

STANDING RULES
ORANGE COAST UNITARIAN UNIVERSALIST CHURCH
(Last Revised May 4, 2010)

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, upon request, mailed 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 (11/17/09).
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)

C. Publishing Policy (12/15/09)

OCUUC Offers Numerous Ways to Promote News, Events, and Information

OCUUC provides multiple ways to effectively communicate with members and friends. Before considering publishing anything at OCUUC, please review the various options available, and select the methods that best suit your needs:

- **WEBSITE:** OCUUC's website has the broadest coverage (read by members and non-members alike), but may not directly connect with your target audience.
- **The REACH,** the monthly online and printed newsletter to OCUUC members and friends, has the next broadest coverage. However, be mindful that only a portion of

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Comment: Add URL to the latest edition of the Reach

the recipients read it cover to cover and only a fraction of them will read your article carefully.

- **BLAST:** The BLAST is sent electronically every week. It is a short weekly E-mail by the minister meant to notify or remind members and friends major events or requests for action. However, its purpose is primarily intended to advise members and friends of pending events in the coming month that missed the REACH deadline. Because its articles are brief, it will not give the detailed coverage of events that can be achieved by an article in the REACH. The Blast is sent to members and friends that have submitted e-mail addresses.
- **FACEBOOK:** OCUUC's Facebook page (type "Orange Coast Unitarian Universalist Church" in the search box to access the site on Facebook) has been established specifically to advertise OCUUC held events, events by groups formally recognized by the OCUUC board, and events held by or sponsored by OCUUC members or friends. All events and groups posting events must be consistent with the seven Unitarian Universalist principles. Meeting notices on the OCUUC Facebook page is sent ONLY to members and friends that have signed up for this page. As of September 2009, this is about 50% of the membership. Anyone, however, can read the contents of the Facebook page..
- **SUNDAY ORDER of SERVICE:** A brief mention of events and meetings at OCUUC or sponsored by OCUUC appears routinely in the Order of Service on Sundays so long as the event has been previously calendared with the Office Administrator.
- **FLYERS:** Flyers may be produced and handed out subject to provisions of the Solicitation Policy and this Publishing Policy. Flyers may be placed on the appropriate bulletin boards or in locations approved by the Board.

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Comment: Make this a URL to the minister's web page

No matter which method of communications you choose, please restrict your communications to topics that clearly enhance:

- the mission or activities of the church as a whole, or
- the mission or activities of a church-approved, -affiliated, or -recognized group.

Because almost all methods of communication at OCUUC are monitored or produced by volunteers, OCUUC may not be able to honor requests submitted after the deadlines below. In the event of conflicts, OCUUC's will make a reasonable effort to fairly arbitrate conflicting requests.

PUBLICATION POLICIES

The Reach and Website

1. Information must be directly related to a church-sponsored event or program, or an event or program sponsored by a recognized committee or group of the church, unless it is decided to include a section on activities clearly identified as "Member-Sponsored."
2. Only members, staff, and pledging friends may submit articles.
3. For the Reach, articles for the following month must be submitted to the Editor by the 21st of the current month. Reach articles submitted after the deadline may be placed in the following month's Reach at the sole discretion of the Editor.
4. Information for the Website may be submitted at any time, and will be posted in 7-10 business days.
5. Members must authorize publication of photos and personal contact information; submission of photos and personal information within an article shall constitute authorization.
6. Members/friends may request removal of photos and personal contact information; removal will take place in 7-10 business days.

The Blast

1. Information for the Blast will be divided into two categories: Updates and Reminders.
2. Items included in the Update section will be about events that have not been published in the REACH.
3. Items included in the Reminder section will be about events occurring in the next 10 days.
4. Deadline for requesting inclusion in the weekly Blast is Tuesday at Midnight.
5. Information must be directly related to a church-sponsored event or program, or an event or program sponsored by a recognized committee or group of the church.
6. Items will be posted no more than twice: once in the Update section and once in the Reminder section.

Facebook

1. Information about OCUUC community interests may be posted on the OCUUC

Facebook page. This info may include forums, links to related, non-OCUUC groups, member events, non-OCUUC events held by Board-recognized groups, and OCUUC events and activities.

2. Information about church membership and related activities may be posted on the OCUUC Facebook page, including life events, and member social networking groups.
3. Church members may request removal of photos and personal information posted on the OCUUC Facebook page; removal will take place in 7-10 business days.

OCUUC Bulletin Boards and Church Property:

1. Bulletin board space is assigned by the Board to church committees or church-sponsored groups, contingent on continued good maintenance of the bulletin board space by the designated committee/group. The committee/group in charge of the bulletin board space may decide whether to post information about related member-sponsored activities (which must be identified as such).
2. Church members must approve of photos and personal contact information posted on bulletin boards or on church property; submission of photos and personal information on a bulletin board or church flyer shall constitute authorization.
3. The posting of flyers or other information on doors or walls must first be approved by the Board. Such flyers should normally not exceed 8 1/2 X 11 in. and should be printed with a laminated covering or on cardstock. Exceptions require Board approval.
4. Flyers on doors or walls, if approved, must be attached with painters tape applied to the backside of the notice. No notices can be placed on any window.
5. Requests for the Board to approve posting of a flyer on doors or walls should be submitted to the Vice President, Programs, in writing, at least one week prior to the monthly board Meeting. The request shall include a copy of the proposed flyer and designate the requested locations of the proposed flyer. In case of urgency, the Board president or assigned Board member may grant approval.
6. Tables may be set up on the patio on Sundays by church committees or church-sponsored groups, contingent on continued good maintenance. Such tables should only display information about church-sponsored events or programs; such information should clearly indicate OCUUC sponsorship.
7. A table clearly identified as being used for "Member-Sponsored Activities" may be set up at the west end of the patio on any Sunday by an individual who volunteers to be in

charge of the table and maintain it appropriately that day. Such table may only display flyers or other materials which are clearly labeled as "Member Sponsored."

D. Solicitation Policies (3/23/10)

Solicitation on Sunday mornings by OCUUC Committees, OCUUC Ministries, and OCUUC-Affiliated Groups

1. An OCUUC committee, an OCUUC ministry, or an OCUUC-Affiliated Group may, from the corresponding patio table, solicit donations, purchases, signatures, or participation in an activity.
2. Solicitation elsewhere on church grounds may only be done by the Standing Committees (Membership, Religious Education, Canvass, Ways and Means, and Worship) and by Music Ministries.

Member-Sponsored Solicitation on Sunday mornings

1. Member-sponsored solicitation of donations, purchases, signatures, or participation in an activity may only be done from behind a clearly identified "Member-Sponsored Activities" table.
2. Member-sponsored solicitation may only be done for non-profit causes.
3. Only members, friends, and their children may solicit, and may only do so for their own causes or the causes of their children.

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 to a Member or a person close to a Member; (2) A wedding or union of the Member or a person close to a Member; or (3) A memorial for the passing of a Member or a person close to a Member. (11/17/09)
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. 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. 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. (5/18/10)
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. However, if there is no activity in a holding account for one year, the Finance Council may recommend to the Board that it be turned over to the General Fund. (5/18/10)
 - f. 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)

D. Membership Validation Process (11/17/09)

Members who have made a pledge as part of the regular canvass process shall be considered

participating. Members who have indicated that they are not financially able to pledge at this time are also considered participating.

At the beginning of each fiscal year, the Bursar shall deliver to the Church Administrator a list of members who have not made either a good faith effort to pledge, or a contribution of at least the Member maintenance cost for UUA and PSWD dues.

The Administrator shall send a letter to each of those members, notifying them that they have not made a pledge, and are getting another opportunity to do so. The letter shall be prepared and signed by the Vice President, Finance, in consultation with the President and the Minister. It will include the pledge brochure and a pledge card. As responses are received, the Church Administrator will work with the Bursar to update the list appropriately.

Approximately one month later, the Administrator shall send another letter to those remaining on the list, noting that we still have not heard from them, and wish to know if they intend to remain members of the church. This letter shall be prepared and signed by the President, in consultation with the Vice President, Finance and the Minister. Once again, as responses are received, the Church Administrator will work with the Bursar to update the list appropriately.

At the beginning of September, the Membership Chair, Bursar, President, Vice President, Finance, Minister and Volunteer Coordinator shall meet to go over those remaining on the list, and to arrange for calls to each person. Each member will be contacted personally if possible. They shall decide who will keep track of the contact process.

At the October Board meeting, any members who have not responded and who have not been available for contact shall be referred to the Board for removal from Membership. Any members so removed will receive a letter informing them of that fact from the President. The letter will be written by the President in consultation with the Minister.

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. 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.