

## UUFNB POLICIES

In June, 2008 the congregation voted to separate policies and procedures from the Bylaws and make them stand-alone documents which could be amended by the Board of Trustees without a congregational vote.

Below are these policies as well as ones implemented by the Board since 6/08. Italics refer to corresponding Bylaws section.

### **Building Fund** (*Bylaws, Article VIII*)

- The Treasurer shall include the status of the Building Fund as a portion of the Annual Report to the Congregation.
- Contributions to the Building Fund may be made by means of direct donations or bequests of cash, stocks, bonds, real estate and/or assignment of either life insurance or retirement plans.
- Members may propose fundraising activities for Board consideration, where all or a portion of the revenue is contributed to the Building Fund.
- Names of all contributors with exception of those requesting anonymity shall be preserved and distributed to the congregation once a year.
- Names of all contributors shall be permanently displayed on the wall or grounds of any building purchased. (Contributors may choose Anonymous and/or "in memory of \_\_\_\_ by \_\_\_\_".)
- New members shall be informed of the Building Fund and how they can pledge/contribute to it.

### **Conduct** (*Bylaws, Article XI*)

Our Fellowship is a safe haven for all who attend. All members and friends are called upon to act respectfully toward everyone. Sexual harassment of any type is expressly prohibited.

In a fast-changing society where relationships between persons are being redefined, it is necessary to be sensitive to the feelings of all members of the Congregation. Therefore, the following procedure is adopted by our Fellowship:

- Report any unacceptable behavior to the Board, the Committee on Ministry, or the Minister.
- This report shall be considered within the Committee on Ministry. This Committee will investigate the report and meet with the appropriate people to resolve the issue.
- If behavior is egregious and/or ongoing, the Committee on Ministry will make recommendations to the Board for immediate appropriate action.

**Fundraising** *This policy was passed by the Board in June 2008 and amended in December 2009.*

Any person or group wanting to do a fundraiser must have it pre-approved by the UUFNB Board.

### **Membership Counting** (*Bylaws, Article III*)

The Treasurer shall provide a list of those who have made an annual contribution of record at the end of each fiscal year. The Membership Chair shall combine the June 30 contribution report from the Treasurer with the list of those who have signed the membership book as of February 1 and those who have not written to resign as of February 1 to create a master list of voting members to be reported to the UUA by the President.

### **Board of Trustees** (*Bylaws, Article V*)

- Agenda items from any voting member must be submitted at least one week prior to the regular Board meeting to the President or her/his designee.
- The four officers on the Executive Committee may meet in between Board meetings. They may set agendas for the Board meetings, call for an email vote, or call for a special meeting of the Board.
- The Board may hold the last portion of its meeting in “executive session” when there is a need to deliberate a sensitive or confidential issue such as a personnel matter.
- Board meeting dates, times and places shall be publicly announced and voting members of the Congregation may request a copy of the Board Agenda or the Board Minutes.

January, 2010