

STANDING RULES
ORANGE COAST UNITARIAN UNIVERSALIST CHURCH
(Last Revised April 16, 2001)

These standing rules are a compilation of Board of Trustees decisions that establish continuing policy. They are maintained by the Recorder as part of the official "Policies and Procedures" of the Church, which also includes the Bylaws and Personnel Policies. Dates in parentheses indicate the date of adoption of that policy.

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I. COMMUNICATIONS

A. Newsletter

1. The church newsletter is sent without charge to members of the Church, to non-members who have pledged to the Church, and to families with a child enrolled in Religious Education. (Two members or pledgers living at the same address receive one copy unless they request two.) For others, the subscription fee is \$15 per year after a four-month free subscription. The subscription fee is waived for prisoners, people living on welfare, people over 65 years old, and people indicating financial hardship (8/19/73).
2. If the editor receives material for the newsletter that he or she considers controversial, it will be brought to the attention of the chairperson of the Communications Committee and/or the President before it is published. (6/19/77)

B. General

1. No official publication of the Church will accept commercial advertising, unless approved by the Board as part of a special souvenir publication. Gratuitous mentions in Church publications of programs, social events, or offers of goods or services for sale are limited to those made by members of the Church, their immediate relations, or pledgers. (1/6/74)
2. The mailing of official publications of the church will comply with current US Postal Service regulations. (4/17/96)
3. The church logo may be used only with permission of the Board. (4/17/96)
4. Use of bulletin boards, or other space for posting, is reserved for members and friends of OCUUC. The Communications Committee is responsible for the bulletin boards and guidelines for posting. Guidelines are available in the church office or from the Communications Committee. (4/19/99)

II. FACILITIES

A. Scheduling and Oversight

1. Normally use of church property is scheduled by the Church Administrator, on a first-come first-scheduled basis applied equally to all authorized users. This applies to events sponsored by the Board, affiliates, the UUA, and others. A group not giving prior notice will not be allowed to meet at the Church. (3/9/74, 3/11/87).
2. Supervision of custodial services is the responsibility of the Building and Grounds Committee. (3/14/76)

B. House Rules (1991)

1. Anyone using the Church must make arrangement in advance to borrow a key from the Church Administrator. (For short-term rentals a key is issued only if no custodian or member is available to open the facility.)
2. Each user of church property is expected to leave it at least as clean as it was found. Any kitchen items used are to be washed and returned to the proper storage area, and the kitchen should be ready for immediate use by the next group.
3. Leftover foods, especially perishables, should not be stored in the refrigerator. An exception is that Religious Education may store juice for use the following Sunday.
4. It is the responsibility of anyone using the church to secure the premises afterward. All doors should be checked, lights turned out.
5. No smoking is permitted in the buildings. Smokers outside should use containers placed on the grounds for disposing butts.
6. There will be no use of illegal drugs at any church-sponsored function. (12/11/77, 3/15/99)
7. Each church group will be assigned storage space to meet its needs, and should refrain from using other storage space. To reduce clutter, items left lying around will be discarded.
8. Anyone who decorates the church must remove all decorative materials, including tape, string, etc., and must not use duct tape as it ruins the finish. Flowers should be removed and vases stored immediately after use.

C. Rental Policies (4/16/01)

1. General Provisions

- a. The primary purpose of renting OCUUC facilities to outside groups is to benefit the church financially. A secondary purpose is to reach out to like-minded groups who might increase our presence in the community.
- b. In the rental of church facilities to outside groups, there will be no discrimination on the basis of race, creed, nationality, political persuasion or sexual preference. However, a history of violation of human rights on the part of an organization or its leaders is adequate basis for the denial of use.

- c.* The schedule of rental fees generally utilized by the church at any time applies to all outside organizations equally. Any exception to this policy requires prior approval by the Board for long-term rentals, and prior approval by the Vice President-Finance for short-term rentals.
- d.* All non-members seeking to rent church facilities, even on a one-time basis, must complete the appropriate application form, setting forth intended use and establishing financial responsibility.
- e.* Any group from which an OCUUC member is a sponsor may be granted reduced rent or free use of a facility, at the discretion of the Board for long-term rentals and of the Vice President-Finance for short-term rentals, even though some participants may not be members. The sponsoring member will be held financially responsible for building care and security.
- f.* A current copy of the standard schedule or rental fees shall be kept available in the church office for inspection by interested parties.
- g.* Renters may not use building space for storage without the specific approval of the Building and Grounds, Aesthetics, and RE Committees as appropriate.
- h.* Rental contracts may be terminated by OCUUC on any of the following grounds: (1) non-compliance with terms of this agreement; (2) damage to church property; (3) behavior contrary to the principles and purposes of this church community, as stated in its Bylaws; (4) activities judged by the Board to be in violation of human rights.
- i.* Rights of Passage are defined as celebrations or services for: (1) A birth or adoption of a Member's child, grandchild, or great grandchild; (2) A wedding or union of the Member, Member's child, or grandchild; or (3) A memorial for the passing of a Member; Member's spouse, child, parent, sibling, grandparent, or grandchild.

2. Short-Term Rentals

- a.* A short-term rental is defined as any contractual agreement involving the use of a church facility for up to three times within a six-month period.
- b.* One-time rentals or rentals for rites of passage may normally be arranged at the discretion of the Church Office Manager under the direction of the Minister. All non-member weddings or couples' unions will be referred by Office Manager to the Church Wedding Coordinator. For other short-term rentals, the Vice President-Finance should be consulted.
- c.* If there is any questionable aspect of the proposed building use that may conflict with

church principles, the application will be referred to the President, who may proceed at his or her discretion.

- d. A short-term rental does not imply any commitment on the part of OCUUC for longer term availability.

3. Rental Fee Schedule (Short-Term)

- a. The Finance Council will review the Rental Fee Schedule annually, and propose any changes in rental fees or security deposits to the Board for approval.
- b. Short-term rentals occurring more than one time to the same renter require pre-payment of one session at the time of reservation.
- c. A security deposit is required for all non-member rentals of any part of the main building or for any classroom, refundable within two weeks from the date of the event.

4. Long-Term Rentals

- a. Applications for long-term building use (more than 3 occasions) will be referred to the Finance Council for recommendation to the Board (3/15/99). When negotiating a long-term contract, the Board may choose to accept per-hour rates somewhat lower than for short-term rentals.
- b. Any rental agreement for a period of three months or longer that involves use of the sanctuary or social hall during weekend or evening hours will contain a provision for preemption by OCUUC, with due notice.
- c. Deposits: Long-term tenants must pay the first and last session's rental prior to occupancy as well as a refundable security deposit.

III. FINANCE

A. General Provisions

1. In any month, a committee may routinely spend and expect reimbursement for up to \$100 or 1/12 of the committee's annual budget, whichever is greater. For greater amounts, the committee must notify the Treasurer in advance and receive assurance that the money is available. (8/26/93)
2. Sign-up sheets for activities charging fees are not to be circulated during Church services. (4/1/73)

3. The Board will maintain a safety deposit box which can be entered by the President, Vice President, Recorder, or Treasurer; transfer of right of entry will be completed annually after elections through signatures of outgoing and incoming officers. (9/29/74)

B. Definition of Funds

1. A *fund* is an asset or group of assets, together with associated account liabilities, which are related as to activity or purpose and maintained as an accounting entity. Separate funds are established as needed to achieve a proper segregation and fair presentation of resources.
2. *Fund accounting* is a double entry system for recording the transactions of each of the funds, with reciprocal entries for transactions between funds.
3. *Current unrestricted funds* contain resources over which the Board of Trustees has discretionary control for carrying on the operations of the Church, in accordance with the Bylaws. The principal sources of current unrestricted funds are contributions, program service fees, investment income, and sales of goods and services. Separate funds may be established for special purposes such as set-asides of memorial gifts, contingency reserves, and special projects lasting more than one calendar year.
4. The Board of Trustees may *appropriate* or *allocate* portions of the current unrestricted funds for any specific purpose, project, or investment as an aid in the planning of expenditures and the conservation of assets.
5. *Current restricted funds* contain resources currently available for allocation but expendable only for operating purposes specified by the donor. Such resources may come from gifts, grants, income from endowment funds, or other similar sources. (Such funds are sometimes called *donor restricted funds* or *funds for special purposes*.)
7. A *land, building, and equipment fund* may be used to accumulate the net investment in fixed assets and to account for resources contributed specifically for the purpose of acquiring or replacing land, buildings, or equipment. Mortgages or other liabilities relating to these assets are also included in this fund. (This fund is sometimes called a *plant fund* or *fixed asset fund*.)
8. An *endowment fund* represents the principal amount of gifts and bequests accepted with the donor-stipulation that only the income from investment of principal be expended, with the principal maintained intact for a specified period or in perpetuity. Net gains or losses from the sale of assets donated under such stipulations are also accounted for in this fund.
9. A *custodian fund* is a fund established to account for assets received by the Church to be held or disbursed only on instructions of the person or organization from whom they were received. These are not assets of the Church since it has no control over their use.

C. Fund Raising

1. General Policy: All fund-raising projects and solicitations in the name of the Church or on Church property require prior approval of the Finance Council under the oversight of the Board of Trustees. All funds raised in such manner are the property of the Church.
2. Purpose: The Board of Trustees is responsible for (a) coordinating equitably all fundraising activities including the annual canvass, the building fund canvasses, special fund drives, and fund-raising activities for groups both within and outside the church; and (b) assuring a proper accounting of all income and expenditure.
3. Procedures:
 - a. Requests for fund raising activities must be submitted in writing to the Finance Council for prior approval. A submission form is available from the Church Administrator. When time considerations dictate, approval may be obtained from the President or VP-Finance, with formal submission still required as a follow-up.
 - b. Blanket Approvals: For repetitive, ongoing fund-raising activities, groups within the church may request annual approvals. Normally this would be used for cases where each separate fund-raising activity is expected to involve minor amounts of funds.
 - c. Proceeds must be submitted to the church. The Treasurer will maintain a record of all revenues received in an appropriate revenue account.
 - d. Normally, 75% of the net funds raised by a group or committee in a special fundraiser unrelated to the annual budget become available for use by that group, through disbursement by the church treasurer. The other 25% goes to the church operating budget. If a different allocation is proposed it must be approved by the Board. (rev. 4/16/97)
 - e. At the end of a fiscal year, unexpended funds in a special purpose account designated for a group or committee normally carry over to the next fiscal year, and are not lost to the group.
 - f. The Board of Trustees retains discretionary control over all accounts, including committee revenue accounts, at all times.
 - g. Fundraising for organizations other than OCUUC (e.g., youth groups, schools, outside agencies) is not allowed at the church unless approved by the Board. (3/24/94)

IV. COMMITTEES (1987)

A. Committee Membership

1. Committee members are not appointed by the Board, but are a function of prospective members' interest and chair's judgment based on the functions and needs of the committee.

B. Committee Chairs

1. Qualifications: A committee chair must currently be serving or have recently served on the committee in question, or hold or recently have held a church leadership position, or have recently held such a position in another Unitarian Universalist church. He or she must be a member of OCUUC, and must have demonstrated leadership skills, such as familiarity with group process, ability to delegate, and ability to follow through. (modified 3/15/99)
2. Selection and recruitment:
 - a. The outgoing chair, in consultation with the Board liaison, will announce her or his resignation to all committee members and will post a notice announcing the opening on the church bulletin board for at least one month.
 - b. Committee members will select the chair by majority vote, from among qualified candidates. If there is no established committee membership, the outgoing chair and Board liaison will appoint a new chair from among those qualified.
 - c. If no one expresses interest, the outgoing chair and Board liaison must place a notice in the church newsletter to solicit candidates. If this results in no qualified candidates, the outgoing chair and Board liaison, in consultation with the Vice President for Programs, will fill the position by whatever other means are available and desirable. (9/3/92)
3. Confirmation: new appointments of committee chairs and re-appointment of continuing chairs are subject to Board approval. (modified 3/15/99)

C. Board Liaisons

1. As provided in the Bylaws, one of the responsibilities of the trustees is to serve as Board liaisons to church committees and affiliated organizations. At the start of each new fiscal year, the Board will assign these liaisons and decide on general policies as to how the liaisons will function.

D. Specific Committee Functions

The Membership Committee maintains the membership roles. Near the end of each calendar year this committee should send a card to all members, asking them to return it as an indication that they

wish to continue as members. A follow-up letter should be sent to those who do not respond and a final attempt to reach non-respondents should be made by phone. (6/2/74)

E. Committee on Ministry and Committee on RE Ministry (5/95, rev 3/01)

1. Members of the Committee on Ministry (COM) and the Committee on RE Ministry (COREM) must be members of the church.
2. Each committee will contain six members, with staggered three-year terms ending June 30. No member may serve for more than one consecutive full term.
3. Selection of Members:
 - a. New members of the COM are selected as follows: The Minister and the Board will each choose, subject to approval by the other, replacements for half the number of vacancies. If there is an odd number of vacancies, whichever party (Minister or Board) previously chose the majority of the departing members will choose the majority of the new members. Both the minister and the Board will use their best efforts to select members who represent a cross-section of the congregation and who possess facilitative skills.
 - b. New members of the COREM are selected in the same manner, except the Director of Religious Education (DRE) replaces the Minister in the selection process.
4. The Board may remove a member from the committee when he or she ceases to be a member of the church, resigns from the committee, or becomes, in the determination of the Board and the minister, unwilling or unable to fulfill the responsibilities of committee membership.
6. Vacancies resulting from resignation or removal from the committee will be filled for the duration of the term of the departing member using the procedure in Section 3.

V. LINKS TO DENOMINATIONAL BODIES (5/88)

A. Objectives

1. The Church should be represented at the Annual Meeting of the Pacific Southwest District and the General Assembly of the Unitarian Universalist Association (UUA) by informed, interested, and effective delegates.
2. It is desirable to promote awareness and interest in activities in the district and in the denomination, beyond our local church.

B. Association District Representative

The Association District Representative (ADR) will initiate activities to increase awareness of the District and the Denomination. These activities may include features in the REACH, announcements at Sunday services, and a summer service on the broader denomination.

C. Selection of Delegates to Denominational Functions

1. The ADR will recommend to the Board of Trustees people to serve as delegates and alternates to the District Annual Meeting, and to the UUA General Assembly. Prior to this the ADR will publicize the positions (through the Reach and other announcements), seek out interested people, and evaluate the resulting expressions of interest based on the following criteria:
 - a. Participation in the activities and leadership of the Church.
 - b. Interest and/or activity in District and denominational affairs. (The position of delegate to the District Annual Meeting is especially appropriate for an active church participant who is interested in denominational affairs but has not yet participated in them.)
 - c. Ability to be present to vote at all Plenary sessions.
2. The selection of delegates and alternates will be made by the Board sufficiently in advance of the meetings so that they may become well informed.

VI. CONFLICT MANAGEMENT (7/87)

This section describes a suggested process for dealing with serious conflicts within the Church.

A. Initiating Committee

The initiating committee submits a request for resolution of a conflict in writing to the Board. This request should:

1. Describe the process the committee has used to arrive at the decision to seek a congregational resolution, and who has supported the request. For example, is it submitted by an individual, or does it have the unanimous or partial support of the committee?
2. Describe other alternatives the committee has considered: for example, a petition submitted for signature by any church members who support the idea, a letter-writing campaign, or an informational campaign to encourage church members to take action.

3. Describe the process by which the committee recommends that it inform the congregation about the issue: for example, a Sunday speaker, small group meetings, an evening forum, or written materials.
4. Give a suggested time frame for bringing the issue to the congregation: for example, at the next scheduled congregational meeting or at a special meeting.

B. Board Process

1. Board considers the merit of the issue to determine whether it should be presented to the congregation.
2. Board considers timing. Are there other activities or priorities in the church with which the issue might conflict or from which the issue might detract?
3. Board may send it back to the committee to reconsider.
4. Board may suggest other alternatives to the committee.
5. Board considers the form of the resolution and whether it requires revision, and the appropriate method of notice to the congregation.
6. If there is Board consensus, go ahead; if not, consider further.

VII. REVISIONS TO STANDING RULES

- A. Any new policy of a continuing nature adopted by the Board may be incorporated into these Standing Rules. To do so, the policy should be approved in a first reading at a Board meeting, and confirmed in a second reading at a regularly scheduled Board meeting at least two weeks later. Any modification to the Standing Rules that does not receive confirmation at a second reading will be regarded as only temporary.
- B. The Recorder is responsible for maintaining an accurate current written version of the Standing Rules.