

How to do UUN

Policies and Procedures

Auburn Unitarian Universalist Fellowship

**Reviewed/revised July 2011
Always a work in progress**

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BY-LAWS OF THE AUBURN UNITARIAN UNIVERSALIST FELLOWSHIP, INC.

(May 31, 2009)

Article I. Legal Status

Section 1. The name of this religious society shall be “The Auburn Unitarian Universalist Fellowship.”

Section 2. The By-Laws set out herein constitute the provision for the management and regulation of the Auburn Unitarian Universalist Fellowship as established under its certificate of incorporation which was recorded in Corporation Book 530, pages 420-425 in the office of the Judge of Probate, Lee County, Alabama, on June 17, 1962.

Section 3. These By-Laws supersede the revised and amended By-Laws of the Fellowship dated June 2, 2004

Section 4. Whenever the word “Fellowship” is used in these By-Laws or in amendments thereto, it shall signify the legal organization: The Auburn Unitarian Universalist Fellowship, Incorporated. The phrase “a vote of the Fellowship”, or any similar phrase, shall mean a vote of the members of the corporation comprising the Fellowship at any duly called meeting.

Article II. Purpose

The purpose of this organization is to unite in the free quest of the highest values in religion and in life as reflected in the Principles and Purposes of the Unitarian Universalist Association, and that towards this purpose, we affirm and promote that people of all races and cultures, males, and females, the able and the physically and/or mentally challenged, all sexual and affectional orientations, and all ages are welcomed and are invited to participate fully in all our activities including membership, programming, religious education, outreach, hiring practices, and the calling of religious professionals.

Article III. Denominational Affiliation

This Fellowship shall be a member of the Unitarian Universalist Association and of the appropriate geographical district of that association. Accordingly, a person, officer or non-officer, shall be designated as being responsible for advising the Fellowship on the actions it should take regarding forthcoming denominational meetings.

Section 1. Any person who is in sympathy with the purpose and program of the Fellowship may become a member by signing the membership book and by either attending a New UU class or meeting with the minister, thereby indicating his/her sympathy with and willingness to support the objectives of the Fellowship. The date of membership shall be the date on which the person signed the membership book.

Section 2. Active membership shall be contingent upon service and/or a recorded financial contribution during each fiscal year. Each individual shall determine the amount of his/her contribution. Any member who has not supported the Fellowship by service and/or financial contribution within a year shall, with the approval of the Board of Trustees, be put on the inactive membership list and deleted from the list of names reported to the UUA. Each person who has been placed on the inactive membership list shall be notified by the Board of Trustees at his or her last known address.

Section 3. Only persons who have been members for 60 or more days shall have the right to vote. Members who are eligible to vote may submit votes whether in person at a business meeting or by written proxy which designates the name of the person who will vote for them.

Section 4. The membership of persons who leave permanently the general Auburn area shall be terminated automatically.

Article IV. Officers

Section 1. A President and a President-elect shall be elected every other year at the Annual Business Meeting to serve a 2-year term. At each Annual Business Meeting 1) a Vice President for Finance, (2) a Secretary, and (3) a Treasurer shall be elected, all of whom shall hold their offices for one year or until the next slate of officers is installed. Only persons who have been members of the Fellowship for 60 days or more shall be eligible for elective office. The officers shall perform the duties usually pertaining to such offices and as herein outlined. No person shall hold the same office longer than four successive terms.

Section 2. The President shall preside at all business meetings of the Fellowship and of the Board. The President is an ex-officio member of all committees and shall appoint the chairpersons of all committees except where the By-Laws require that the chairperson be elected. The President shall maintain the church calendar in coordination

with the minister. If the president cannot perform his/her duties and cannot designate either the President-elect or the Vice President for Finance to do so, then the Board shall decide who shall perform the President's duties. The President shall be authorized by the Board of Trustees to conduct the ordinary business of the Fellowship.

Section 2.a. The President-elect shall perform the President's duties in the President's absence, and shall automatically become President for the balance of the President's term of office should the President's office be vacated. At the end of the fiscal year, the President-elect will then be in line to serve a full 2-year term as President. If there is no President-elect, the Vice President for Finance shall serve the role of President until the end of the President's term of office. The President-elect shall serve as chair of the Council.

Section 3. The Vice President for Finance shall be responsible for organizing fund-raising events, such as the annual canvass and the annual auction. The VP for Finance shall perform the President's duties in the President's absence and shall automatically become President for the balance of the President's term of office should the President's office be vacated and there is no President-elect.

Section 4. The Secretary shall keep records of all business meetings of the Fellowship and of the Board, as well as keeping a registry of all marriages solemnized by the society, with a second copy kept in the church office, see Article XIV. All records of the Secretary shall remain the property of the Fellowship.

Section 5. The Treasurer shall carry out the duties listed below, as well as recommend persons to be approved by the Board to perform the duties of bookkeeper and deposit maker.

Duties of the Treasurer: Check and open mail, write checks and pay bills; maintain receipt forms; using the monthly bank statement follow-up on un-cleared checks; attend board meetings; function as canvass co-chair with the V.P. for Finance (it is assumed that the V.P. for Finance will be in charge of volunteers, timeline, training, and keeping things on task). The Treasurer shall determine who is canvassed and in what way; prepare first draft of the annual budget; make suggestions as to members who need to be placed on inactive status due to failure to make an annual contribution; maintain the recording of canvass data; oversee bookkeeper and prepare and file FICA and tax statements for any federal, state, and city withholding.

Duties of the bookkeeper: Enter data in the computer, reconcile the bank statement using on-line data, supply reports to the treasurer for presentation to the Board, maintain receipt forms, train an understudy, serve as a member of the Finance Committee, and the Canvass Committee. And provide a listing of members who failed to make an annual financial contribution

Duties of the deposit maker: Collect, count, and deposit the weekly offering (The count should be witnessed by a second party other than the bookkeeper and the Treasurer (e.g. the greeter); report the weekly deposit to the bookkeeper and Treasurer (the report should indicate from whom, and in what amount, pledge payments were received).

At the auction and other fundraisers, someone independent of the Treasurer and bookkeeper needs to witness the counting of funds collected and report the amount to the treasurer.

Section 6. The Treasurer (via the bookkeeper) shall keep a complete account of the finances and a current membership list of the fellowship on records that shall remain the property of the Fellowship and that shall be open for inspection by the officers or trustees at all times.

Section 7. The Treasurer shall render a current financial statement at each meeting of the Board and at the Annual Business Meeting.

Section 8. The Treasurer and the Board of Trustees shall prepare an annual operating budget and present the same to the Fellowship before the Annual Canvass.

Section 9. The Term Trustees shall audit and validate the Treasurer's books before the Annual Business Meeting.

Article V. Board of Trustees

Section 1. There shall be a Board of Trustees composed of the President, President-elect, the most recent Past-president, Secretary, Treasurer, Vice-president of Finance and the three (3) term trustees. One Term Trustee shall be elected at each Annual Election Meeting to serve a three-year term and until his/her successor has been installed. If the Fellowship has a minister (permanent or temporary) he/she shall be an ex-officio member of the Board of Trustees without vote.

Section 2. The Board of Trustees, on behalf of the Fellowship, shall be responsible for the property, the conduct of all business affairs, and the administration of the Fellowship. All checks and drafts in the name of the Fellowship, all deeds and mortgages, promissory notes, contracts, and all other obligations and instruments for the payment of money or the transfer of property shall be signed by such officer or officers, agent or agents, as shall be authorized

from time to time by the Board of Trustees. The Board shall authorize the President to conduct the ordinary business of the Fellowship.

Section 3. Between meetings of the Fellowship, the Board of Trustees shall have all authority that the Fellowship itself has, except those authorities specifically reserved by the By-Laws.

Section 4. The Board of Trustees shall present an itemized, categorized budget to the Fellowship at the Annual Business meeting that shall specify both the purpose and amount of money to be disbursed based upon the amount of anticipated income from pledges, offerings and other sources. The word "category" as used herein shall refer to the general areas which require financial support., i.e., religious education expenses, salaries, maintenance, etc. Once an Annual Budget has been approved by a vote of the fellowship, the Board shall be authorized to implement the budget. At its discretion, the Board shall have the authority to transfer moneys from one category to another up to a maximum of no more than 5% of the Annual Budget. Unless specifically authorized by the Fellowship, the Board shall not incur a deficit. The Board shall neither convey nor mortgage real estate belonging to the Fellowship without being specifically authorized by an affirmative vote of the Fellowship in accordance with Article XII below.

Section 5. Should any elective office other than President become vacant, it shall be the responsibility of the Board of Trustees to find someone to fill the position until the next Annual Election Meeting.

Article VI. Meetings of the Fellowship

Section 1. Business meetings may be called by the Board or at the written request of any 5 members directed to the President. All members shall be informed by mail postmarked at least 10 days before the meeting. The announcement should include a brief agenda and a written proxy form. A quorum for all business meetings of the Fellowship, excepting those provided for in Article X, shall be 40 percent of the membership, either present or by proxy. Majority vote shall decide any question other than an amendment to the By-Laws, the sale of more than 20% of the assets of the Fellowship, or dissolution of the Fellowship.

Section 2. The Annual Business Meeting and the Annual Election Meeting of the Fellowship shall be held at such time and place as shall be determined by the Board of Trustees. An Annual Budget shall be adopted by a vote of the Fellowship at the Annual Business Meeting. The election of officers by a vote of the Fellowship shall be held at the Annual Election Meeting. Voting rights will be in accord with the laws of Alabama regulating such meetings.

Article VII. Meetings of the Board of Trustees

Section 1. The Board of Trustees (Board) shall meet at least three times during the year. Board meetings may be called by the President or by any four members of the Board. Notification of such meetings must reach the residence of each Board Member at least 24 hours before the time of the meeting, but a meeting of shorter notice shall be considered duly called if all members are present or waive their notification right for that meeting.

Section 2. A simple majority of the Board shall constitute a quorum for the transaction of business. Any action that may be conducted at a meeting of the Board at which there is not a quorum can be conducted without a meeting if a consent in writing, setting forth the action so taken, is signed by all members of the Board. Such consent shall have the same force as a unanimous vote.

Article VIII. Fiscal Year and Officer Election Date

The fiscal year [presently July 1-June 30] and the date of officer election shall be determined by the Board of Trustees. Ordinarily, officers and elected chairpersons shall begin their terms July 1, following their election in May or June. If the election date of officers is changed, the Board shall remain in office until the most proximate election time considering both past and present terms.

Article IX. Council and Committees

Section 1. A Council, chaired by the President-elect and consisting of the current Committee Chairs (or their designated representatives), will be held at least four (4) times during the year. The purpose of the Council is to provide an opportunity for the various committees to coordinate their tasks and for interaction between the Board of Trustees and the committees.

Section 2. Committees of the Fellowship shall be of two kinds: (1) standing committees and (2) special committees.

1. Standing Committees shall include: Aesthetics, Building and Grounds, Communications, Congregational Support, Denominational Affairs, Green Sanctuary, Membership, Music, Nominating, Religious Education, Social Action, Sunday Services, and Unitarian Universalist Service. The chairs of Standing Committees shall be elected by the Fellowship at the Annual Election Meeting (the membership of Nominating Committee is unique and is determined by the procedure set forth in section 2 of Article IX).

2. Special Committees may be established by either the Board of Trustees or the President. The President shall appoint the chairperson of all special committees unless the By-laws or the Board has specified otherwise.

Section 2. A nominating committee shall be elected by the membership at the Annual Election Meeting. As initially constituted, it shall consist of three persons, two of whom shall serve for one year, one of whom shall serve for two years. At that time, one of the two one-year positions shall be designated "Chair". At the next Annual Election Meeting, one of the vacancies shall be filled for one year, the other for two years, and the continuing member shall automatically become "Chair". Thereafter, at each Annual Election Meeting, one individual shall be elected for one year, another for two years. In this manner, each individual elected to a two-year term shall serve as "Chair" his/her second year on the committee.

Article X. The Minister. In the event a minister's services are desired by the Fellowship, this article pertains to his/her selection, prerogatives and obligations.

Section 1. The minister shall be recommended to the congregation by a Ministerial Search Committee of at least five members. This committee shall consist of Fellowship Members nominated by the Nominating Committee or persons nominated from the floor at a meeting of the Fellowship and elected by the Fellowship in a manner determined by the Board of Trustees.

Section 2. After the Minister is recommended by the Ministerial Search Committee, but before the congregation votes to call the Minister, a letter of agreement shall be negotiated between the Minister and the Board of Trustees covering the matters relating to conditions of employment (salary, fringe benefits, professional expenses, cost of living adjustments, vacation, working conditions, etc.).

Section 3. The Minister shall be called by at least an 80% majority of the members of the Fellowship present at a meeting legally called for that purpose. Voting shall take place at the meeting by written ballot. The quorum for such a meeting shall be 40% of the Fellowship Members who reside within 50 miles of Auburn.

Section 4. In the event the congregation votes to participate in a special program in which a minister serves the Fellowship for a limited period of time, such as an interim or extension Minister, the regular call procedure shall be suspended and the congregation shall follow the procedures outlined by the Unitarian Universalist Association.

Section 5. The Minister shall be accorded freedom of speech when addressing the Fellowship directly in the Fellowship Newsletter or in other established channels of communication and shall speak as an individual rather than as the official voice of the Fellowship or its members. The minister shall be free to conduct other aspects of the ministry, such as counseling, according to his/her best experience and insight. The Minister shall be expected to act in accordance with the Code of Professional Practice adopted by the Unitarian Universalist Ministers Association.

Section 6. The Minister may be dismissed by a simple majority of the members of the Fellowship present at a meeting convened for that purpose. Voting shall be by written ballot of those present. There shall be no proxy voting. The quorum for such a meeting shall be 40% of the Fellowship Members who reside within 50 miles of Auburn. At least three weeks must elapse between the time of call for such a meeting for consideration of dismissal of the minister and the convening of said meeting. During this period, the inter district Representative, District Executive, or equivalent person shall be invited to visit the Fellowship and attempt to resolve the situation which has led to the crisis in ministerial relations.

Article XI. Amendments

The By-Laws may be amended or replaced, as allowed by the laws of Alabama, at any business meeting of the Fellowship, duly called, at which there is a quorum (40% of the membership), by a vote of two-thirds of those members voting. The proposed amendments shall be transmitted to all members.

Article XII. Disposition of Property

Section 1. A sale, lease exchange, mortgage, pledge or other disposition of more than 20% of the assets of the Fellowship may be authorized in the following manner in accordance with the law of Alabama: the Board of

Trustees shall adopt a resolution recommending such action and directing that it be submitted to a vote of the Fellowship. A business meeting of the Fellowship shall be convened by a written notice mailed 10 days before the meeting which summarizes the recommendation of the Board and which states the business to be considered at the meeting. Property disposition can only be authorized if a vote of two-thirds of the total membership is obtained at the meeting by direct or proxy vote.

Section 2. After the Board has been authorized to dispose of property, it may either proceed with the disposition or abandon the disposition, subject to the rights of third parties under contracts relating thereto, without further action or membership approval.

Article XIII. Dissolution

Section 1. The Fellowship may dissolve in the following manner as prescribed by the law of Alabama: the Board of Trustees shall adopt a resolution recommending that the Fellowship be dissolved and directing that the question of such dissolution be submitted to a vote at a business meeting of the Fellowship. The meeting shall be announced to the members by a written notice mailed 10 days in advance informing them that one purpose of the meeting shall be to dissolve the Fellowship. A resolution to dissolve the Fellowship shall be adopted upon a vote of a least two-thirds of the total membership by direct or proxy vote.

Section 2. Should this Fellowship cease to function, and the membership vote to disband, the Treasurer shall pay over or deliver any accrued assets, including real property, to the Unitarian Universalist Association, a corporation of the Commonwealth of Massachusetts, or its successors or assigns.

Article XIV. Ordination of Presidents as Pastors

Any past or present President or duly-trained, recognized lay minister of the Auburn Unitarian Universalist Fellowship may be considered a pastor for the purpose of solemnizing marriages and other rites of passage, such as dedications and funerals. The secretary must keep a register and enter therein a particular account of all marriages solemnized by the society, which register or a sworn copy thereof, is presumptive evidence of the fact.

BOARD OF TRUSTEES

Duties of the Officers and the Board of Trustees

- 1) Composed of the President, Past-President, President-Elect, Vice President for Finance, Secretary, Treasurer, and Trustees of the Fellowship.
 - a) One trustee is elected at each annual election meeting to serve a three-year term.
 - b) Following the annual election meeting, the responsibilities and terms of the newly elected members of the Board begin on July 1, the first day of the new fiscal year.
 - c) The Minister and the DRE are members of the Board but do not vote (ex-officio members).
- 2) Responsible for the property, the conduct of all business affairs, and the administration of the Fellowship.
 - a) Authorizes specific members to sign checks and other legal documents.
 - b) Authorizes the President to conduct the ordinary business of the Fellowship.
- 3) Between meetings of the Fellowship, the Board has all of the authority that the Fellowship itself has, except those authorities specifically reserved by the By-laws.
- 4) Presents an itemized, categorized budget to the Fellowship at the annual business meeting.
 - a) Once the Fellowship approves an annual budget, the Board implements it.
 - b) The Board can transfer funds from one category to another up to a maximum of no more than 5% of the annual budget.
 - c) Unless specifically authorized by the Fellowship, the Board shall not incur a deficit.
 - d) The Board must be authorized by the Fellowship to buy or sell real estate.
- 5) Should any elective office become vacant, the Board identifies and elects someone to fill the position until the next annual election meeting.
- 6) The president-elect shall automatically succeed to the presidency should this office become vacant and if there is no president-elect, the vice president for finances succeeds.
- 7) Sets the date for the annual business meeting and for the election of officers.
- 8) Sets the fiscal year for the Fellowship.
- 9) Is required to meet at least three times a year.
- 10) May establish special committees.
- 11) Determines the manner of election of a five-member ministerial search committee.
- 12) Negotiates letters of agreement with the Minister
- 13) Makes recommendations to the Fellowship concerning:
 - a) Disposition of asset or other property
 - b) Dissolution of the Fellowship.

President

1. The President shall preside at all business meetings of the Fellowship and of the Board.
2. The President is an ex-officio member of all committees.
3. Appoint the chairpersons of all committees except where the By-Laws require that the chairperson be elected.
4. In his/her absence, designates the President-elect or Vice President of Finances to perform the duties of the president. If the president cannot perform his/her duties and cannot designate either the President-elect or the Vice President for Finance to do so, then the Board shall decide who shall perform the President's duties. →

5. The President shall be authorized by the Board of Trustees to conduct the ordinary business of the Fellowship.
6. Is authorized to establish special committees.
7. May be considered a pastor for the purpose of solemnizing marriages and other rites of passage, such as dedications and funerals.

Past President

1. Serves as a voting member of the Board of Trustees by attending monthly meeting.
2. Any past president may be considered a pastor for the purpose of solemnizing marriages and other rites of passages, such as dedications and funerals.

President-Elect

1. Perform the President's duties in the President's absence, and shall automatically become President for the balance of the President's term of office should the President's office be vacated. At the end of the fiscal year, the President-elect will then be in line to serve a full 2-year term as President. If there is no President-elect, the Vice President for Finance shall serve the role of President until the end of the President's term of office.
2. The President-elect shall serve as Chair of the Council.
3. Shall maintain the Fellowship calendar (scheduling of building use on AUUF website)
4. Serves as a voting member of the Board of Trustees and attends monthly meeting.

Vice President for Finance

1. Performs the president's duties if President & President-Elect are absent.
2. Becomes president for the balance of the term if the president's office is vacated and there is no President-Elect.
3. Serves as Chair of the Finance Committee.
4. Serves as a voting member of the Board of Trustees and attends monthly Board Meeting.

Term Trustees

1. Elected by the fellowship to serve a 3-year term.
2. Audit and validate the Treasurer/Bookkeeper's books before the annual meeting.
3. Serves as a voting member of the Board of Trustees and attends monthly meetings

Secretary

1. Keep records of all business meetings of the Fellowship and of the Board
2. Keep a registry of all marriages solemnized by the society, with a second copy kept in the church office, see Article XIV of By-laws.
3. All records of the Secretary shall remain the property of the Fellowship.

Treasurer (Including Bookkeeper and Deposit Maker)

The separation of duties is the keystone of a church's internal control system. Keeping the recordkeeping function distinct from the cash handling function will go a long way in reducing the church's risk of misappropriation of funds. The treasurer's activities involve planning, decision-making, and overseeing the recordkeeping. Proper oversight results in reasonable

assurance that all funds received are deposited and that only appropriate disbursements are made. The financial duties are to be separated so that the following are accomplished:

- The handling of offering is always to be controlled by at least two people.
- The handling of other receipts of cash is always to be controlled by at least two people.
- If cash is received in an envelope as a pledge payment, the money counters are to verify that the amount in the envelope is the same as the amount written on the envelope by the contributing member.
- All checks are to be restrictively endorsed as soon as possible.
- All cash is to be deposited as soon as possible. Cash is to be deposited intact, that is, without being reduced by disbursements. For example, pizza is not to be paid for with funds from the collection basket.
- Incoming-mail and in-office contributions are to be handled by people not responsible for the accounting records. This is especially important if contribution acknowledgements or statements are not mailed on a regular basis.
- The church's bank should be instructed in writing that checks made payable to the church are never to be cashed.
- Contribution records are to be maintained for all members.
- Any irregularities or errors in a member's notice of contributions should be reported to someone other than those involved with recordkeeping.
- Invoices for goods and services are to be approved by a qualified person before payment is made.
- Invoices are to be checked for accuracy before being paid.
- All check signers are to review supporting documentation before signing the check.
- Supporting documents are to be canceled when a check is issued. For example, stamp "PAID" on the paperwork.
- All voided checks are to be marked and retained.
- Checks are never to be made payable to Cash.
- Reconciliation of all bank accounts is to be prepared monthly by a person not involved in writing checks.

Because we currently do not have the staff resources to establish adequate separation of duties, we will somewhat rely on "compensating controls." Compensating controls are less desirable than separation of duties because they generally occur after the transaction is complete (post audit). Thus, duties that require the checking of other's work are not to be taken lightly.

Duties of the Treasurer:

1. Write checks to pay bills and monthly payroll.
2. Prepare a monthly report to be given to the bookkeeper of checks written.
3. File quarterly and annual tax and FICA with the city and US Treasury.
4. Maintain receipt forms.
5. Check and open mail, keep a record of the checks received, and forward checks to the deposit maker.
6. Reconcile bank statement with attention to the checks not cashed.
7. Attend board meetings.
8. Present a current financial statement at each meeting of the Board and at the Annual Business Meeting.

9. Canvass co-chair with Executive V.P. (it is assumed that the V.P. for Finances will be in charge of volunteers, timeline, training, and keeping things on task).
10. Determine who is canvassed and in what way.
11. Prepare first draft of the annual budget.
12. Make suggestions as to members who need to be placed on inactive status due to failure to make an annual contribution.
13. Maintain the recording of canvass pledges.
14. Oversee bookkeeper.

Duties of the bookkeeper:

1. Enter financial data in the computer – including a complete account of the finances and a current membership list of the fellowship
2. Supply reports to the treasurer for presentation to the Board
3. Reconcile the bank statement.
4. Train an understudy.

Duties of the Deposit maker:

1. Collect, count, and deposit the weekly offering (The count should be witnessed by a second party other than the bookkeeper, e.g. the greeter).
2. Report the weekly deposit to the bookkeeper and treasurer (the report should indicate from whom, and in what amount, pledge payments were received).
3. At the auction and other fundraisers, someone independent of the treasurer and bookkeeper need to witness the counting of funds collected and report the amount to the treasurer.

COUNCIL

A Council, chaired by the President-elect and consisting of the current Committee Chairs (or their designated representatives), will be held at least four (4) times during the year. The purpose of the Council is to provide an opportunity for the various committees to coordinate their tasks and for interaction between the Board of Trustees and the Committees.

COMMITTEES

Aesthetics Committee

Purpose:

Work to benefit the overall appearance of the Fellowship, RE Building, Busch Center and grounds; support programs and services with decorations, oversee the Fellowship art collection.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- *Fellowship Hall and Busch Center*

Overall environment. The committee may have a general vision of how arrangement of chairs, altar, plants, etc. may enhance individual services or overall usage of buildings.

Art Exhibitions. Several art show are featured throughout the year in the Fellowship Hall. The committee assists with installation, publicity and reception. The committee determines the duration of the shows.

Art collection. The committee administers policies regarding donations of works of art, their display, storage, and disposition.

Decor. The committee assists the minister and the Sunday Services Committee with decorating for Ingathering, Flower Communion, Greening of the Church, and other events in the Fellowship and/or Busch Center.

- *RE Building*

The committee consults with the RE staff when asked about aesthetic decisions.

- *Grounds*

The committee assists the B&G chair with aesthetics issues as projects are being planned and executed.

- Prepare and submit an annual budget; identify and report to the Board on long-term needs
- Chair attends AUUF Council meetings.

Traditional Events at AUUF involving the Aesthetics Committee:

Traditional Art Shows

- East Alabama Quilters (often in February and March to coincide with Black History Month)
- Children's Religious Education Art Show in the spring (to coincide with Children's Service)

Traditional services with significant input of the Aesthetics Committee

- Ingathering (September)
- Day of the Dead (end of October)
- Bread Communion (around Thanksgiving)
- Holiday Season
- Flower Communion (Easter)

Buildings and Grounds Committee

Purpose:

To maintain church facilities, including buildings and grounds; the Chair is a resource person, facilitator; and supervisor for new projects, improvements and repairs.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship and is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- *On-going.* General upkeep, including checking electrical, plumbing, and heating and cooling system functions in the buildings and general maintenance of the grounds, including concrete planters in front of Fellowship. Respond to any buildings and grounds-related problem pointed out by members. Monitoring plumbing and heating in cold weather. Monitor inventory and

purchase general supplies for the kitchen, rest rooms, RE building, Busch Center and cleaning purposes.

- *Spring & Fall.* Organize, announce and conduct general work parties for maintaining grounds, making improvements to the buildings and grounds, and doing Spring and Fall cleaning of the buildings. Someone is hired to clean the bathrooms and mop floors on a weekly basis.
- *Spring.* Schedule volunteers to mow the church lawn from May through the summer.
- Prepare and submit an annual budget; identify and report to the Board on long-term needs.
- Chair attends AUUF Council meetings.

Canvass Committee

Purpose:

The Canvass Committee conducts the annual canvass, which secures financial pledges that traditionally comprise 90 percent of the budget, and gathers comments of the members and friends to be published as an addendum to the annual report.

Committee Structure:

Special sub-committee of the Finance Committee; Vice President of Finance serves as chair.

Responsibilities and Tasks:

- Recruits the canvass leaders and canvass team as needed.
- Works with the Minister, treasurer, and president to see that proposed budget priorities are established, the canvass lists are current, and a canvass newsletter/letter is prepared and distributed.
- Organizes and conducts training of canvassers as applicable.
- Organizes and prepares canvass team packets.
- Tallies canvass totals and updates canvass board.
- Compiles canvass comments.
- Reports to the Board of Trustees and the Fellowship the results of the annual canvass.
- Prepares final report for Annual Report.

Canvass Timeline for July 1-June 30 Fiscal Year

Jan-Feb	Preliminary budget determinations by Board of Trustees; canvass team identification; Fellowship member and friend listing reviewed and updated to establish canvass lists; canvass cards printed; training packet materials reviewed.
March	Preliminary Budget adopted by Board of Trustees; canvass priorities identified; canvass team training session (s); canvass newsletter (optional) or letter (president) to fellowship distributed
April	Canvassing begins; canvass sermon (optional); canvass updates to fellowship
May	Canvass concludes and total announced prior to annual business meeting

During the past 2-3 years, the canvass has been successfully conducted using a combination of on-line canvass, personal face-to-face canvass, phone canvass, and/or use of email. The Finance Committee, which recently has included the VP for Finances, Treasurer, Bookkeeper, President, President-elect, Minister and other AUUF members recruited by the VP for Finances, has been

able to handle the canvass due to the large number of Members and Friends who choose to make their pledge and complete the canvass survey on line.

Committee on Ministry

Purpose:

This committee is a community body whose purpose is primarily support of the ministry in agreement within the following description issued by the UUA Department of Ministry in June 1990. “The purpose of the Committee on Ministry is to strengthen the quality of ministry within the congregation. Such a committee serves as a support group for the Minister and as a communication channel between the Minister and the congregation. Committee members should have the confidence of both Minister and congregation. Without that confidence the committee loses its credibility and ceases to fulfill its stated purpose.”

Committee Structure:

- This is a special committee with the Chair selected by the members and approved by the minister.
- The committee membership shall comprise 3 or 4 members, including the Chair.
- The Minister submits three names of members of the Fellowship to the Board, who selects one of those names.
- Committee members must have the confidence of the Minister and congregation.
- The term of office for the Committee on Ministry members is three years.
- Terms should be staggered so there is never need to start over with an entirely new committee.
- To fill a vacancy on the Committee, the above selection process will be followed with the new member to be approved at the next board meeting.

Responsibilities and Tasks:

- Aid the Minister in carrying on an effective ministry by being available for counsel.
- Advise the minister concerning conditions within the congregation as they affect relations between Minister and members, with the main thrust to strengthen and improve relationships.
- Interpret to the congregation the nature and scope of work of the Minister, including clarification of role expectations for the Minister and development of realistic priorities for Minister and members.
- Consult with the Minister and submit an annual compensation recommendation to the Board.
- Consult with the Minister and recommend change in the employment agreement to the Board, as needed.
- Work with the Minister on the continuing education program, sabbatical planning or other professional development and to formulate recommendations on such plans to the Board and congregation including appropriate funding.

Duties from the AUUF Ministerial Contract:

Committee on Ministry and the Minister shall meet at least three times during the contract year to review the status of the ministry by providing a forum for constructive feedback regarding the same. The purpose of these meetings shall be to promote effective ministry, and the Committee on Ministry may recommend to the Board of Trustees that the covenants made in this agreement be reaffirmed or amended as necessary, including the allocation of time and money. Should a

grievance arise, the Minister may request and shall be granted the opportunity to present grievances to the Board of Trustees and to the Committee on Ministry. Additional resources are available from the UUA Department of Ministry and the “UUA Congregational Handbook.” Adopted: 2/8/99

Communications Committee

Purpose:

Disseminate information about the AUUF both within the Fellowship and to the larger community.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship and is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Monthly solicit and compile Fellowship news. Publish and distribute the AUUF Newsletter.
- Maintain the AUUF web site on the Internet
- Maintain AUUF listserv
- Write and distribute news articles, advertisements, and notices to the local media, working in conjunction with the Minister and Program Chair.
- Work with Membership Committee to annually revise, publish and distribute AUUF Directory.
- Assist committees and Minister in preparing additional outreach and membership materials
- Prepare and submit an annual budget; identify and report to the Board on long-term needs.
- Chair attends AUUF Council meetings.

Congregational Support Committee

Purpose:

Identify and respond to the special needs of individuals within the Fellowship during times of transition or crisis, working in conjunction with the Minister.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Notify the AUUF about the special needs of the members and friends of the Fellowship, such as the arrival of a new family member, or times of illness, death, or other family crisis
- Respond to special needs on behalf of the AUUF as appropriate, including, but not limited to, sending a card, ordering flowers, notifying appropriate individuals, and organizing delivery of meals and other assistance from the Fellowship as needed.
- Prepare and update an emergency contact list
- Prepare and submit an annual budget; identify and report to the Board on long-term needs
- Chair attends AUUF Council meetings

Denominational Affairs Committee

Purpose:

Keeps the Fellowship posted regarding pertinent events happening at the MidSouth District Level and the Unitarian Universalist Association.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Inform the AUUF of regional and national issues within the denomination.
- Inform the AUUF of meetings and events, such as training opportunities, social concerns, economic issues, and learning opportunities provided by the Mid-south District.
- Develop the committee's job description as more knowledge and skills are acquired and report such to the Board.
- Attend the Annual District Meeting.
- Prepare and submit an annual budget; identify and report to the Board on long-term needs.
- Chair attends AUUF Council meetings.

Finance Committee

Purpose:

Review and manage the financial matters of the AUUF and report to the Board of Trustees.

Committee Structure:

Standing committee. The Vice-President for Finance chairs the committee. Members include the current treasurer and other members as appointed by the president. Members serve one-year terms, with annual reappointment possible.

Responsibilities and Tasks:

- Examine the current and long-term financial needs of the AUUF and make necessary recommendations to the Board of Trustees and to the Congregation.
- Identify and develop fund-raising activities, in cooperation with the board.
- Identify and recruit leadership and other personnel resources to implement the fund raising activities, including, but not limited to: a) the annual canvass; b) other annual fund raisers, such as the auction and yard sales; c) special events and/or new fund raising opportunities
- Establish a program for planned giving.
- Manage the investments and growth of the endowment fund.
- Develop and implement grant applications for special needs.
- Prepare and submit an annual budget; identify and report to the Board on long-term needs.
- Chair attends monthly AUUF Board of Trustees meeting.

Green Sanctuary Committee

Purpose:

The mission of the Green Sanctuary Committee is to promote in the Auburn Unitarian Universalist Fellowship a greater appreciation of the Seventh Principle and our role as stewards of this earth. The specific objectives are designed to provide both the Fellowship and the members a holistic approach to integrating this principle into their lives, both practically and spiritually, such that it becomes a way of life.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Provide Fellowship interaction with the Seventh Principle Project and seek recognition as a certified Green Sanctuary.
- Provide reliable information and opportunities for meaningful ways to reduce the impact of our lives on the environment. This includes interacting with other Board committees to provide information and advice on matters that include an environmental aspect.
- Provide the opportunity to explore the relationship of spirituality and nature.
- Institutionalize objectives 2 and 3 such that the proposed activities are incorporated into Fellowship life and are not dependent on the involvement of any particular persons.
- The chair attends the AUUF Council meetings.

Membership Committee

Purpose:

The Membership Committee is responsible for welcoming visitors, encouraging membership by helping newcomers to orient to the AUUF Community, and recognizing membership in the AUUF.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Schedule greeters for worship services; provide greeters with instructions for offering: nametags to visitors, opportunity to sign visitor information sheet, information about childcare.
- Introduce visitors to the Minister, Board Members, or others present
- Furnish information and requests from visitors to the Minister and appropriate committee chairs; for example, requests for pastoral visits, newsletter mailings.
- Prepare nametags
- Provide assistance to newcomers who wish to become members
- Order UU flyers and brochures as necessary
- Work with the Minister to schedule and present “New UU”, in which new members and those considering membership can learn about the Fellowship and the Unitarian Universalist faith.
- Work with Minister (twice a year) to schedule and organize New Member Recognition.
- Organize social events to promote inclusion in the AUUF Community, such as Circle Dinners→

- Provide names, addresses, and member/friend status to the Communications Committee for the AUUF Directory.
- Update (annually) the mailing list for *The World* UUA magazine subscription.
- Inform Treasurer when new members join
- Prepare annual budget, report activities and long-term needs of the Membership Committee to the Board
- Chair attends AUUF Council meetings.

Music Committee

Purpose:

The Music Committee facilitates selection, organization and performance of music for regular and special services of the Fellowship.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Identify goals for the music program
- Facilitate formation of choir and /or ensembles in response to needs and interests of the Fellowship
- Identify a director for choir and/or ensembles or delegate responsibilities for various events
- Identify an individual to be responsible for scheduling regular tuning and maintenance of piano
- Identify one or more accompanists for congregational singing, and for the choir and ensembles.
- Work with the Minister and lay-led program chairs to select music for congregational participation, choir performance, and solos and ensembles.
- Identify and encourage those with musical talent to participate in the music program
- Prepare an annual budget for the music committee and present long-term needs of the music program to the Board.
- Chair attends AUUF Council meetings.

Nominating Committee

Purpose:

Recruit members to serve as officers and trustees of the Board and as Committee Chairs of AUUF.

Committee Structure:

Standing committee. The nominating committee is elected by the membership at the Annual Election Meeting. It consists of three persons, two serve for one year, and one serves for two years. The continuing member shall automatically become “chair” of the committee during his/her second year on the committee. Chair attends AUUF Council meetings.

Timeline of Tasks and Responsibilities:

February and early March

- Obtain current list of officers, trustees, and committee chairs. The nominating committee chair assigns who will contact each person regarding staying on in their current leadership role.
- Contact each officers and Committee chair to determine which positions will need to be filled.
- Ask those who are stepping down who on their committee would be a good new chair
- Send Thank You to those individuals remaining in their current position.

March Week 3

- Compile and send list of open positions out to the membership via the list serve and make sure the list appears in the April newsletter (April newsletter deadline March 20)
- Have spot during Sunday Service to talk about the responsibility of each member of the Fellowship to serve in some manner. Have a couple of members of the Board/Council share their positive experiences and/or commitment to the Fellowship.
- Nominating Committee meets face-to-face with current president, president-elect and the minister to discuss who and how to best approach those needed to fill positions.

March Week 4 and April Week

- Begin contacting potential nominees, discussing with them the responsibilities of the position and their personal skills, gifts, etc. for why they would be a good person to serve in this particular position.
- As people say yes, send them a thank you for accepting the nomination and invite them to attend the next council or board meeting.
- Keep the Nominating committee, the president, president-elect, and minister apprised of outcome of contacts, using specific information in the subject line of email (i.e. nominating info - UUSC and Green)

April Week 2

- If all positions are not filled, nominating Committee meets face-to-face with current president, president-elect and the minister to discuss who and how to best approach those needed to fill the remaining positions.

May Week 1

- Deadline for having slate of nominations filled. This allows time for a transition before the new officers and committee chairs come on-board July 1st.

Playground Committee

Purpose:

The purpose of the Playground Committee is to provide for competent, safe childcare and playground activities during Sunday services and at other times as the need arises. The ages of the children are in a range from 3 year olds to teenagers. Infants and toddlers ages 3 – 36 months are cared for in the Nursery.

Committee Structure:

Special committee. The President appoints the Chair who recruits committee members as needed.

Responsibilities and Tasks:

- Interview, hire and supervise employees to provide for childcare and playground activities;
- Work with the Treasurer to prepare and disperse the payroll.
- Schedule parent volunteer workers, publicize schedule
- Supervise the start of childcare activities on Sunday mornings and at other times as needed, ensuring all positions, volunteer and hired, are filled and children are responsibly cared for.
- Be knowledgeable about safety issues, supervise the purchase or approval of new toys, inspect existing toys, and work with the Building and Grounds committee to resolve safety issues.
- Schedule childcare for AUUF-sponsored events such as New UU Orientation, the Annual Auction, Board meetings, and Adult RE, as the need arises, working in advance and in cooperation with the Minister and event managers.
- Prepare annual budget, report activities, and present long-term needs of the Playground Committee to the Board.

Religious Education Committee

(Needs revision to include the DRE)

Purpose:

Plan and implement a religious education (RE) program for youth in age groups from preschool (age 3-5 years) through high school.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship and is a member of the AUUF Council. The RE committee comprises the RE teachers and others recruited by the Chair.

Responsibilities and Tasks:

- Recruit and train RE teachers; conduct a Teacher Dedication at a Sunday service.
- Establish an RE theme for the year; review, select, and order curricula.
- Register children for the RE program, determine class structure and room assignments, assign children to the appropriate classes.
- Inform teachers of budget and resources; assist with purchasing when necessary.
- In cooperation with the program committee, organize a youth service for a regular Sunday service.
- Serve as AUUF contact and representative for RE issues, meetings, and youth activities
- Evaluate the RE program annually and report to the board.
- Provide quarterly reports to the AUUF Newsletter.
- Supervise the opening and closing of the RE building each Sunday.
- Organize children's art show (with Aesthetics Committee).
- Prepare and submit an annual budget for religious education, identify and report to Board the long-term needs.
- Chair attends AUUF Council meetings. →

Suggested Schedule of RE Activities

May

- Recruit teachers for Fall.
- Plan and organize RE Picnic and teacher gift (Usually first week in June)
- Hold RE teacher/parent meeting lunch (provide lunch/childcare)

June

- Order curriculum

August

- Plan year, finalize curricula, organize classes
- Schedule teacher training, dedication, Sundaes Sunday for September
- Plan teacher training
- Schedule clean-up day for RE building

September

- Teacher Training
- Announce Sundaes Sunday
- Coordinate Teacher Dedication with minister
- Hold Sundaes Sunday and class registration
- Buy supplies for building and classes

October

- Set up first teacher meeting for November

November

- Hold first teacher meeting

January

- Plan Valentine Express with teachers: buy supplies, publicize, make order forms.

February

- Supervise valentine making with children; put messages in valentines
- Sunday closest to Valentine's Day supervise children handing out valentines

March

- Plan Children's Service for April
- Coordinate children's art show with Aesthetics Committee

April or May

- Children's Service

Social Action Committee

Purpose:

Connect the AUUF to social issues and activities in the local and statewide community through interaction with affiliate organizations, representation in activities, and organizing events.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Work with the Minister and the Green Sanctuary Committee chair to determine our “Giving the Plate” recipients.
- Provide organizational support for social action/justice programs within the AUUF and larger community i.e. Women in Black, Peace rallies,
- Identify current and emerging issues and provide information to the board and the Fellowship.
- Provide representation of the AUUF to affiliate organizations such as Habitat for Humanity (We Help Coalition), Domestic Violence agency, Lee County Alabama Arise, East Alabama Food Bank, Mid-south District Social Justice committee, Hospice and other organizations as the need arises, as appropriate, and as approved by the Board.
- Prepare and submit an annual budget; identify and report to the Board on long-term needs
- Chair attends AUUF Council meetings.

Sunday Services Committee

Purpose:

Work in concert with the minister and lay leaders to plan and present services on Sunday mornings and on certain other occasions.

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the Council and recruits committee members as needed. Sunday Services committee members include persons responsible for:

1. Gathering and placing announcements in the order of service;
2. Printing the OOS.
3. Changing the wayside sign (Sign Guy);
4. Readying the podium and sound system;
5. Scheduling readers of the children’s story;

Responsibilities and Tasks:

- Work with the minister in delivery of worship services.
- Schedule minister-led services consistent with the minister’s contract.
- Identify lay leaders for services, schedule lay-led services, and assist in preparation as needed.
- Consult with the minister, Council members, and Board President for specifically requested lay-led services (i.e. Green Committee; RE Sunday; Social Action; topic specific services)
- Provide weekly support for the Minister in preparation of the pulpit, public address system, chalice, and other tasks as needed.
- Prepare and distribute the order of service and printed announcements, or delegate such tasks as appropriate.
- Provide for the weekly updating of sign in front of the church.
- Coordinate worship service planning with those responsible for music, children’s story, and aesthetics.
- Prepare and submit an annual budget; identify and report to the Board on long-term needs
- Chair attends AUUF Council meetings.

Unitarian Universalist Service Committee

Purpose:

The Unitarian Universalist Service Committee (UUSC) provides regional, national, and global outreach on social, economic, political, and spiritual issues. The UUSC Chair is the local liaison to the AUUF

Committee Structure:

Standing committee. The Chair is elected by the Fellowship, is a member of the AUUF Council and recruits committee members as needed.

Responsibilities and Tasks:

- Provide local representation and linkage to UUSC fund raising and consciousness-raising events
- Organize events such as Guest at Your Table fund raiser.
- Solicit membership and donations for the UUSC
- Prepare and submit an annual budget; identify and report to the Board on long-term needs
- Chair attends AUUF Council meeting.

AUUF POLICIES

Affiliation with Other Organizations

The Board of Trustees shall decide questions of affiliation with other organizations. The president shall be authorized to attend or send representatives to meetings of groups from which the AUUF would benefit or to which the AUUF could make a contribution. Membership fees in cooperating agencies may be allowed upon approval by the Board of Trustees.

A record of each cooperating organization and agency shall be maintained and contain the a) name and purpose of the organization; b) nature of the relationship; c) fiscal obligation; and d) contact person's name, address, and telephone/fax number.

In order for an agency or organization to be considered as a cooperating organization of the AUUF, its purpose and procedures should be in harmony and in no way conflict with the Principles and Purposes of the Unitarian Universalist Association and should be in keeping with the Bylaws and policies of the AUUF.

The following criteria should be considered for determining the extent of cooperation: a) membership on joint committees, advisory boards, and coalitions; b) participation in advisory councils, governing boards, or committees; c) sponsorship of joint meetings; d) official representative at conferences and conventions; e) participation in a common project or sponsorship of a joint project; f) public expression of approval; and g) dissemination of information.

The following criteria should be considered for determining the benefits and potential problems of cooperation: a) visibility for the AUUF and its programs; b) exchange of ideas with other groups concerned about issues important to the members of the AUUF; c) AUUF concerns, priorities, and perspectives expressed before a wide range of non-UU audiences; d) access to other organizations' publications, program material, research findings, technical resources, staff, and membership; e) influence with legislators and policy-makers, enhanced by acting in concert with other major organizations; e) publications and educational materials developed and produced in conjunction with cooperating organizations; f) special programs and projects planned and co-sponsored by AUUF and these organizations; g) maintain communication with leaders in key fields of importance to the AUUF; h) mutual support and encouragement; i) avoid duplication of efforts, saving AUUF resources; j) financial commitment required from AUUF; k) legal implications, to include probability of litigation, of coalitions or other forms of joint involvement.

AUUF Building Use Policy

Statement of Purpose

The buildings belonging to the AUUF serve three purposes:

1. The place where the usual events of the religious life of the congregation are held;
2. To serve the needs of the larger community for religious or other events;
3. To make a visible statement to the larger community about AUUF beliefs and values, and our place in the community.

Priority of Events

The building may be used for any event described above and requests are generally filled in the order received. In the event of contending requests, scheduling will occur in the following descending order of priority. Alternative room assignments schedules are permissible and negotiable provided the party with priority is in agreement with the change.

1. Fellowship activities, such as Sunday services, Board and committee meetings, religious education, and choir rehearsal.
2. Member-originated activities for ceremonies and rites of passages, such as a wedding, child naming, funeral or memorial service.
3. Member-originated social or nonprofit events, workshops, and classes.
4. Affiliated or supported nonmember-originated activities for ceremonies and rites of passage, followed by affiliated or supported nonmember social or nonprofit events, workshops and classes.
5. Members or affiliated nonmember-originated activities for profit.
6. Nonaffiliated individual or community group activities for profit.

Scheduling

- The President-elect or minister will oversee scheduling but will bring requests that may be in conflict with the Statement of Purpose to the Board for discussion.
- The Board has the final authority in determining the use of the Buildings.
- Special uses of the building, such as those involving extensive decorating, hanging or display of articles on the walls, or special lighting should be indicated in advance and approved in advance as part of the building usage agreement.
- The AUUF has art shows regularly throughout the year. The user is advised that these shows will not be taken down for special events.

Payments

A reservation fee of \$50 may be requested. Once the President has received a reservation fee, the building cannot be scheduled for any other event at that time, even a higher priority event, without the agreement of all parties involved. The reservation fee may be applied to payment. The payment guide is attached with the Request for Use of Facilities form.

Use of AUUF Name

The Board through the President, or designated representative must approve any publicity for a scheduled event. Circulation of unapproved publicity may result in the forfeiture of the reservation fee.

Alcoholic Beverages

If alcoholic beverage are to be served or available, an Event Manager will be identified and a copy of the AUUF Policy on Alcoholic Beverages will be signed and on file.

Policy regarding AUUF Support of a Group or an Event when AUUF Property is involved

October, 2002

The ad hoc committee to look at clarifying “AUUF-Supported Group/Event” building policy considerations met on 10/1/02. Our charge from the president was to come up with one or two options to determine what standards should define an AUUF-Supported event/group, to suggest how approval should proceed, to determine a way to gauge utility costs for uses of the buildings, plus any other considerations that the committee thinks should be included.

We began our task using the AUUF Building Use Policy that begins with a statement of purpose for the buildings belonging to the AUUF:

1. to provide a place for the usual events of the religious life of the congregation,
2. to serve the needs of the larger community for religious or other events,
3. to make a visible statement to the larger community about AUUF beliefs and values, and our place in the community.

The following are the committee’s suggestions:

1. The phrase “AUUF Supported Group or Event” is a term specifically used to designate that the AUUF Board or a sub-committee of the Board (a minimum of two individuals appointed by the president) has agreed to waive the Standard Use of Building Fee for the group/event. A schedule of the Standard Use of Building Fee is included in the AUUF Building Use Policy.
2. Any group or event requesting to be considered an “AUUF Supported Group or Event” must complete the standard Request for Use of Facilities Form. In addition, a description of the goals and purposes of the group/event must be provided in sufficient detail to allow a determination by the AUUF Board that the building use is in agreement with our beliefs and values. We recommend that the seven UU principles be used as the guideline of whether the building use meets our beliefs and values.
3. It is further recommended that the Board review, on a yearly basis at the time the annual budget is proposed, those groups who are “AUUF Supported” and use the buildings on a regular basis. The purpose of this action is to assure that the group continues to foster our beliefs and values and to provide an avenue to inform the members of the fellowship a listing of the groups that are being supported by member pledges.
4. Bill Baird will develop a Building Use Cost Gauge (with Darrell’s help).
5. Insurance carriers need to be contacted to determine if all building use (Supported and Non-supported) are covered or what type of use would not be supported.
6. It is further recommend that:
 - a. Board members and members of the fellowship be “educated” regarding the building use policy,
 - b. That the Yahoo calendar be used for scheduling building use on a regular basis (and information regarding its use be disseminated to the fellowship).
7. **That a list of current on-going groups be developed and informed of the new “AUUF Supported Group” policy.**

Alcoholic Beverages Policy

In compliance with Alabama law¹, the Auburn Unitarian Universalist Fellowship Board of Trustees adopts the following policy applicable to all events that are defined as 1) AUUF-sponsored functions that occur at any location, or 2) events on the premises and grounds of AUUF whether sponsored by AUUF or others.

During events at which alcoholic beverages are present, an identified Event Manager who is an adult over the age of 21 years will be responsible for compliance with the following.

- A) Alcoholic beverages will not be possessed, served to, or consumed by any minor before, during or after the event.
- B) Participants who are allowed to bring alcoholic beverages for personal consumption will be informed of this policy and monitored to ensure compliance.
- C) Non-alcoholic beverages will be available from a well-identified location separate from that used to serve alcoholic beverages.
- D) Alcoholic beverages will not be left or stored on the grounds or in any buildings owned by the AUUF before or after any function.
- E) No one deemed impaired by alcohol will be allowed to operate a motor vehicle when leaving. Compliance options include taking car keys, making provision for a ride home, or calling law enforcement to prevent the impaired person from driving.
- F) As appropriate, adults and youth at events will be informed of this policy and of the expectations for compliance.
- G) For organizations other than the AUUF, the Event Manager and his/her organization will save and hold harmless the AUUF and it's Board, members, and employees.

The President of the AUUF is responsible for the following.

- A) Informing the members of the AUUF of this policy through an initial announcement and at such other intervals as deemed necessary.
- B) Informing event representative of this policy as a part of the rental/use agreement process. As appropriate, a signed and dated copy of this policy will be secured by the AUUF, with a signed copy also provided to the event representative.
- C) Failure to comply with any part of this policy shall be grounds for revocation of present and future privileges regarding use of AUUF facilities.

Signed:

Event Manager

Date

AUUF Designated Representative

Date

¹ In Alabama, it is illegal for alcoholic beverages to be sold or served to persons under the age of 21 years and illegal for persons under age 21 years to possess or consume alcoholic beverages. Organizations, individuals or businesses who permit alcohol either at functions they sponsor at any location, or on their premises at events sponsored by others, are legally responsible for complying with this law. They are also liable for any damages that result from consumption of alcohol by guests or patrons.

Request for Use of AUUF Facilities
Auburn Unitarian Universalist Fellowship
450 East Thach Avenue Auburn, AL 36830 334-826-0595

In the interest of good care and upkeep of our facilities to our satisfaction and those who use our facilities, we submit the following requirements:

- 1) Organized activity be limited to use of the rest rooms and requested areas only.
- 2) Children must be supervised at all times.
- 3) Groups and organizations will be responsible for repairing of any damage, breakage, or other impairment of facilities. Please report any problems needing attention.
- 4) Groups or organization are responsible for turning out lights, locking, adjusting the heat or air conditioning according to the posted instructions.
- 5) The Auburn UU Fellowship respectfully asks each group to pick up trash in and out of the building, which might be from their activities.
- 6) Smoking is not allowed inside the building. If persons in your group smoke outside, please make sure all smoking material has been disposed of properly (especially cigarette butts).

By signing this form, you acknowledge that Auburn Unitarian Universalist Fellowship reserves the right to cancel this request or alter your meeting time if it is not satisfactory to AUUF. You also acknowledge that AUUF is not responsible for any personal liability.

Date _____

Name of Group or Organization _____

Purpose _____

Meeting time requested: Day _____ Hour _____ Duration of event _____

Frequency requested: Daily ___ Weekly ___ Monthly ___ One time request ___

Rooms requested: Fellowship Hall ___ Kitchen ___ RE Building ___

Busch Center ___ Kitchen ___

Group Representative _____

Phone _____

Email _____

Address _____

Group Representative Signature _____

AUUF President Signature _____ Date _____

Areas for use Fees*

	Member	AUUF Supported Group	Non-Member Event	For Profit
Fellowship Hall	donation	donation	\$75	\$150
Kitchen			\$15	\$30
Busch Center/RE	donation	donation	\$25	\$50
Kitchen			\$15	\$30
RE Building	donation	donation	\$10	\$20
Damage Deposit	\$75	\$75	\$75	\$75
Custodial Fee	\$25**	\$25	\$25	\$25
Total Amount Due				

*Fees may be changed by the AUUF Board of Trustees

**Members have the option to assure that the Fellowship Hall is prepared for Sunday Service.

Revised May15, 2002

Auburn Unitarian Universalist Fellowship Building Reservation Form

Reserving Party

Name: _____

Building to be used: *AUUF* *RE building* *Busch Center*

Activity: _____

Date of Activity _____ Time _____

If Alcoholic Beverages are to be served an AUUF Alcoholic Policy must be signed prior to the activity. Alcoholic Beverages to be served? Yes No

Event Manager _____

Deposit Paid: _____

Fee Paid: _____

Signed:

Reserving Party/Date

AUUF Representative/Date

Please Note

At the Conclusion of the Event an AUUF building will be left clean and ready for regularly scheduled activities (carpets vacuumed, dishes clean and put away, chairs set up, etc.). Thermostat settings should be at the specified settings, the doors and windows locked, and the lights turned off.

The Board through the President or his/her designated representative must approve any publicity for a scheduled event. Circulation of unapproved publicity may result in the forfeiture of the reservation fee.

Auburn Unitarian Universalist Fellowship

Policy: Disruptive Behavior

Date of Policy Approval: February 13, 2011

Date Policy Updated:

Policy Owner: Board of Trustees

1. DISRUPTIVE BEHAVIOR POLICY NEED

The Auburn Unitarian Universalist Fellowship (AUUF) strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole at times must be given priority over the privileges and inclusion of any individual. To the degree that disruptive behavior undermines the health of this congregation, our actions as people of faith must reflect an emphasis on the security and well-being of the community. We affirm that openness can only exist where, as a congregation, we maintain a secure, respectful and cooperative atmosphere that safeguards the well-being of the whole.

There have been times when the behavior of an individual on Fellowship premises, over our congregation listserv, or at offsite Fellowship-sponsored functions has led members to voice their concerns about one or more of the following:

- A. Perceived threats to the physical or emotional safety of any adult or child;
- B. The disruption of Fellowship activities;
- C. Diminishment of the appeal of the Fellowship to its friends and members.

When any person's physical and/or emotional well-being or freedom to participate safely in the AUUF community is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons. In every case we will be mindful of our UU Principles and Purposes, treating all persons involved with respect and caring.

2. DISRUPTIVE BEHAVIOR RESPONSE

The following shall be the policy of the AUUF in dealing with these issues:

A. Immediate Response Required

1. This will be undertaken by the Minister, if available, the President of the Board, the Chairperson of the Committee on Ministry and/or the leader of the group involved. This may include asking the offending person or persons to cease and desist in his or her behavior, to leave the function and/or premises, or suspending the meeting or activity until such a time as it can safely be resumed.
2. The Police Department may be called if further assistance is required.
3. The Minister, the President, and the Chairperson of the COM must be notified if any of these actions are undertaken without any of these individuals being present.
4. A follow-up letter will be sent to the offending party or parties describing the offending behavior, instituting a temporary ban and detailing the steps that must be taken before the

individual(s) may return to the activities involved. This letter is to be sent by the Minister or, as directed by the Board of Trustees, from one of the following committees: the Committee on Ministry, Board of Trustees, or Conflict Mediation Team.

5. If applicable, this letter should also be co-authored by the leader of the group involved. The Board of Trustees and Committee on Ministry must be copied on this written correspondence.

B. Immediate Response Not Required

1. Disruptive or threatening behavior may and should be reported to the Minister, the President, and/or the chairperson of the Committee on Ministry.

2. Together, the President, the Minister, and the chairperson of the Committee on Ministry will determine if the issue should be referred to the Committee on Ministry or a Board-appointed ad hoc committee.

3. It may be the case that the Minister notifies the Committee on Ministry, the President of the congregation and other appropriate leaders of incidents or patterns of behavior that meet the criteria for disruptive behavior (1A, B, or C) in order to assess the situation and needed response.

C. Assessment/Response Guidelines

In either **2A** or **2B** above, the appointed committee (COM or Board ad hoc) will respond in terms of its own judgment, observing the following:

1. Each situation will be responded to individually as it arises using this policy. There will be no attempt to define "acceptable" behavior in advance.

2. Persons identified as engaging in disruptive or threatening behavior will be dealt with as individuals; stereotypes will be avoided.

3. To aid in evaluating the problem, the following points will be considered:

-Dangerousness - Is the individual the source of a threat or perceived threat to persons or property?

-Disruptiveness - How much interference with Fellowship functions is going on? **Does the behavior create a climate that is so threatening, intimidating, and/or destructive to the integrity and security of the community that it is likely to drive away existing members, visitors and guests, etc.?**

4. To determine the necessary response, the following points will be considered:

Causes - Why is the disruption occurring? Is it a conflict between the individual and others in the Fellowship? **Or, does the behavior appear to be a manifestation of possible mental illness that could be threatening to the individual or others?** In taking the latter into consideration, under no circumstances should a *diagnosis* be considered other than from the individual's own mental health professional (which may not be available due to privacy laws.)

History/Change - What is the frequency and degree of disruption/threat caused in the past? How likely is it that the identified behavior will continue in the future?

5. The necessary response will be determined on a case-by-case basis. However, proceeding through the following three levels of response is recommended in most cases:

Level One - The assigned committee (as noted in 2A and 2B) shall inform the Minister(s), the President, and the Chairperson of the COM of the problem and then the Minister(s) and a minimum of two members of the Committee on Ministry (and/or the President) shall meet with the offending individual(s) to communicate the concern and explain the potential for a Level 2 or 3 response if the behavior continues. A copy of this policy will be provided to the offending individual(s).

Level Two -The offending individual(s) is excluded from the Fellowship and/or specific Fellowship activities for a specified period of time, with reasons and the conditions of return made clear in written documentation (with a copy going to the offender and one going into congregational files.)

Level Three - The offending individual(s) is permanently excluded from the Fellowship premises and all Fellowship activities and communications, including offsite Fellowship-sponsored activities. Before this is carried out, the appointed committee as described in 2A or 2B will consult with the Board of Trustees, the Committee on Ministry and the Minister. If it is decided that expulsion will take place, a letter will be sent by the Minister explaining the reasons and rationale for the expulsion. The letter will be sent by certified mail, receipt requested, as well as through email.

Note: Any action taken under Level One or Level Two may be reviewed by the Board of Trustees, the Committee on Ministry, and the Minister.

3. DOCUMENTATION

Whatever the level of response, all meetings must be documented and any other pertinent documentation must be kept in the locked confidential Fellowship files. Documentation must include:

Name(s) of the offending individual(s).

Description of situation causing disruption.

Dates and minutes from all meetings with the offending party/parties, to include the names of all meeting attendees.

Time period of exclusion, if not permanent (Level 3).

Description of steps required for party/parties to be allowed back into the Fellowship (if applicable).

Signature of understanding by offending party/parties or receipt of certified letter of decision.

In the absence of a signature of understanding or certified letter receipt, a printed copy of the email sent to the offending party/parties will serve as notice.

AUUF Policy on Gifts and Bequests of Real Property

The Auburn Unitarian Universalist Fellowship gratefully acknowledges the generosity of members, friends, and supporters who wish to give or bequeath treasured objects to the Fellowship. At the same time, the Fellowship must also acknowledge its limited resources for providing the type of care required for property of various kinds. The Fellowship's resources of space, physical conditions, security, and financial means are usually not commensurate with those required for the on-going care of most such objects.

For these reasons, the Fellowship will accept real property as gifts or bequests only with an express written statement that the donor, without reservation, releases the Fellowship from any expectation or obligation to retain ownership of donated property and, further, acknowledges the Fellowship's unrestricted privilege to sell, donate, or otherwise make disposition of the property in a manner determined solely by the AUUF Board of Trustees.

I accept the terms of this policy in regard to my gift of (description of real property)

Signature of donor or authorized representative:

_____ Date _____

Property and signatures received by:

Fellowship representative: _____

Date _____

Policy on Home-Based Education

Auburn Unitarian Universalist Fellowship

The Auburn Unitarian Universalist Fellowship (AUUF) takes no particular stance on the merits of home-based education. Under the section 16-28-1 of the Alabama Legal code, the “home-schooling,” hereafter referred to as home-based education (HBE) option is most feasible under the sponsorship of a church school. The AUUF hereby adopts the following positions with the purpose of allowing members of AUUF whom so choose to practice home-based education.

- 1) The parents of the children participating in HBE are designated as the “teachers” of the church school.
- 2) The AUUF Board of Trustees shall designate an administrator whose duties are to oversee the requirements of this document and stated HBE regulations. Hereafter all references to “administrator” shall refer to this person. A deputy administrator may be appointed as the need may arise.
- 3) To be eligible for participation in the AUUF sponsored HBE program, a participating member of the AUUF shall meet the following requirements (the definition of a participating member of the AUUF is set by the AUUF Board):
 - a) Read and be familiar with the Alabama code on school enrollment;
 - b) Submit an initial statement on education philosophy, goals and methods to the Board;
 - c) Complete an Alabama state church-school enrollment agreement;
 - d) Sign a waiver document which relieves the AUUF from all legal and financial responsibility with regard to the HBE agreement;
 - e) Receive a vote of approval at a meeting of the Board.
- 4) Once sponsored by the AUUF, the teachers of the church school shall:
 - a) Submit annual educational goals to the administrator;
 - b) Submit quarterly progress reports and attendance records to the administrator;
 - c) Arrange with the administrator to have the educational progress of the children participating in the HBE measured on an annual basis with the express purpose of assuring that minimal education objectives are being met (the details of this process will be worked out between the administrator and the teachers).
- 5) The administrator shall:
 - a) Keep the following documents on file:
 - i) Copy of the “Alabama Scope and Sequence for K-12;”
 - ii) Alabama code on school enrollment;
 - iii) Copy of the church school enrollment form;
 - iv) Liability release form;
 - v) Current list of all AUUF HBE teachers and students;
 - vi) All quarterly progress reports, statements of individual student goals, progress measurement results and co-signed attendance records for the past ten years.
 - b) Arrange with the teacher to have the educational progress of the children participating in the HBE measured on an annual basis with the express purpose of assuring that minimal education objectives are being met.
 - c) Notify the HBE families, in writing, of upcoming recommendations to the Board concerning continuation of sponsorship.

- d) Make yearly recommendations to the Board prior to August 1 regarding continuation of sponsorship of HBE families.
- 6) Issues and concerns regarding the AUUF-Sponsored HBE programs shall be resolved as follows.
 - a) Members of the AUUF who have concerns about the HBE should attempt to resolve the issue with the administrator. Decisions of the administrator can be appealed to the Board.
 - b) Participants in the AUUF-sponsored HBE should address concerns to the administrator. Decisions of the administrator can be appealed to the Board.
 - c) The administrator shall keep HBE families informed of any issues and concerns that may arise.
 - d) Those affected by a possible termination of AUUF sponsorship of HBE (be it an individual family or the program in entirety) must be given written notice and explanation at least 5 days prior to Board meeting and shall be allowed to address the Board on the motion. Written notice and explanation of action to terminate sponsorship shall be sent to the previous participants.
- 7) The AUUF church school does not discriminate on the basis of sex, affectional orientation, race, disability or religion but reserves the right to deny admission.
- 8) The AUUF, the AUUF Board and its members are in no way financially responsible for legal action taken against families sponsored by the AUUF HBE program.

Playground Policy:

Guidelines for Expected Child, Youth and Adult Behaviors while on the AUUF Playground

Based somewhat in the UU 7 Principles:

- *The inherent worth and dignity of every person;*
- *Justice, equity and compassion in human relations;*
- *Acceptance of one another and encouragement to spiritual growth in our congregations;*
- *A free and responsible search for truth and meaning;*
- *The right of conscience and the use of the democratic process within our congregations and in society at large;*
- *The goal of world community with peace, liberty, and justice for all;*
- *Respect for the interdependent web of all existence of which we are a part.*

...and “child version:”

- *Each person is important.*
- *Be kind in all you do.*
- *We're free to learn together.*
- *We search for what is true.*
- *All people need a voice.*
- *Build a fair and peaceful world.*
- *We care for Earth's lifeboat.*

Guidelines for children:

1. Each person is important. Everyone on the playground on any given day has a right to be there, as well as a right to enjoy a place that is safe and welcoming. Children need to be guided toward being both aware and respectful of each other. This includes accepting that the playground is a shared space with children with a wide range of ages and abilities using it.
2. Be kind. Help each other—if you see someone in need, come to their aid yourself or quickly bring the situation to adult’s attention. Since we want the playground to be welcoming and safe for all there is no hitting, pushing, angry yelling, threats, or name-calling. These are hurtful actions and do not help others feel safe or welcomed. Setting up a play space or game that intentionally excludes someone (“No! You can’t play with us!”) is also unkind and hurtful.
3. &
4. Learn together and search for what it true. We need to accept each other’s “individual search” which does not mean that we have to agree with everyone all the time but children will need to be guided toward listening as others present an opposing view and attempting to resolve it respectfully and fairly for all.
5. Need a voice. Children will need to be guided toward listening to each other as well as speaking up for themselves.
6. Building a fair and peaceful world. This is where I would put, “Gun play, or pretending to shoot each other, does not model a peaceful world and should be actively discouraged at all times.” I would also suggest that this is a rationale for the paid supervisor to provide cooperative games and activities for the children to do.
7. Interdependent web. Maybe proper care and use of playground equipment is a bit of a stretch under this principle, but perhaps it is a legitimate placement. It would include

using the equipment creatively but not in a manner that could cause it to be damaged or break (i.e.: dumping plastic vehicles and other toys off the top of the climbing structure, or bashing items with the plastic bat). It would also include assisting with properly putting the toys away at the close of the playground time.

Guidelines for volunteer adults:

Generally, be informed, engaged, aware, intervene as necessary, facilitate children's play, elicit ideas/help from children and youth.

- Informed: Ask paid playground supervisor where s/he would like for you to work, area to supervise, what games to play, etc.
- Engaged: The task of the playground volunteers is to be actively engaged with the children, talking with them, playing with them, facilitating their play, suggesting alternative activities. The tasks do not include standing and talking in a cluster with other adults unaware of what is going on with the children, or being a bench warmer (or terrace step warmer).
- Aware: By being near the children's activities and play areas, the volunteer adults will be more likely to be aware of potential and actual hazards or problems as they arise.
- Intervene as necessary: When a conflict or problem arises, define what you saw ("Whoa! I just saw you throw that wheeled toy off of the climbing structure!"), explain why that is a problem ("When the tractor hits the ground from that height there is a good chance that it could get broken," or "Little Squirt here was walking under the structure just as you dropped the tractor. Falling vehicles make this area unsafe for our littlest folks, so we have to work to make this a safe place by not dropping toys off of the climbing structure.").
- Redirect: Solicit ideas from the perps about how that problem can be solved. If they are not able to come up with a reasonable solution, suggest one of your own with authority and firmness.
- Facilitate children's play: This can be done by playing with them, suggesting materials they might use, helping resolve disputes, suggesting new ways to address an old concept.
- Elicit ideas and help from children and youth: Whenever possible, in both peaceful and not so peaceful playground times, ask the kids out there for their input, suggestions, ideas that will move all toward the specified goal.

Safety issues:

As the playground is a shared space, everyone must be aware of the most vulnerable—the youngest and littlest ones. Ball games, in particular, put them at risk. Volunteer adults must be aware of the little ones at all times.

- Define toddler play space (infants to under 3 years)—there is a nursery facility set up for infants through 3-years-old. The playground space is NOT a safe play area for children that young, especially with the wide range of ages of children that use that area. Children 3 years and younger must stay in the nursery.
- Define "teen" space—where is it they can go to be "alone" as teens feel they need to do? They still will need to tell the paid supervisor where they are.
- All children must learn to tell (ask) the paid playground supervisor whenever they leave the fenced area. What should be the rules governing that event?

- Climbing structure—as younger, less able children will mimic older, more able children, the able climbers cannot climb, sit, walk on the top supports of the climbing structure. As has already been mentioned, there is insufficient cushioning underneath the structure, so a fall from that height could have serious consequences for even the most able climber.
- Tire swing—until the supports of the swing are spaced further apart, children on the swing must sit (not stand) on the swing and cannot lean out.

General suggestion regarding paid supervisor:

- Assign volunteers a specific game or activity to supervise, or an area to be “in charge of.”
- Circulate around and through all areas of play. Engage in the children’s activities. Assist volunteers with interventions as needed.
- Facilitate children’s spontaneous play.
- Provide periodic structured activities (cooperative games, silly relay races, art experiences, building opportunities, etc) a couple of times a month that the children can chose to do for variety and excitement.
- Provide snack—determine if getting snack from coffee table is OK or not.

Playground Rules

Respect for Others:

- Play Safely. Avoid pushing, tackling games, wrestling, kicking, fighting, blocking others’ activities, throwing rocks, sand, wood chips, equipment, etc.
- Be Aware. Do not interrupt others’ games. Look before you leap. Watch out for children smaller or younger than yourself. Wait for others to finish their turn at something before you take yours.
- Include others in your games and activities and consider their ideas during a game.
- Follow the Rules. If you have a problem or a complaint that you cannot resolve for yourself, seek out an adult on duty for guidance. Listen to and follow the adult’s recommendations.

Respect for Materials, Tools and Equipment:

Use all playground materials, tools and equipment for what they are intended.

Slides:

- Do not climb up the inside or outside of any slide.
- One person should slide at a time and then move away from the base so that others may have their turn.
- Do not slide toys, rocks or sand down the slide.

Ladders:

- Avoid pushing, pulling and crowding on the ladders.
- Allow others to climb at their own speed.

Towers:

- Do not jump from towers.
- Do not throw items from the towers.
- Do not drop items onto another’s body from the tower.

Play ground Items:

- Avoid throwing items.
- Do not toss items out side of the play ground area.

- Do not intentionally misuse items or break toys.
- Notify an adult if an item is broken or in disrepair.

Respect for the environment:

Fences:

- Stay within the fenced area as directed by the playground supervisor.
- Avoid bouncing off of and climbing on the fences.

Bushes, Trees, Plants, Grass:

- Unless you are gardening avoid digging in, pulling on, picking at, and breaking off vegetation.
- Any digging of holes must be filled at the end of playtime in an appropriate manner to avoid injury to others and yourself.

Cleaning up:

- Assist with putting play items away in their proper space at the end of the play session.
- Cover sand boxes at the end of each session.

Safety:

- Set a good example for other, smaller playground members. Something that might be safe for you might not be safe for others.
- Shoes must be worn at all time on the playground.

Consequences:

The Playground supervisors and volunteers are in charge of the playground. If someone on the playground is not following the rules the supervisor(s) may choose a consequence, such as:

- Assigning a time-out
- Returning the rule breaker to the Fellowship for the rest of the day

Procedure for Receiving Reimbursement for AUUF Purchases/Expenses and Pay for part-time employees

To allow our Treasurer the opportunity to enjoy the Sunday Service, coffee hour, and social events, as well as assure that checks are received in a timely fashion, we are re-instituting AUUF's procedure by which individuals are reimbursed for expenses or paid for part-time work. Both the number of checks requested and the people requesting checks has increased so it is necessary for everyone to follow these procedures. Thank you.

1. Complete the "AUUF Check Request" form. The form is attached to this email, copies should be available in the right-hand bottom drawer of the credenza at the back of the Sanctuary, and you can download it online at www.auuf.net under **Newsletter & Other Media -- Other documents**. This link is located just under the AUUF Banner at the top of the home page.
2. Put the completed "AUUF Check Request" form in a self-addressed envelop along with your receipts. Envelopes are available in the credenza drawer.
3. Put the self-addressed envelope containing your receipts and completed "AUUF Check Request" form in the Treasurer's mail slot in the kiosk located in the foyer of the Sanctuary. You may also send the request and self-addressed envelope via US mail to: AUUF Treasurer, P.O. Box 669, Auburn, AL 36831
4. Checks will normally be written on Sunday evening or on Monday.
5. Checks will be mailed to you in the self-addressed envelop on Monday or Tuesday.
6. If you have questions regarding this procedure OR have questions about a check you have requested and not received, contact the current treasurer.

PLEASE DO NOT HAND YOUR REQUEST TO THE TREASURER. PUT IT IN THE TREASURER'S BOX.

PLEASE DO NOT MAKE VERBAL REQUEST FOR CHECKS FROM THE TREASURER, FOLLOW THE PROCEDURE.

Soup Kettle Policy

This policy has been replaced by “Giving the Plate” on 2’nd Sundays and by the yoga collections being giving to the Iris Field Fund.

Adopted: May 8, 2000 Soup Kettle Policy

Soup Kettle Fund-raiser Procedures

History: The social action committee began a Soup Kettle Fund-raiser as an ongoing extension of Super Bowl Sunday “Souper Bowl” program to raise funds for the Food Bank and to address hunger in the community.

Purpose: The AUUF Soup Kettle generates funds and coupons to support:

1. Minister’s Discretionary Fund (Iris Field Fund)
2. Battered Women’s Shelter
3. Other Social Action programs as needed

The Soup Kettle sits on the AUUF coffee table and donations are requested for:

1. Cash (bills or loose change) or checks
2. Grocery (Kroger, Winn Dixie) coupons

Accounting for The Soup Kettle should be handled by:

1. All cash and checks should be deposited with AUUF funds
2. The funds shall be accounted for in the monthly statement as an income line item entitled “Soup Kettle”
3. Timely disbursements shall be made by check to the Minister’s Discretionary Account or as directed and determined jointly by the Social Action Chair and the Minister.

Noted additional history: (information added July 6, 2005)

Money collected from the individuals who attend “yoga classes” held at AUUF are deposited into the “Soup Kettle Fund.”

It has been a long time since the “kettle” has been out for donations, therefore, this component of funding no longer occurs.

Related Policy: 10% of Non-pledge Offertory

Prior to the 04-05 fiscal year, the policy that 10% of the non-pledge offertory money be donated to a social action cause was adopted by the AUUF Board.

Addition to 10% of Non-pledge Offertory --Adopted December 13, 2004

The 10% of non-pledge collections are to be put into the Soup Kettle Fund automatically each month, for ease and promptness in disbursement.

The Social Action Chair and the Minister together, without the need for prior Board approval, are to be responsible for allocating funds of less than \$250.00 from the Soup Kettle Fund to appropriate social action causes. All such allocations are to be reported as information items at the next Board meeting.

Voting Procedure for Fellowship Meetings

Approved by the Board of Trustees December 12, 2010

Background:

The By--laws of the Auburn Unitarian Universalist Fellowship (AUUF) refer to the use of ballots and proxies. These terms are used correctly in the By--laws, but they have not been correctly understood or used in practice. The Treasurer, on behalf of the Board, has consulted with Dr. Charlotte Ward of Auburn who has a great deal of expertise regarding Parliamentary Procedure of which voting is a part. Dr. Ward, a retired Physics Professor from Auburn University, has served numerous times as President of both the State and local chapters of the League of Women Voters, has worked with the Auburn Election Board for many years, and has taught courses in Parliamentary Procedure.

Based on this consultation, the following voting procedure is proposed for adoption by Resolution of the Board to serve as the official voting procedure to be used whenever votes are conducted at business meetings of the general membership of AUUF.

Definitions:

(Quotes from *Merriam--Webster Online* and *The Standard Code of Parliamentary Procedure*)

Ballot – “a sheet of paper [or other instrument] used to cast a secret vote”. A ballot may be cast in person by the voter, by mail--in ballot, or cast by the person whom the voter names as their proxy. [MWO]

Proxy – 1) “A signed statement authorizing a person to cast the vote of the person signing it.”; for example, Kathy signed a proxy authorizing her friend Sue to vote for her

2) “May also refer to the person who casts the vote”; for example, Sue is the proxy for her friend, Kathy. [SCPP]

Sample proxy statement:

I, Kathy Whitehead, hereby appoint Sue Carson, as my proxy at the meeting of the Auburn UU Fellowship on Sept. 3, 2010, to cast my vote by any means provided on all business to come before the meeting. Signed: *Kathy Whitehead*

Ballot vote – “The expression by ballot, voting machine, or other [instrument] of a choice with respect to any election or vote taken on any matter, cast in such a manner that the person expressing the choice cannot be identified with the choice expressed’ i.e., a secret ballot.” [SCPP]

Voice vote – “A vote taken by calling for ‘ayes’ and ‘noes’ and judged by the volume of voice response; sometimes called a *viva voce* vote. [SCPP]

Election Officials – The team of individuals appointed by the Board to manage the mechanics of the voting procedure. It is recommended that the team be composed of at least 3, but no more than 5 persons, preferably drawn from the Trustees, the Council, and if necessary, from the general membership. The responsibilities of the following officers excludes them from serving as Election Officials: the President conducts the meeting, the Secretary keeps a record of the meeting and the results of the vote, and the Treasurer coordinates the Election Officials.

***** Note that a mail--in ballot and a proxy statement are two different things. *****

1. The Finance Committee, Minister, President and Membership Chair shall provide the Treasurer with a list of qualified voters; the Treasurer shall then provide the list of qualified voters to the election officials.
2. If mail--in ballots are to be used, the instructions on the ballot must tell the voter to put the completed

ballot in a sealed blank envelope, then put the blank envelope in a mailing envelope and BE SURE to include his NAME on the outside return address.

3. When the organization receives the mailed--in ballot, the name on the return address is marked on the list of qualified members, showing that the member's vote has been cast.

a) The outer envelopes are opened and set aside as further documentation of whose ballots have come in; they should be kept in a place that is separate from where the inner envelopes will be opened, so as to preserve the secrecy of the ballots.

b) The sealed blank inner envelopes are set aside to be counted along with any ballots that are cast in person.

4. If ballots are to be cast in person, the Election Officials set up two or more stations, according to the number of voters present, at which stations,

a) each qualified member records his/her presence by signing next to his/her name on the list of qualified members,

b) any person who presents a valid proxy records his/her presence by signing next to the name of the person for whom s/he is authorized to vote on the list of qualified members,

c) after signing, each qualified voter is given a ballot that is easily distinguishable in appearance from the mail--in ballots by color or other marking.

Example situation:

If Michael can't attend and forgot to mail in his ballot, he can give Greg his proxy statement, but NOT his mail--in ballot. Greg brings the proxy statement to the polling place and is allowed to register and vote for Michael. A blank mail--in ballot is DEFINITELY NOT a proxy statement; further, mail--in ballots should not be permitted on the day of in--person voting. This ensures that no one votes twice.

5. If the total number of mail--in ballots received plus the number of qualified members registering in person is sufficient for the quorum defined in the By--laws, the meeting moves ahead with the vote.

Example: If the By--laws set a quorum at 40 percent of the members and there are 100 members, then a quorum is present when the number of mail--in ballots together with the in--person voters who have signed the register equals 40.

6. When a quorum is present, the President calls for each voter to mark his/her ballot and return it to the Election Officials as directed (dropped in a basket or whatever).

7. When all votes have been cast, the Election Officials:

a) open all the sealed mail--in ballots,

b) tally all the mail--in ballots and the ballots cast in person,

c) record the results of the count.

8. The President announces whether the number of 'yes' votes is sufficient to meet the number required in the By--laws for adoption of the issue, i.e., majority of the votes cast, two--thirds of the votes cast, etc.

9. If the vote is to be taken by a show of hands, then all non--voters are invited to continue enjoying the refreshment table, while only eligible members, including those with valid proxy statements, move into a designated area of the room. Eligible members and those with valid proxy statements are required to sign next to their name (or if a proxy, next to the name of the person for whom they are voting) on a roster of eligible members before being allowed into the designated area.

a) The Election Officials count the hands shown when voting and report the results to the President.