all groups  
153                   designated within the UUTC organizational structure and to all Member/Friends  
154                   when requested.
- 155                   2.       The Board shall notify Members and Friends of the availability of minutes  
156                   of its meetings when the minutes have been approved.
- 157       **G. E-mail Content.**
- 158                   1.       Content of e-mails issued by UUTC shall be limited to information about  
159                   UUTC or UU-affiliated organizations or of general interest to the UUTC  
160                   community.
- 161                   2.       E-mail lists maintained by UUTC groups within the UUTC computer  
162                   system may be used only for official UUTC purposes.
- 163                   3.       In the maintenance of e-mail lists, best practices must be used to protect  
164                   the privacy and identity of participants.

165 **H. Worship Service Announcements.** Worship service announcements made from the  
166 pulpit of UUTC must be limited to information pertaining to UUTC, UUTC-affiliated  
167 organizations, and Board-approved activities (e.g., targeted giving).

168 **I. Weekly Communications.** A weekly communication conveying news and  
169 announcements of interest will be distributed to Members and Friends or upon request.

170 **J. Publicity and Advertising.**

171 1. All press releases related to UUTC and its activities (except the weekly  
172 sermon announcement) must be approved by the UUTC Board or the Minister.

173 2. All external and internal advertising and publicity must be coordinated  
174 through the UUTC Administrator.

175 3. All internal advertising and publicity must be of general interest to the  
176 UUTC community.

177 **K. UUTC INFORMATION SYSTEM ASSETS.** The Uniform Resource Locator (URL)  
178 “www.uutc.org” website pages, content and computer equipment are the property of UUTC.

179 1. Ministry has final authority on all website content.

180 2. Oversight of the day-to-day operations of the UUTC website and member  
181 and staff management system applications resides with Ministry.

182 3. Oversight of social media accounts (e.g., Facebook, Twitter) resides with  
183 Ministry. This includes decisions on the scope of UUTC engagement and  
184 monitoring of activities.

185 4. Any external URLs linking to uutc.org, URLs embedded at the UUTC  
186 website, or substantive changes to website design or content of the UUTC  
187 website must be approved by the Minister and is to be administered by the UUTC  
188 Administrator and/or appointed staff.

189 5. Access on UUTC’s behalf to the computer server and cloud-based services  
190 where the UUTC website, and member and staff management systems  
191 applications reside is limited to the Administrator, the AV Technician,  
192 bookkeeper, or appointed staff.

193 6. The UUTC Administrator will seek direction from the Minister when:

194 a) Potentially controversial issues arise, or when changes in scope of  
195 the website or changes in content or tone of the content at the website  
196 are planned.

197 b) Significant changes in functionality or scope of member and staff  
198 management system applications are planned.

199 **L. Cancellation of Scheduled Activities.** If it is necessary to cancel a Sunday Service or  
200 other scheduled activity affecting a large number of Members and Friends, the responsibility  
201 for the decision to cancel will fall to the highest-ranking Board member accessible at the  
202 time. Order of ranking: President, President-Elect, Treasurer, Secretary, at-large members.

203 **V. FINANCE**

204 **A. Designated Contributions.** The Board must approve any contribution, including  
205 memorial gifts, designated for a specific purpose.

206 **B. Discretionary Monies.** Any entity receiving an allocated budget may elect to spend such  
207 budgeted funds as need arises. While discretionary monies are expected to be spent at a  
208 rate proportional to the progress of the fiscal year, exceptions require notification to the  
209 Treasurer and the Finance Committee. Exceeding the designated Budget by more than 10 %  
210 will require advance approval by the Board.

211 **C. Undesignated Bequests.**

212 1. The Finance Committee shall be notified of any undesignated bequest  
213 before the bequest is distributed or used and shall recommend to the Board the  
214 use/distribution of any such bequest.

215 2. The Finance Committee should consider the Endowment Fund when such  
216 bequests are received.

217 **D. Undesignated Contributions.** [Adopted in January 2018] Contributions to UUTC that  
218 are undesignated and less than \$500 will automatically be applied to the General Operating  
219 Budget. Contributions to UUTC that are undesignated and from \$500 to \$5000 will be  
220 designated by the Finance Committee for placement in a fund that it deems best at the time.  
221 Contributions to UUTC that exceed \$5000 will receive a recommendation from the Finance  
222 Committee to the Board for placement in an existing fund and require Board approval.

223 **E. Financial Statements and Stewardship Appeals.** All Members and Friends with  
224 envelope numbers shall receive regular personal financial statements; all Members and  
225 Friends shall receive all communications deemed appropriate by the Stewardship Team;  
226 elective non-giving shall not be considered a worthy reason for an exception; the Minister  
227 and Membership Team Leader shall handle any related membership issues. [This sentence is  
228 complex and not clear to the AdCom; we recommend that the Finance Committee review  
229 and clarify. For example, what is “elective non-giving”? What is meant by “related  
230 membership issues”?]

231 **F. Financial Responsibility to the Congregation.** The Board shall establish guidelines for  
232 developing financial goals and objectives, for making financial decisions, for reporting the  
233 financial status of UUTC to the Congregation, and for overseeing UUTC funds.

234 **G. Annual Financial Review.**

235 1. The Board, or its designee, shall conduct an Annual Financial Review.

236 2. The Board shall formally review the findings and recommendations  
237 arising from the Review.

238 3. The Board shall report the findings and recommendations of the Review  
239 to the Congregation and to the Finance Committee for implementation of  
240 changes, as appropriate.

241 **H. Endowment Fund.** The UUTC endowment fund supports an enduring investment in the  
242 mission of UUTC. To that extent the funds may only be placed in socially responsible  
243 investments as with the UUA Common Endowment Fund, or similar vehicle.

244 1. The intent is that the principal of the fund remain intact, and grow with  
245 time. To that goal no withdrawals may be made from the Endowment Fund  
246 before the principal reaches \$100,000.00.

- 247                   2.       Withdrawals may be made each fiscal year in the amount of 50% of the  
248                   current year's interest on the principal, provided the principal is above the  
249                   minimum set forth.
- 250                   3.       The fund income may be used for community outreach, social justice, or  
251                   educational and spiritual exploration programs. The fund income is not intended  
252                   for, and may not be used for operating or capital budget expenditures, except in  
253                   the case of extraordinary need, where not using these funds threatens the  
254                   existence of UUTC, as determined by the Board, and then only with the approval  
255                   of 75% of the membership present at a quorum advertised 30 days in advance.

256 **VI.     PROPERTY**

257     **A.    Conditions for Use of UUTC Property.** The Board will establish conditions for use of the  
258     UUTC building and property.

259     **B.    Scheduling Authority for Facility.** Scheduling of space on the UUTC campus for any  
260     purpose may be authorized only by the Administrator or a designee.

261     **C.    Non-UUTC Meetings.** The Congregation's property may be used for non-UUTC meetings  
262     and functions, provided that conditions as specified in the procedures established by the  
263     Board are met.

264     **D.    Priority of Building Usage.** Priority for building usage will be given in the following  
265     order:

- 266             1.       Regularly scheduled UUTC services and events;
- 267             2.       Rites of passage ceremonies requested by UUTC Members and Friends;
- 268             3.       Regularly scheduled meetings of any group designated within the UUTC  
269             organizational structure;
- 270             4.       Regularly scheduled meetings and events sponsored by Special Interest  
271             groups, Good Neighbor groups or individuals whose purpose and philosophy are  
272             compatible with the Principles of Unitarian Universalism;
- 273             5.       Rites of passage ceremonies requested by non-members of UUTC;
- 274             6.       Ad hoc events and meetings sponsored by UUTC Members and Friends;
- 275             7.       Ad hoc meetings and events scheduled by Special Interest groups, Good  
276             Neighbor groups, commercial enterprises, or individuals whose purpose and  
277             philosophy are compatible with the Principles of Unitarian Universalism.

278     **E.    Consumption of Alcohol.** UUTC allows the provision and consumption of alcohol on its  
279     premises. Such provision and consumption shall comply with any applicable State, County  
280     and City law and with procedures established by UUTC.

281     **F.    Sale of Items on UUTC Premises.**

- 282             1.       Outside speakers and performers may sell their books, CDs, etc. at church  
283             on the day of their presentation. They must handle all aspects of the sales and  
284             payment for their items.
- 285             2.       No Members or Friends may sell items unless the sale is part of a Board-  
286             approved, Congregation-wide event.

287     **G.    Commercial Enterprise.** Selective commercial use of the building is permitted.

288 **H. Safety and Insurance.** UUTC’s building and property shall be in full compliance with all  
289 safety codes and requirements, be properly insured and securely protected.

290 **I. Memorial Garden.** (Guidance provided in January 2018) Recognizing and celebrating  
291 that the UUTC building and grounds are special and sacred places for UUTC Members and  
292 Friends, UUTC shall make available a final memorial in the Memorial Garden.

293 1. The Memorial Garden shall be the only area in which memorials are  
294 placed. Memorials are limited to (a) a permanent, personalized leaf on the Tree  
295 of Life , and (b) memorial services

296 2. Written permission from the Minister or designee must be obtained  
297 before a memorial is placed.

298 3. The scattering or internment of “cremains” in the Memorial Garden is  
299 prohibited.

300 4. Fees may be charged for the installation of permanent memorials at the  
301 determination of the Board, who will set the fees.

302 5. Exceptions to this policy are approved in writing by the Minister.

303 **J. UUTC Facilities Rental Fees.** Rental fees will, at a minimum, cover all costs incurred or  
304 resulting from the use of the facilities. They may provide UUTC income to support its  
305 mission

306 **K. Signage Displays.** (Adopted in January 2018) Any visual addition to surfaces facing  
307 common areas at UUTC must be recommended by a UUTC Team or Committee and  
308 approved by the Aesthetics Task Force or designee (UUTC Administrator). Visual additions  
309 include any signage, artwork, flyer, banner, or object, either temporary or permanent,  
310 affixed to any interior vertical surface of common areas or elsewhere on UUTC properties.  
311 Visuals associated with ARE and CRE activities may be displayed in the designated display  
312 areas within classrooms, the nursery, and the connecting hallway. The UUTC Administrator  
313 may immediately remove any materials posted without approval.

## 314 **VII. EMPLOYMENT**

315 **A. Equal Opportunity Employment.** UUTC affirms its commitment to equal employment  
316 opportunity for all individuals. Any report of employee discrimination will be investigated;  
317 any actions will comply with established procedures and conform to applicable laws and  
318 regulations.

319 **B. Personal or Sexual Harassment or Abuse.** UUTC tolerates no personal or sexual  
320 harassment or abuse. Any report of harassment or abuse will be investigated; any actions  
321 will comply with established procedures and conform to applicable laws and regulations

322 **C. Discrimination.** UUTC prohibits conduct that shows hostility or an aversion toward an  
323 individual because of her or his race, color, religion, sex, national origin, age, disability,  
324 sexual orientation, gender identity or expression, or any classification protected by law. Any  
325 report of such conduct will be investigated; any actions will comply with established  
326 procedures and conform to applicable laws and regulations.

327 **D. Employee Complaints.** Resolution of employee complaints shall follow procedures  
328 contained in the UUTC Personnel Manual.



329 **E. Internet Access.** UUTC provides Internet access (including e-mail) to its staff members  
330 to assist and facilitate UUTC communications and work-related research. These services are  
331 for legitimate UUTC use only in the course of assigned duties. All materials, information and  
332 software created, transmitted, downloaded and stored on UUTC’s computer system are the  
333 property of UUTC and may be accessed only by authorized personnel.

334 **F. External Requests for Information.** Employees shall direct all requests for information  
335 about UUTC from newspaper, television and radio media to the President of the Board or the  
336 Minister.

337 **G. Confidential Information.** Employees may have access to confidential information  
338 about UUTC, including but not limited to information about Members, Friends or other staff  
339 members. Such information must remain confidential and may not be released, removed  
340 from UUTC’s premises, copied, transmitted or in any other way used for any purpose by  
341 employees outside the scope of their employment.

342 **H. Conflicts of Interest.**

343           1. No employee shall engage in any business or transaction, or shall have a  
344 financial or other personal interest which is incompatible or in conflict with  
345 her/his employment duties.

346           2. No employee shall engage in any activity that would impair her/his  
347 judgment or actions in the performance of her/his duties for UUTC.

348           3. Employees must report any potential or current conflicts of interest to  
349 their supervisor.

350 **I. Employee Family Members.** Members of an employee’s family may be considered for  
351 employment. Relatives may not supervise one another. The term “relative” includes  
352 domestic partners and extends as well as to immediate family.

353 **J. Performance Review.** Employees shall be provided with a face-to-face performance  
354 review by their supervisor and will receive a written performance evaluation once each year.  
355 A copy of the written performance review will be maintained in the Employee’s permanent  
356 personnel file.

357 **K. Part-time Employees.** Part-time employees shall be provided pro-rated benefits when  
358 the minimum number of hours scheduled per week is XX. **(Board is seeking guidance for  
359 completion of this policy.)**

360 **L. Management of Employees.** UUTC’s Personnel Policy Manual shall be used in the  
361 management of all staff members.

362 **M. Staff Participation in UUTC Leadership.** UUTC staff members are ineligible to serve in  
363 leadership roles in UUTC governance (Board or Committees), on the Governance/Ministry  
364 Advisory Council or on Ministry Teams, with the exception of the Staff/Lay Team or as ex  
365 officio advisors as directed by the Minister for Teams that may pertain to the particular staff  
366 role.  
367