



Unitarian-Universalist Fellowship of Laramie

POLICIES & PROCEDURES

Compiled by: Dan Birdsall & Bill Streib, May 2008 Updated by: Dan Birdsall,
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We come here to stimulate, support, and empower each individual to honestly discover the spiritual, moral and intellectual qualities necessary to live and act compassionately, within the interdependent web of the human family and the environment.

- UUFL Mission Statement

POLICIES AND PROCEDURES OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF LARAMIE

INTRODUCTION

This manual contains existing policies and procedures related to the long- and short-term functioning of the Unitarian-Universalist Fellowship of Laramie. It is a dynamic document intended as both a guide and starting point for actions that will contribute to the growth and vitality of the fellowship.

This manual also includes a description of the fellowship's various activities and programs.

POLICIES

Following are policies developed by the Board of Directors (hereafter referred to as the Board) and various committees to guide the fellowship's operations.

AD HOC COMMITTEES, TASK-FORCES, AND SUBCOMMITTEES

The Board may form ad hoc committees and task-forces as needed and disband them when no longer needed. Any standing committee may form a sub-committee for a specific purpose and may disband it when no longer needed.

BUILDING USE

Members may use the building for non-fellowship business for free. Non-members will be charged for using the building.

For renting the building, we require a security deposit of \$200 from any group using our building. This deposit will be returned if the building is left in good condition. Cost per hour is \$10. All day use (8 hours) is \$60. Security deposit and rental fee MUST be paid at least 24 hours before rental date.

Building use should be coordinated through the appropriate person – see Appendix V: Points of Contact.

Guidelines for building use:

- You can change the temperatures with an override, but do not change the program on the thermostats,
- NO alcoholic beverages unless prearranged,
- NO smoking, and
- Before you leave make sure all lights are out and doors are locked, take out garbage to alley (from door in kitchen), vacuum if needed, and leave key in drawer in front hall.

CHILD AND YOUTH PROTECTION

We, the members of the Unitarian-Universalist Fellowship of Laramie, recognize the importance of creating reasonable precautions in order to protect our children and youth. It is in this spirit that we have developed this Child and Youth Protection Policy.

DEFINITIONS

"Abuse" is an act committed by a parent, caregiver, or person in a position of trust that harms or threatens to harm a child. There are four categories of abuse: physical, sexual, emotional, and neglect. Harm caused by withholding life's necessities – food, clothing, shelter, medical care, education – is called "neglect".

A "child" or "minor" is a person under the age of 18 years. "Youth" means generally young adults, or children between 14-18 years.

A "group" is defined as those children or youth under the age of 18 who have been assigned to a nursery, preschool, Religious Education (RE) class or any planned, organized program or activity.

"Mandatory reporters" are persons who are under a legal duty to report abuse to designated civil authorities. In Wyoming, mandatory reporters must report both actual and reasonably suspected cases of child abuse to the Wyoming Department of Family Services (WDFS) whenever there is "reasonable cause" to believe that a child may have been abused. Any person who has reasonable cause to suspect child abuse is required by law to make a report.

"Supervision" is defined as the reasonable exercise of thoughtful action and responsibility by adults working with an assigned group, realizing that what constitutes appropriate supervision will vary with the ages of those in the group and the context of the activity.

"Workers" are persons who are engaged with UUFL children and youth, whether they are paid or unpaid, permanently assigned or occasional.

SELECTION OF WORKERS WITH CHILDREN AND YOUTH

The primary responsible volunteer workers must be active participants at UUFL, as a fellowship member or contributing friend for at least six months prior to taking on any assigned group, committee, activity or event.

The RE Committee Chair and RE lead teachers must be UUFL members.

Youth, age fourteen (14) and up, who teach and/or assist in religious education and childcare must work with an adult whenever practical.

Workers with a known documented history of child abuse are prohibited from providing care or supervision of children or youth below the age of 18 years.

All workers must read the Covenant of Right Relations, must consent to such reference checks as UUFL deems necessary, and must agree to be bound by the code of conduct set forth in this policy. The UUFL will perform background checks on all Child Workers (SS-26 Application for child abuse/neglect and adult central registry screens and Wyoming criminal history record prescreens). The UUFL will pay for any fees associated with background checks.

All workers are required to read and agree to the terms set forth in this policy prior to being assigned duties with any group program involving care or supervision of children of youth at UUFL.

SUPERVISOR GUIDELINES AND POLICIES

All workers are subject to the supervision and evaluation of the RE chair. All workers are required to comply with the following policies to ensure a safe and secure environment for our children and youth:

- Whenever feasible, each group should have at least two workers present at all times with at least one worker being an adult. The RE chair shall determine the appropriate level of supervision for each group and activity, and may make exceptions to this rule on a case-by-case basis.
- In order to provide visibility into classrooms any window coverings will be open and door windows will not be covered except in the case of emergency to provide for the safety of the children.
- The RE chair and/or designee shall circulate in the RE classroom area and may monitor classroom activities randomly during regular RE classes.
- Children and students in grades kindergarten and up may use the restroom as needed. Teacher/supervisor permission must be obtained before leaving the classroom/activity to use the restroom. No worker will enter the restroom when in use by a student unless help is requested by the student. Assistance may be provided to nursery/preschool children by the classroom worker as needed.
- Children third grade and younger must be picked up by a parent or guardian at the conclusion of RE class instruction/activities unless prior arrangements have been made with the RE chair.
- Corporal punishment or abusive language may not be used under any circumstances. This includes behavior that constitutes verbal, emotional, or physical abuse and behavior or language that is threatening or demeaning.
- Behavior of all workers must both be and appear to be above reproach. Period.

CONDUCT FOR ADULTS WORKING WITH CHILDREN AND YOUTH

UUFL seeks to create an environment in which children and youth can explore the spiritual and religious nature of their lives. We actively encourage relationships between young people and adults and know that when healthy and genuine they can be transformative for both the adult and the child involved.

Workers are expected to nurture the child's physical, emotional and spiritual growth by treating him/her with kindness, trust, respect and good humor. Interactions must be genuine and not manipulative of the child's needs or vulnerabilities. They must always be engaged with the best interests of the child's as the foremost goal.

We expect all adults working with children to understand the power differential in child/adult relationships. This places greater responsibility on the adult in the relationship. No matter the age of the child, it is always the responsibility of the adult to maintain appropriate boundaries in order to maintain an atmosphere of health and trust. To that end we ask all workers to endorse this code of ethics:

Code of Ethics for Adults and Older Youth Who Are Engaged In Leadership Roles with Children/Youth

"Adults and older youth in leadership roles are in a position of stewardship and play a key role in fostering the spiritual development of individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized.

There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with children and youth which constitute verbal, emotional, or physical abuse.

Adopted by the Unitarian Universalist Association, 1986

Leaders shall be informed of this code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

OTHER AREAS OF CONCERN

Physical Affection: Physical expressions of affection such as hugs are acceptable, but it is best to allow the child to initiate the contact or to at least to ask permission of the child, and the adult must be sensitive not to allow such affection to become too frequent or prolonged.

Tobacco, Drugs and Alcohol: Our Youth Policy prohibits the use of tobacco, alcohol or drugs by minors. Workers should at all times be aware that their own behavior is a powerful statement to children as to what is acceptable and responsible use of these agents. Adults while acting in a supervisory capacity should not use alcohol, drugs, or tobacco.

Confidentiality vs. Secrets: If a child discloses incidents of abuse or neglect, the worker should listen carefully to the report but ask limited questions. The worker should report immediately to the minister or board chair. While you can assure a child that you will respect the information and use it confidentially, never give the child the impression that you will keep secrets. Secrets are issues that put a person in danger.

Disclosures: Children's statements will be taken seriously. In the event that a child makes a disclosure, or in an emergency situation, an approved adult will stay with the child until the Department of Family Services has been contacted.

REPORTING AND RESPONSE PROCEDURES

Any person who has reasonable cause to suspect child abuse is required by law to make a report. In addition, anyone who suspects any child abuse should notify the minister and board chair, who will ensure that the Wyoming Department of Family Services is notified immediately. All notifications should be documented, including telephone calls to the authorities. This documentation is

to be confidentially retained in the fellowship records along with all written reports.

An approved adult should stay with a child in any emergency situation that involves disclosure of abuse.

Pastoral care and counseling referrals will be provided as desired in coordination with Wyoming Department of Family Services.

ASSURING THE SAFETY OF CHILDREN AND YOUTH IN THE CLASSROOM

Sunday morning class time extends from the time when RE workers take the children out of the sanctuary until services have concluded, at which time classes are dismissed.

If at any time there is inadequate staff to teach classes or provide for childcare, the children will be returned to their parents/guardians.

In keeping with the recommendations of the UUA, we support the position that more than one RE worker should be in class with our children and youth at all times. However, as a small congregation this is not always possible.

We recognize the need for classroom activities to be visible at all times so the classroom doors have glass windows to allow rooms to be monitored. We also therefore will allow one worker to supervise or instruct the RE children and youth when two RE workers are not available to staff the classroom on any given Sunday throughout the year.

We believe that children need classrooms where they will be safe. For the safety of our children, children are to attend the RE class that is appropriate for their age, unless special permission is granted by the RE chair. Scheduled class activities that involve all grades will be supervised by multiple adults to ensure the safety of the children.

During class time, children must remain with the RE classroom leader(s) and the rest of their class for the entire class period, whether that be in the classroom or on an outdoor class excursion. A child is not permitted to freely roam the building or wander away from the group unsupervised. If the child does not want to attend the class, the child must go into the sanctuary with their parents/guardians.

Classroom Conduct

Our teachers and staff spend much time and energy creating a supportive, nurturing, and positive atmosphere in the classroom. We expect all children to behave in a manner that fosters these feelings for themselves and their classmates. Each teaching team is encouraged to develop a classroom covenant with the children. Parents/guardians can help by discussing appropriate behavior with their children and reinforcing the classroom covenant.

Unacceptable behavior in the classroom will first result in a warning and if necessary, the child may be returned to the sanctuary to remain with their parents\guardians. Communication between the teacher and parent is encouraged in these events.

In the event that a child injures another child, the parents/guardians of the children involved will be notified immediately.

If a child reports to the RE classroom worker that he was treated in an aggressive or unacceptable fashion by another student, the worker will relay those complaints to the parents/guardians of all parties involved. The worker will first help the children/students involved discuss the problem and work out a resolution.

Before and After RE Classes

Before and after class time, children are not allowed in classrooms unsupervised. The fellowship doors are open with people coming and going. Without direct adult supervision, there is no way to prevent a child from leaving the fellowship or to prevent a stranger from entering.

Parents and guardians are responsible for their children at any time other than class time. Sunday morning class time extends from the time when RE workers take the children out of the sanctuary until services have concluded, at which time classes are dismissed. Parents/guardians cannot assume that their child is being supervised by the RE workers after class time. Parents/guardians are responsible for any actions of their children that are harmful to people or property.

Scheduled Fellowship Events

When there is childcare provided for activities other than Sunday mornings, for whatever age groups, the same policies apply as on Sunday mornings. Consent from parents/guardians is required for R.E. activities outside of Sunday classes and off UUFL grounds.

ON FELLOWSHIP PROPERTY

Outdoors: Any child or group in our yard during class time will be supervised by their classroom leaders. Classroom rules of conduct for rough play apply to the outdoors. Before and after church, parents/guardians are responsible for the safety of their children.

Kitchen Area: As a general rule, parents and guardians are responsible for keeping their children out of the kitchens for their own safety. Occasionally a classroom activity or fundraising opportunity may involve children's participation in the kitchen, always with adult supervision. Teens often use the kitchens during youth group activities. Children may be accompanied by an adult to obtain snacks or drinks.

Social Room: Children are to be supervised in the social room at all times by their parent/guardian(s) and other adults to prevent children from engaging in dangerous activities.

EDUCATION, IMPLEMENTATION, REVIEW AND UPDATES

This policy is to be communicated to the congregation and implemented as follows:

- A copy of this policy will be provided to anyone identified by the RE chair as being within its definition of "worker." All new and existing workers will be required to sign a form indicating that they have read this policy and agree to be bound by it.
- A summary of this policy will be distributed to the parents/guardians of all children currently participating in the RE program, and thereafter a copy

shall be provided to the parents/guardians of children enrolling for the first time.

- References to this policy will be a standard part of every application interview and training of new workers.
- This policy and information on child abuse awareness will be provided to workers annually.
- The RE chair shall store all forms in a file.
- The Board of Directors shall ensure that this policy is made public and available.

DIRECTORY AND DATABASE OF MEMBERS AND FRIENDS

The Directory is provided so that members and friends of the fellowship can contact each other. The information in the directory is for use only by members and friends for personal contact and to conduct the business of the fellowship.

The directory shall not be used for commercial purposes. A member or friend may opt out of including their information in the directory.

The database is used to create mailing lists – email and postal mail – for conduct of the fellowship’s business, especially for sending out the newsletter. The mailing lists can be used for important fellowship announcements but will not be used for commercial or personal purposes.

DISRUPTIVE BEHAVIOR POLICY

While openness to diversity is one of the prime values held by our congregation and expressed in our denomination's Purposes and Principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When, in the opinion of the Board, any person’s physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions 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. Concern for the congregation as a whole must be given priority over the privileges and inclusion of the individual.

The following policy shall guide us in actively and promptly addressing situations in which individuals' behavior threatens:

- The emotional and/or physical security of our members and friends
- The disruption of church activities
- Diminishing appeal of the congregation to its potential and existing membership.

The privacy/anonymity of the allegedly offensive individual will be maintained at all times, except in cases in which he/she poses a threat to others. The fellowship will follow all applicable state laws and reporting procedures for child abuse.

Since it is serious business to file a formal complaint against a fellow member, doing so should never be taken lightly. Every attempt will be made to resolve disruptive situations by addressing them directly, with compassion and concern, before resorting to the use of this policy.

When a person's disruptive behavior requires an immediate response, it will be undertaken by the leader of the group involved. This may include asking the offending person or persons to leave or suspending the meeting or activity until it can safely be resumed. In this event, the person shall be informed of the policy and that the matter will be addressed by the Board. If further assistance is required, the Police Department may be called.

- Anytime such actions are required the Minister and/or Chair of the Board must be notified as soon as is practicable.
- A follow-up letter or document detailing what steps will be taken by the party or parties before he/she/they may return to the activities involved will be sent by the Minister or the Board Chair to the offending party or parties.

For ongoing situations and those not requiring an immediate response, the process begins with a written, signed explanation of the disruptive behavior and its impact, from the person or people who witnessed it, to the Committee on Ministry (COM). The COM will determine whether they handle the situation privately, or request that the Board further investigate the matter. When appropriate and whenever possible, the COM will inform the person that a request for mediation has been made.

Note: Unitarian Universalists have a long history of public engagement with issues of individual freedom and social justice. Therefore, acts of conscience or civil disobedience which may have resulted in criminal charges or convictions will receive distinct consideration and careful attention under this policy.

The following questions must be considered by the committee:

- **Dangerous:** Is the individual the source of a threat or perceived threat to persons or property, including himself or herself?
- **Disruptive:** How much interference with church functions is occurring?
- **Offensive:** How likely is it that the behavior will negatively impact the fellowship community?

The COM will respond on a case-by-case basis. Mediation by a neutral party is also a possibility. The following levels of response are options the committee or the Board can implement:

- **No Action:** It may be determined that the complaint is not warranted, and a member of the COM will explain and discuss this with the person who filed the complaint.
- **Warning:** The Chair or a member of the Board shall meet with the offending individual to communicate the concern and expectations for future behavior.
- **Suspension:** The offending individual is excluded from the fellowship and/or specific activities for a limited period of time, with the reasons and the conditions of return made clear in writing.
- **Expulsion:** The offending individual is expelled from membership in UUFL. Expulsion must be approved by a 2/3 majority vote of the Board. The Board Chair will write a letter to the individual explaining the reasons, the individual's rights and possible recourse.

FELLOWSHIP FINANCES

The financial records of the fellowship are open to inspection by any fellowship member with the exception of the records on individual giving (pledges, donations, etc.). Records of individual giving are confidential and are available to the treasurer, cashier, and minister. In addition, the complete pledge history is available to the canvass captain; pledge history is available to canvassers for those individuals being canvassed.

FINANCIAL OVERVIEW

The fellowship is a non-profit religious organization under the Internal Revenue Code. More than 90% of our income comes from members and friends, through pledges and donations.

The fellowship currently has four bank accounts: savings, checking and money market at UniWyo Credit Union; and an account at First Interstate Bank through which funds from the Endowment Fund are channeled to repay the loan for remodeling the fellowship social hall. The credit union checking account is for paying bills. Cash reserves are maintained in the credit union money market account. There is no safety deposit box, CD, or other financial account. The treasurer, cashier, and board chair should be signatories to the various accounts.

The Minister's Discretionary Fund is a line item in the budget for the minister to disburse as she/he sees fit.

FINANCIAL RECORDS

Financial records of the fellowship are maintained digitally and in hard copy. Hard (printed) copy records for the current year are in the care of the treasurer; records for previous years should be stored at the fellowship, in a locked file cabinet. Financial records are available upon request by any member of the fellowship.

The treasurer will back up the computer records monthly after creating the monthly financial report for the board (see below). The treasurer will annually back all fellowship financial records onto a flash drive or other off-line storage device and place that backup at the fellowship.

DUTIES OF THE CASHIER

The cashier is appointed by the board to assist the treasurer. The treasurer and cashier will divide the work between them as they see fit. Generally the cashier handles money coming in, including Sunday cash collections, donations and pledges and deposits those amounts in the Uniwyo checking account. The cashier will then, along with the bank record of deposit, send the treasurer an e-mail which will include the name of each source including pledgers, the amount, the date, and if a check, the number.

DUTIES OF THE TREASURER

The treasurer shall pay the fellowship's bills in a timely manner out of the checking account.

Method: Many of the regular bills are set up with automatic payment, including: gas, electric, telephone and internet, city utilities and monthly mortgage. Currently, these payments are automatically entered in QuickBooks with a hard copy filed by the treasurer.

All other bills should be paid using QuickBooks checks and credited to the appropriate budget account. Receipts are filed in hard copy attached to the check record in the appropriate file.

Salary and hourly pay, including that to the minister, childcare provider and religious educator will be paid monthly through QuickBooks unless other arrangements are decided upon by the treasurer and approved by the Board. W2 and other required forms will need to be completed by the prospective employee and treasurer, with copies provided to the employee and the originals filed in fellowship records.

REPORTS

The treasurer shall report the fellowship's financial status to the Board monthly, and to the congregation at least yearly at the Annual Meeting.

Monthly Financial Report

The monthly finance report shall include income and outgo for the fiscal year, current status of the four accounts, and any other relevant information.

The method of preparing the monthly report includes: paying any outstanding bills, insure deposits and bills are filed in hardcopy, reconcile accounts as needed in QuickBooks. When all outstanding income and expenses have been entered and all accounts that can be reconciled have been, back up digital files. The reports from Quickbooks include the "Profit and Loss Statement" (with comparisons as needed for previous fiscal years,) and the "Balance Sheet." A copy of the reports shall be provided for each board member during monthly meetings, filed appropriately and posted on a bulletin board in the fellowship social hall.

Annual Report

The annual report will be made to the congregation at the annual meeting. It will include the current "Profit and Loss" and "Balance Sheet," as well as the budget proposed for the next fiscal year.

Pledge Statements

The treasurer will provide statements to each person who has pledged, three times each year.

Committee Budget Reports

The treasurer will provide statements to each committee three times each year, to include their budget for the year and their expenditures thus far.

DEVELOPING THE BUDGET

The treasurer will lead the annual budget process. Generally, the budget for the coming fiscal year will be developed and approved before the pledge drive begins. The treasurer will convene an ad hoc Budget Committee. Committees will provide budget requests. The treasurer will provide historical data, estimates for the current year's budget outcomes, committee requests, and other information. Consideration will be made for any new or unusual expenditures determined by the Board. The budget will be presented to the Board for approval and presented at the annual meeting.

TAXES

The fellowship is a religious, non-profit organization under the Internal Revenue Code, and so is exempt from taxing by the federal, state, and local governments. However, if there is a minister or other paid employee, the Treasurer must file the appropriate forms to report payments made to those employees.

MISCELLANEOUS DUTIES

The Treasurer will perform various miscellaneous duties to represent the fellowship's finances to the fellowship and to the outside world. Among those duties are the following:

- attend newcomer orientations to provide an overview of the fellowship's finances, sources of income and expense, and the pledging process for members of the congregation
- serve on the Endowment Committee
- contribute financial and other information as needed for the Fellowship's annual recertification of its membership in the Pacific Western Region and UUA
- file the required state forms to recertify the fellowship's non-profit status yearly, and serve as the fellowship's point of contact for financially related matters with state and federal government
- work with the Canvass Committee on the annual pledge drive and provide the committee with information as needed.

INSURANCE

The fellowship shall maintain liability insurance and insurance on the building at all times.

KEYS TO THE BUILDING

The Building Committee will oversee the distribution and return of keys to the building. The Committee will keep a list of those who have keys. Keys will have an attached tag with the telephone number of the committee member in charge of key distribution. The committee should review the list periodically for those who have keys but are no longer participating in the Fellowship.

Keys will be loaned to outside individuals or organizations who use the Fellowship building only when recommended by a member of a standing committee.

MEMBERSHIP

BECOMING A MEMBER

Any person 14 or older may become a member of this Fellowship if he/she expresses agreement with its purpose as described in its bylaws, and inscribes his/her name in the membership roster.

- Bylaws, Article IV, 1

The membership committee will secure appropriate permissions for any minor wishing to become a member of the Fellowship.

- Bylaws, Article IV, 2

New members will sign the book after attending a new member orientation or its equivalent as recognized by the Membership Committee.

- Bylaws, Article IV, 3

Becoming a member of the fellowship is an important event for both the person joining and for the fellowship. The act of becoming a member should be an event recognized by the board and by the congregation.

Before a person commits to becoming a member of the Fellowship, he or she will have the opportunity to meet with the Minister and/or a member of the Board and a member of the Membership Committee to get an overview of the Unitarian-Universalism and of the Fellowship and to understand the rights and obligations of Fellowship membership and, hopefully, become aware of the UU principles and the Covenant of Right Relations.

When a person becomes a member, the Minister, a Board member, or a member of the Membership Committee shall:

- Notify the Chair or Secretary of the Board
- Notify the Chair of the Membership Committee in order that the new member will be added to the current Members/Friends Database, The World subscription list, the Newsletter distribution list and the person designated to canvas new members so that the new member can make a pledge of financial support

The Minister and/or the Board shall decide at their discretion how the new members will be introduced to the Fellowship.

REMOVING MEMBERS

Any member not making a contribution (financial, in-kind, or participatory) to the Fellowship in a 12-month period, may forfeit his/her membership and may have his/her name removed from the roster after review and notification by the Board.

- Bylaws, Article IV, 4

After written notice, a Member may be removed from the current list of Members/Friends or changed to "Friend" if they have not pledged or contributed time or talents to the Fellowship for a year. A Friend may be removed from the current list of Members/Friends if they have not contributed time or talents to the Fellowship for a year. The Current Members/Friends status will be reviewed as needed [May and December]. Spouses of current Members will be listed as "Friend" on the current Members/Friends database unless they express a desire not to be listed.

NEWSLETTER

The newsletter is an important element of communication within the congregation. The newsletter should be sent monthly during the church year (September-May) and at least once during the summer months.

All newsletters will be sent via email if possible. Printed copies of the newsletter will be left on the front desk for distribution and mailed to members upon request.

Visitors may request to receive the newsletter for three months, after which time they may be removed from the distribution list unless they continue to attend.

NON-DISCRIMINATION

This Fellowship actively encourages diversity in its membership, hiring, practices, and the calling of religious professionals.

- Bylaws, Article III

Good people of all religions, races and creeds are welcome in this fellowship. We neither expect nor desire conformity of opinion. We believe that everyone has a right to develop his or her own religious philosophy while respecting the rights of others.

In order to promote full participation, the fellowship welcomes all people of good faith without regard to race, ethnicity, color, sex, gender, gender expression/identification, disability, affectional or sexual orientation, age, language, citizenship status, economic status, or national origin.

POLICIES AND PROCEDURES MANUAL UPDATES

As a working document, this Policies and Procedures Manual should reflect the present function of the board and diverse committees. Therefore, the board shall review it annually and see that it is kept up-to-date.

RECORD KEEPING

Fellowship records will be kept for at least five years, except financial records shall be kept for at least ten years. Records shall be kept in the fellowship building.

UUA DATA SERVICES

Fellowship data at the Unitarian Universalist Association must be kept up-to-date. All data is updated through their web site. The Membership Committee Chair usually designated by UUA Data Services to perform this function.

The number of members in the congregation must be certified not later than February 1 of each year. This is the number on which the following year's assessment is based.

Fellowship leadership should be updated each year after the annual meeting. The UUA uses this information for sending out the UU leader newsletter, Inter Connections.

Membership names and addresses should be updated as they change on the UUA page for the UU World subscriptions list.

VISITORS

Visitors are greeted before Sunday services and encouraged to fill out a temporary name tag. They will be encouraged to fill out a visitor card.

Completed visitor cards are collected and processed by the Membership Chair. A welcome email and/or welcome packet is sent to the visitor. The information from the visitor card is entered in the UUFL database and shared with the Newsletter Editor. The e-newsletter and a permanent nametag are available to visitors on request.

When visitors attend services frequently, the Membership Committee will host an informal get-together to get to know them, answer any questions they may have and explain the membership process.

When several visitors have shown interest in becoming members, the Membership Committee will schedule a Path to Membership class. The class will include meetings with the Minister and/or Board Members, the Treasurer and the Membership Committee. Topics of discussion will include the visitors' interest and religious views; an overview of Unitarian-Universalism in the past, present and future; the Unitarian Universalist Association; and the Unitarian Universalist Fellowship of Laramie. Potential members will understand the rights and obligations of Fellowship membership, pledging and finances and become aware of the UU principles and the Covenant of Right Relations.

STANDING COMMITTEES

Day-to-day operations of the fellowship are handled by the standing committees. The bylaws name eight standing committees: Program, Publicity, Religious Education, Building, Social Action, Committee on Ministry, Nominating and Membership. The Caring and Endowment Committees are standing committees but not referenced in the bylaws. The Safety Committee is a standing sub-committee of the Building Committee. Following is a description of the various standing committees.

PROGRAM COMMITTEE

The Program Committee shall be responsible for ensuring that weekly programs are scheduled and conducted for the benefit of the Fellowship.

- Bylaws, Article VIII, 7a

The Program Committee is responsible for planning interesting and thought-provoking programs throughout the year.

PUBLICITY COMMITTEE

The Publicity Committee shall be responsible for publicizing the activities of the Fellowship under the direction of the Board.

- Bylaws, Article VIII, 7b

The Publicity Committee covers three functions: social media, website and advertising. The Newsletter Editor is a part of the committee but generally operates independently (see Appointed Positions, below). The committee advertises the fellowship in the larger community and assists advertising for fundraising.

RELIGIOUS EDUCATION COMMITTEE

The Religious Education Committee shall be responsible for developing, scheduling, and providing the religious education programs for children attending the Fellowship.

- Bylaws, Article VIII, 7c

The Religious Education Committee consists of two parts: children's RE and adult RE. The RE Committee is responsible for developing, scheduling, and providing programs for children attending the fellowship. The RE program uses curricula developed by the UUA. Parents of children enrolled in the RE program assist the chair on a rotating basis. Children join the adults for the Shalom Circle, completing the regular Sunday service.

Child care is provided for children of preschool age. The committee is responsible for finding teachers for school-age children and care providers for preschoolers.

In addition, religious education programs are provided for adults. Building your own Theology, Evensong, Buddhist Study Groups, and the World Café are a few of the programs that have been sponsored by adult RE. Most but not all adult RE programs follow UUA-developed curricula. The Adult RE Coordinator is nominally a member of the RE Committee but generally works independently.

BUILDING COMMITTEE

The Building Committee shall be responsible for maintaining the building and surrounding grounds, and for bringing about alterations and improvements to the building as needed.

- Bylaws, Article VIII, 7d

The Building Committee oversees the maintenance of the building and grounds and initiates repairs as needed. Also, the committee is responsible for capital improvements, overseeing their design and implementation. In general, the committee is concerned with maintaining the building and grounds and not with decorative changes, inside or out.

SOCIAL ACTION COMMITTEE

The Social Action Committee shall be responsible for facilitating the social service programs undertaken by the Fellowship.

- Bylaws, Article VIII, 7e

The Social Action Committee currently consists of a chair, secretary, treasurer, and additional members. Ongoing activities include the monthly Change for Change Sunday, which asks the congregation to donate change and loose bills to a worthwhile, usually local, charity or fund.

The committee also organizes or encourages letter writing to local, state, and national officials; the purchase and use of earth-friendly products; and support of local non-profits dealing with poverty issues.

MEMBERSHIP COMMITTEE

The Membership Committee shall be responsible for facilitating Fellowship growth and retention.

- Bylaws, Article VIII, 7f

The Membership Committee is responsible for fostering and nurturing fellowship growth and retention. With that goal, the committee is responsible for:

- Ensuring visitors and newcomers are welcomed warmly and introduced during the coffee/social hour following each Sunday service;
- Sending welcoming notes to newcomers;
- Providing greeters for each Sunday's service (see below);
- Organizing and conducting orientations for prospective new members;
- Creating name tags;
- Maintaining the membership data base;
- Updating and distributing the Directory of Members and Friends;
- Stocking the pamphlet rack; and
- Working with the Minister and/or Board to welcome new members.

The Membership Committee is also responsible for maintaining the Master Congregational List of Members, Friends, and Visitors. The Chair and/or designated member of the Membership Committee are the primary members in charge of maintaining and editing the Master list. Recommendations for change of status of current members will be submitted to the Board for approval, unless the change of status is at the direct request of the member to the Membership Committee Chair. The Membership Committee is responsible for maintaining the fellowship data on the UUA data services website, which includes the UU World subscription list up to date and accurate using the UUFL Master list as the source of that information.

NOMINATING COMMITTEE

... the Board shall appoint three Fellowship members to be a Nominating Committee, of which one shall be a Board member. It shall be the duty of the committee to nominate a candidate for each office to be filled at the Annual Meeting and to nominate three (3) candidates to serve as the next Nominating Committee. The committee may not nominate any of its members to be candidates for the succeeding Nominating Committee. The Nominating Committee shall report its nominations to the Board at its first meeting in April.

- Bylaws, Article VIII, 10

The Nominating Committee consists of three fellowship members, one of whom is a member of the board. The committee finds candidates to fill positions opening in the following fellowship year. These candidates are:

1. One candidate for each position opening on the board;
2. At least three candidates for the Committee On Ministry (a contested election); and
3. Three candidates for the Nominating Committee, one of which will be a board member and none of which can be current members of the Nominating Committee.

The committee presents all candidates to the board and to the Minister (when we are served by a minister) for approval.

The congregation votes on prospective board members at the annual meeting in May. They are presented as a slate of candidates, with a single vote to approve or disapprove.

The congregation votes on the Committee On Ministry candidates at the annual meeting. Ideally, it is a contested election; the vote is to select one member from the slate of three. (If there are two openings on the Committee On Ministry, the Nominating Committee must provide four candidates – two more than the number of openings.)

The candidates for the incoming Nominating Committee only need board approval; they are not voted on by the congregation.

COMMITTEE ON MINISTRY

The purpose of the Committee on Ministry is to appraise, enhance, and uphold the Fellowship's ministry in all ways appropriate to Unitarian-Universalist principles and values.

- Bylaws, Article X

The Committee on Ministry (COM) consists of three members of the congregation who each serve staggered three-year terms. Members of the committee are elected by the congregation. The minister attends meetings as a non-voting, ex-officio member.

The COM evaluates the fellowship's ministry – our professional leadership (the minister), and our ministry to each other and to the larger community. The COM provides reports on these areas to the board each year.

In addition, the COM serves the minister and the congregation by:

- Monitoring and assessing the health of the congregation's ministry and the health of our professional ministry;
- Advising the board regarding the health of ministry;
- Advising and supporting the minister's plans for professional growth and development and making recommendations to the board and congregation in this regard; and
- Supporting continuing education of the congregation in its understanding of congregational ministry.

CARING COMMITTEE

The Caring Committee assists any member of the fellowship who needs extra support during difficult times. Membership consists of the minister plus two or three members of the congregation. The lay members will be selected by the board, or be volunteers who are approved by the board. Members of the committee are trained by the minister to provide this ministry.

The committee assists the minister in caring for the pastoral needs of the congregation. Information shared with the committee will be held in confidence unless permission is granted by those concerned to share it outside the committee.

Major specific duties are:

- Offer a sympathetic ear to members in distress
- Call upon members who are hospitalized or homebound
- Send flowers and cards as appropriate
- Arrange for meals, grocery shopping, etc. for members in need
- Recognize important events, such as births, marriages, and graduations
- When appropriate, inform the congregation about sickness, death, and other traumatic events in the life of a member.

ENDOWMENT COMMITTEE

The Endowment Fund Committee shall consist of three members, one of whom shall be Treasurer of the Board, and at least one of whom shall be a member of UUFL who is not on the Board. The two members other than the treasurer shall serve terms of two years, on a staggered basis so that one member is chosen

each year. The Committee serves as the custodian of the Endowment Fund, authorized to manage the fund as outlined in Article XV of the UUFL Bylaws.

AD HOC COMMITTEES

Ad hoc committees are formed as needed and then dissolved when the need no longer exists.

BUDGET COMMITTEE

The Budget Committee is formed by the treasurer each January to create a budget for the upcoming fiscal year. The committee usually is made up of the Treasurer, the board chair (or one co-chair), and several others. The committee presents the proposed budget to the board. After the canvass, the committee may meet again to adjust the proposed budget to the pledge drive results.

STEWARDSHIP COMMITTEE

The Stewardship Committee consists of a chair or pledge drive captain, canvassers, and others who help plan and put on the canvass events. The committee plans and conducts the annual all-member canvass to garner pledges of financial support for the coming fellowship year. (Pledges provide for more than 90% of the fellowship's operating budget.) Generally, the chair forms the committee in February and conducts the canvass in April. The committee does not exist year- round.

CHOCOLATE FIESTA COMMITTEE

The Chocolate Fiesta Committee is formed each year to organize and run the Chocolate Fiesta held in mid-February. All net proceeds of the Chocolate Fiesta go to a co-sponsoring non-profit organization chosen by the Board. One of the most important aspects of running the Fiesta is early organization. In order to make timely and necessary arrangements:

- The Board should select a co-sponsoring organization by the 1st week of December;
- Schedule a joint meeting between the fellowship and co-sponsor by the 2nd week of December;

- Have chairs from each organization appointed by the end of December; and
- Schedule a meeting of all committees and chairs in early January.

It is important for the Fiesta chairs from the fellowship and the co-sponsor to be in contact with each other and all committees as often as necessary, to provide feedback for their individual chairs and groups of volunteers.

FUNDRAISING COMMITTEE(S)

Fundraising committees are formed by the board to raise funds for special projects. The board recruits a chair; the chair forms the committee. The fundraising chair reports to the board. The committee disbands once the fundraising is complete.

SEARCH COMMITTEE

A Search Committee elected by the congregation shall recommend ministers to the Fellowship.

- Bylaws, Article IX, 1

A Search Committee is formed when needed to search for a new minister. The UUA provides extensive guidance as to how the committee should function.

ELECTED POSITIONS

Those serving on the Board of Directors and the Committee On Ministry are elected by the congregation. Following are descriptions of the duties of these elected positions. These descriptions are purposely general.

BOARD OF DIRECTORS

The Board of Directors shall serve as the governing board of the Fellowship. It shall perform the following duties:

1. manage the property of the Fellowship;

2. execute all Fellowship business affairs; any member of the Board may be authorized by the Chair to sign legal documents and carry out the intentions of the Board;
3. appoint such special committees as it may deem necessary;
4. pass upon all expenditures on behalf of the Fellowship;
5. fill temporary vacancies on the Board as needed and permanent vacancies on the Board until the next Annual Meeting;
6. make arrangement for the Annual Meeting and see that members are notified in accordance with Article VII;
7. oversee the functioning and formation of these standing committees...

- Bylaws, Article VIII

The Board of Directors includes a Chair (or two members serving as Co-Chairs), Secretary, Treasurer, and Directors At-Large. Each board member should be a visible presence among the congregation and actively support the fellowship as needed.

CHAIR (CO-CHAIR)

The Chair (or co-chairs):

- Is the official representative of the fellowship,
- Presides at all board meetings, including writing agenda,
- Organizes, with the minister, the annual board retreat, including helping set goals for the board,
- Maintains communication with the minister, other board members, and the congregation, including disseminating UUA and district information,
- With the other board members, ensures fellowship events are done, including ensuring the fundraisers, pledge drive, yearly committee reports, etc. are on schedule and completed, and
- Monitors and ensures fellowship policies are implemented and updated.

SECRETARY

Duties for the Secretary include the following:

- Keep accurate and detailed minutes at all Board meetings;
- Keep ongoing Board notebook in the office up-to-date; and
- Download and save committee reports from email and place in notebook.

TREASURER

The Treasurer is the financial representative of the fellowship and is responsible for expenditures approved by the Board. The treasurer reports on the fellowship's finances to the board and to the congregation. The treasurer supervises the Cashier.

For a listing of the treasurer's duties and tasks, see Article VI: Managing Fellowship Finances.

DIRECTOR AT-LARGE

Each At-large Director:

- Reports to the board the committees' activities and plans,
- Works with the rest of the board to further the board's work, • Is a visible presence among the congregation, and
- Actively supports the fellowship as needed.

OTHER ELECTED POSITIONS

COMMITTEE ON MINISTRY, three members

ENDOWMENT COMMITTEE, three members

[See committee descriptions, above]

APPOINTED POSITIONS

The following positions are necessary for the smooth functioning of the fellowship. Those in these positions are appointed by the board.

CASHIER

[The Cashier's] duties shall be to receive and disperse funds under supervision of the Treasurer.

- Bylaws, Article VIII, 8

The cashier receives and deposits funds and handles the fellowship finances in the treasurer's absence.

NEWSLETTER EDITOR

The newsletter editor is responsible for collecting submissions for the newsletter, editing them for correct grammar, spelling and punctuation, and then fitting them into a newsletter format. The deadline for submissions is the 20th of each month and the editor aims to have the next month's newsletter out to recipients several days prior to the end of the current month. The newsletter is distributed through e-mail unless a hard copy is requested. Hard copies are made available at the fellowship for visitors.

The newsletter editor also maintains an email distribution list to which the Membership Committee adds visitors and new members.

The editor is also responsible for maintaining a file of past newsletters. Another aspect of the editor's job is that of requesting interesting articles and submissions from members to increase the variety and "newsworthiness" of the newsletter.

APPENDIX I: BYLAWS

Laramie Unitarian-Universalist Fellowship Bylaws

Adopted as amended May 2001; March 17 and May 19, 2002; May 22 October 2, 2005; May 18, 2008; May 18, 2014; May 19, 2019

ARTICLE I: NAME

The denominational name of this religious society shall be THE UNITARIAN-UNIVERSALIST FELLOWSHIP OF LARAMIE. The corporate name shall continue to be THE UNITARIAN FELLOWSHIP OF LARAMIE, INC. for such business and legal purposes as may require its use.

ARTICLE II: PURPOSE

The purpose of this Fellowship is to enable people of liberal religious views to meet with one another for the achievement of their common purposes: to provide instruction for their children in accordance with the principles of liberal religion: and to diffuse and strengthen the knowledge of Unitarian-Universalism among members and friends of the Fellowship and in the community.

ARTICLE III: AFFIRMATION FOR DIVERSITY

This Fellowship actively encourages diversity in its membership, hiring, practices, and the calling of religious professionals.

ARTICLE IV: MEMBERSHIP

1. Any person 14 or older may become a member of this Fellowship if he/she expresses agreement with its purpose as described in its bylaws and inscribes his/her name in the membership roster.
2. The membership committee will secure appropriate permissions for any minor wishing to become a member of the Fellowship.
3. New members will sign the book after attending a new member orientation or its equivalent as recognized by the Membership Committee.
4. Any member not making a contribution (financial, in-kind, or participatory) to the Fellowship in a 12-month period, may forfeit his/her

membership and may have his/her name removed from the roster after review by the Board.

ARTICLE V: DENOMINATION AFFILIATION

This Fellowship shall be a member of the Unitarian-Universalist Association and of the Rocky Mountain Area Conference or the Pacific Western Region.

ARTICLE VI: OFFICERS

These elected officers shall constitute the corporate Board of Directors of the Fellowship, also referred to as The Board. The Board shall consist of five (5) officers: a Chair, Secretary, Treasurer, and two at-large officers. They shall be elected of staggered terms of two (2) years by the membership at the Annual Meeting and take office on June 1. The Chair may be shared between two people (Co-Chairs), in which case each shall have a vote on the Board, and there shall be one less at-large officer. Any officer may be re-elected as many times as he/she is willing to serve, provided that no candidate shall be considered who has not first been notified of his/her nomination and allowed to decline if the same if he/she so wishes. All officers must be members of the Fellowship. No two members of the same household may serve on the board simultaneously.

1. The Chair/Co-Chair (hereinafter "Chair") shall serve as Chair of the Board, oversee all operations of the Board and official committees, and act as official spokesperson(s) for the Fellowship.
2. The Secretary creates and maintains business records, and conducts the official correspondence for the Fellowship.
3. The Treasurer shall be responsible for the collection and appropriate maintenance of all funds, as well as the reporting and record-keeping pertaining to all funds of the Fellowship. The Treasurer shall also oversee the duties of the cashier.

ARTICLE VII: MEETINGS

1. The Annual Meeting shall be held each year during the month of May at such a time and place as shall be fixed by the Board. An agenda describing the business to be transacted at the Annual Meeting shall be delivered by written notice to all members at least ten (10) days before the meeting.
2. Business Meetings of the congregation shall be called as the Board deems advisable. An agenda describing the business to be transacted at the Business Meeting shall be delivered by written notification to all members at least ten (10) days before the meeting.
3. Votes. One third of the members shall constitute a quorum (number of members required for action) at the Annual Meeting or at Business Meetings. A majority vote of the members present or voting absentee is

- necessary to pass motions, except amendments to the bylaws. Voting is limited to members of the Fellowship. A vote may be taken by voice, show-of-hands, or written ballot. A count or written ballot shall be taken on request by any member. An absentee ballot may be requested from the Board and will constitute a vote if received by the time the vote is taken.
4. Board of Directors Meetings. At the request of any member of the Board, the Chair shall call meetings of the Board as Fellowship business may require. Three of the five officers of the Board shall constitute a quorum at Board meetings. A majority vote of the officers present is necessary to pass motions. A vote may be taken by voice, show-of-hands, or written ballot. A count or written ballot shall be taken on request by any officer.
 5. Regular Meetings of the Fellowship shall consist of programs arranged by the Program Chair with the help of the Program Committee and shall meet at such intervals and at such times as determined by the members. The Fellowship Chair or designee shall call the meeting to order and, at such time during the meetings as the Fellowship shall agree to, may devote a brief period to announcements, reading of correspondence and other business not requiring a vote.

ARTICLE VIII: FUNCTION OF THE BOARD OF DIRECTORS

The Board of Directors shall serve as the governing board of the Fellowship. It shall perform the following duties:

1. manage the property of the Fellowship;
2. execute all Fellowship business affairs; any member of the Board may be authorized by the Chair to sign legal documents and carry out the intentions of the Board;
3. appoint such special committees as it may deem necessary;
4. pass upon all expenditures on behalf of the Fellowship;
5. fill vacancies on the Board until the next Annual Meeting;
6. make arrangement for the Annual Meeting and see that members are notified in accordance with Article VII;
7. oversee the functioning and formation of these standing committees:
 - a) The Program Committee shall be responsible for ensuring that weekly programs are scheduled and conducted for the benefit of the Fellowship.
 - b) The Publicity Committee shall be responsible for publicizing the activities of the Fellowship under the direction of the Board.
 - c) The Religious Education Committee shall be responsible for developing, scheduling, and providing the religious education programs for children attending the Fellowship.
 - d) The Building Committee shall be responsible for maintaining the building and surrounding grounds, and for bringing about alterations and improvements to the building as needed.

- e) The Social Action Committee shall be responsible for facilitating the social service programs undertaken by the Fellowship.
- f) The Membership Committee shall be responsible for facilitating Fellowship growth and retention.
- g) The Nominating Committee shall be responsible for nominating a candidate for each office to be filled at the Annual Meeting, for nominating candidates for the Committee on Ministry with the approval of the minister and board, and to nominate two (2) candidates to serve as the next Nominating Committee. The Nominating Committee shall consist of three (3) Fellowship members, two nominated by the previous Nominating Committee, and one member of the Board. The Committee may not nominate any of its members to be candidates for the succeeding Nominating Committee. The Nominating Committee shall report its nominations to the Board at its first meeting in April.

Each standing Committee shall report to the Board and provide a written report at the Annual Meeting.

- 8. appoint a Cashier whose duties shall be to receive and disperse funds under supervision of the Treasurer, and
- 9. appoint a Newsletter editor who shall arrange for the publication of the Fellowship newsletter and may appoint an editorial staff for this purpose.

ARTICLE IX: MINISTER

- 1) Recommendation: A Search Committee elected by the congregation shall recommend ministers to the Fellowship.
- 2) Election: A Minister shall be called to the Unitarian-Universalist Fellowship by the affirmative eighty (80) percent vote of the members present and voting at a business meeting called for this purpose by the Board of Directors. The vote shall be taken by prior notice that such a meeting has been called.
- 3) Freedom of the Pulpit: The Minister shall have freedom of the pulpit.
- 4) Contract: The Board or its designated committee shall negotiate a contract with the Minister. The contract shall provide for annual review and amendments as may be agreed upon by the parties.
- 5) The Minister: shall be a non-voting ex-officio member of all committees of the society as well as such other bodies as the Board shall designate but shall not serve in any way on the Nominating and Search Committees. The Minister shall be entitled to attend all meetings of the Fellowship, except that, in the case of a business meeting called to consider the Minister's dismissal; the Minister's right to attend the meeting shall be limited to the time necessary to make a presentation to the Fellowship at the commencement of the meeting.
- 6) Grievance Procedure: Any grievance shall be specified in a signed letter directed to the Committee on Ministry. The committee shall consider any

grievance within thirty (30) days. Upon due consideration of the grievance, the committee shall initiate steps to resolve the problem.

- 7) Dismissal Procedure: A procedure for dismissal of the Minister may be initiated by either a majority vote of the Board of Directors or by a petition signed by at least twenty (20) percent of the members of the church. The petition shall be submitted to the Board which shall call a Business Meeting not later than sixty (60) days from the date that the petition was received. The sole purpose of such meeting shall be to consider the Minister's dismissal. A copy of the petition shall be provided to the Minister no less than twenty (20) days before this Business Meeting. Notice of this Business Meeting shall be given at least ten (10) days before the meeting and shall state the purpose of the meeting. A majority vote of the members present and voting shall be required to dismiss the Minister. The vote shall be taken by written ballot:
 - a) The reasons for dismissal shall include, but not be limited to:
 - i) conduct that involves moral turpitude;
 - ii) conduct which reflects negatively on the purposes and goals of the Fellowship; iii) failure to serve adequately the needs of the Fellowship;
 - iv) failure to abide by the terms of the contract between the Fellowship and the Minister, or
 - v) failure to reach agreement upon appropriate amendments to the contract, pursuant to the annual review as described in section 4 of this article.
- 8) Resignation: The Minister shall give written notice of resignation to the Board Chair. The notice period shall be as agreed upon in the contract.
- 9) Termination: The Board shall give written notice of termination to the Minister. The notice period shall be as agreed upon in the contract.
- 10) Notice Period: The notice period for resignation and termination shall be equal.

ARTICLE X: COMMITTEE ON MINISTRY

1. The purpose of the Committee on Ministry is to appraise, enhance, and uphold the Fellowship's ministry in all ways appropriate to Unitarian-Universalist principles and values.
2. The COM shall be made up of three (3) members serving staggered three-year terms. No member of the Board may serve on the COM and no two members of the same household may serve on the COM simultaneously.
3. When the Fellowship is served by a Minister, the Minister shall be ex officio, a non-voting member of the COM. The committee may schedule a meeting without the Minister's attendance but not without the Minister's knowledge.
4. Members of the COM shall be elected by the voting membership from a list of candidates selected by the Board and the Minister (when the Fellowship is served by a minister). The list shall include at least two (2) more names than the number of members to be elected.

5. When mid-term vacancies occur, the Board shall appoint the new member(s) to fill the vacancy until the next annual meeting.
6. The COM shall provide the Board with written evaluation of the Minister each year based on a UUA protocol when we are served by a Minister.
7. If we are not served by a Minister, evaluation of the Fellowship's ministry will be provided to the Board every year by the COM.

ARTICLE XI: FINANCIAL ADMINISTRATION

The fiscal year shall commence on the first day of June each year.

ARTICLE XII: AMENDMENTS

These bylaws, so far as allowed by law, may be amended or repealed at any business meeting of the Fellowship by a two-thirds (2/3) vote of those members present or voting absentee, provided that a special letter stating the exact amendment and change be delivered to the membership at least ten (10) days before the meeting at which the vote is to be taken. An absentee ballot may be requested from the Board and will constitute a vote if received by the time the vote is taken.

ARTICLE XIII: CONDUCT OF BUSINESS MEETINGS

Annual Meetings and Business Meetings shall be conducted in accordance with such normal parliamentary procedures as are acceptable to those present.

ARTICLE XIV: DISSOLUTION CLAUSE

Should this Fellowship cease to function and the membership vote to disband, the assets of the Fellowship will be transferred to the Unitarian-Universalist Association for its general purposes. This transfer will be made in full compliance with whatever laws are applicable.

ARTICLE XV: ENDOWMENT FUND

1) Establishment of Endowment Fund

Stewardship involves the faithful management of the gifts of time, talent, and money, including accumulated, inherited, and appreciated resources. In order to support the spiritual mission and work of this congregation it is the desire of the congregation to encourage, receive, and administer these gifts in a manner consistent with the loyalty and devotion expressed by the grantors and in accord with the policies of this congregation.

John Dumbrill, in his own name and in honor of his late wife Sally Fife, has led the way by making a generous donation of funds to UUFL. This congregation accepts that gift and hereby establishes the John Dumbrill and Sally Fife Endowment Fund (hereafter called the "FUND"), to be governed in accordance with these bylaws.

The purpose of this FUND is to enhance the mission of UUFL apart from the general operation of the congregation. No portion of distributions from the FUND shall be used for the annual operating budget of the congregation unless approved by a 2/3 majority of the members of the congregation, and only if needed for a compelling emergency. Except where specifically authorized otherwise in the terms of a gift, distributions from the FUND will be made as authorized by the Endowment Fund Committee (hereinafter called the "COMMITTEE"), in amounts not to exceed 5 percent of the average fair market value of the FUND over the previous thirteen quarters.

The COMMITTEE, established hereunder, shall be the custodian of the FUND. The assets of the FUND may, at the discretion of the Board of Directors, be held by a separate tax-exempt non-profit corporation, which corporation shall be governed by the members of the COMMITTEE.

2) The Endowment Fund Committee

- a) The Endowment Fund Committee (hereafter, the "COMMITTEE") shall consist of three members. One member shall be the Treasurer of the Board, *ex officio* and with full voting rights. One member shall be a member of the congregation of UUFL who is not a member of the Board. The third member shall be a member of the congregation of UUFL who may or may not be a member of the Board. The two members other than the Treasurer shall serve terms of two years, on a staggered basis so that one member is chosen each year. The minister (when the Fellowship is served by a minister) and the Chair of the Board shall be advisory members of the COMMITTEE without voting rights.
- b) The Endowment Fund Committee shall consist of three members, one of whom shall be Treasurer of the Board, and at least one of whom shall be a member of UUFL who is not on the Board. The two members other than the treasurer shall serve terms of two years, on a staggered basis so that one member is chosen each year.
- c) No member shall serve more than three consecutive two-year terms. After a lapse of one year, former COMMITTEE members may be reelected.

- d) The Board of the fellowship shall nominate new members for the COMMITTEE and report at the annual congregational meeting in the same manner as for other offices and committees.
- e) In the event of a vacancy on the COMMITTEE, the Board shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.
- f) The COMMITTEE shall meet at least annually, or more frequently as it deems necessary. A quorum shall consist of all members. A majority present and voting shall carry any motion or resolution.
- g) The COMMITTEE shall elect from its membership a chairperson and a recording secretary. The Treasurer UUFL shall serve as the financial secretary for the COMMITTEE.
 - i) The chairperson, or member designated by the chairperson, shall preside at all meetings of the COMMITTEE.
 - ii) The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the COMMITTEE, as well as the chair of the Board. Each COMMITTEE member shall keep a complete copy of minutes to be delivered to her or his successor.
 - iii) The financial secretary shall maintain complete and accurate books of accounts for the FUND, write all checks payable from the FUND and shall sign all necessary documents on behalf of the congregation in furtherance of the purposes of the FUND.
- h) The COMMITTEE shall report on an annual basis to the Board and, at each annual or special meeting of the congregation, shall render a complete account of the administration of the FUND during the preceding year.
- i) Members of the COMMITTEE shall not be liable for any losses that may be incurred upon the investments of the assets of the FUND except to the extent that such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as she or he acts in good faith and with ordinary prudence. Each member shall be liable for only her or his own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any

conduct in which her or his personal interests would conflict with the interest of the FUND.

3) Distribution and management of the FUND

- j) The COMMITTEE shall abide by and keep a record of the terms and restrictions of all gifts to the FUND and shall determine what is principal and income according to accepted accounting procedures.
- k) Lifetime and testamentary unrestricted gifts to the FUND shall accumulate until a fair market value of \$175,000 is achieved, after which annual distributions may commence. However, should the fair market value of the FUND subsequently decline to less than \$175,000, distributions shall be made only upon a 2/3 majority vote of approval from the congregation.
- l) The COMMITTEE is authorized to accept new donations to the FUND. Any donations shall be added to the principal of the FUND, and interest from those donations shall be spent in accordance with the terms of this Article XV. Should any donor wish to make a donation inconsistent with the purposes specified in this Article XV, the Board shall evaluate the donation and make a recommendation to the congregation as to whether these Bylaws should be amended to allow acceptance of such a gift in accordance with the wishes of the donor.
- m) Funds may be authorized to be spent for only capital improvements or special projects to enhance the physical plant and property of UUFL, unless a special emergency authorization is authorized by the congregation pursuant to Article XV, paragraph A, above. The COMMITTEE is specifically authorized to pledge the assets of the FUND as collateral for a loan to achieve the purposes of the FUND, so long as the loan is in an amount that is no greater than 70% of the principal of the FUND at any time. In the event any funds are borrowed against the principal of the FUND, all FUND income shall be devoted first to retirement of that loan.
- n) The assets of the FUND are not subject to the claims of general creditors of UUFL and may not be pledged for any purpose other than as specified in Article XV, paragraph C-4, above.

4) Miscellaneous provisions

- o) This Article may be amended only by the procedures set forth in Article XII for the amendment of Bylaws in general.

- p) In the event the Unitarian Universalist Fellowship of Laramie ceases to exist through either merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Board in conformity with the approved congregational bylaws.

APPENDIX II: COVENANT OF RIGHT RELATIONS

This Covenant of Right Relations is intended as a living document to which we aspire.

I will serve this Fellowship in ways in which I can make the greatest contribution.

I will respectfully listen, speak, and act so as to foster a shared commitment to a religious community of diverse backgrounds, experiences, talents, needs, expectations, and beliefs.

I will help create opportunities for visitors, new members, and established members to enhance the variety and depth of their interactions within our Fellowship because greater involvement fosters greater fulfillment.

During decision-making processes, I will share my views while also making a sincere attempt to elicit, consider and accommodate opposing views, and I will ultimately accept the outcome as the result of this process in which all who wish to speak have been heard.

As a Fellowship leader, I will sincerely attempt to solicit ideas and solutions, recognizing special talents and gifts of every member and gratefully accepting his or her contributions to the healthy functioning of the Fellowship.

I will expect the Fellowship leaders to listen to my concerns and solutions, to offer their ideas and direction, and to take action. I will accept the results of this process.

I will do my share in making the Fellowship a vital and inviting part of the larger community.

UUFL Policies and Procedures

APPENDIX III: CHURCH CALENDAR

The church year runs from June 1 to May 31. Below are some of the things that happen on a regular basis throughout the year.

JUNE

- Outgoing and incoming board meet together.

AUGUST

- Building and grounds cleanup last Sunday.
- Water Communion.

SEPTEMBER

- Membership Committee sets newcomer orientation dates for year.

OCTOBER

NOVEMBER

- Thanksgiving Feast on Sunday before Thanksgiving.
- Pass out Guest At Your Table boxes at Thanksgiving Feast.
- Adopt a family for Christmas.

DECEMBER

- Chocolate Fiesta chair selected.
- Select Chocolate Fiesta co-sponsor.

JANUARY

- Budget Committee forms and develops preliminary budget for coming year.
- Nominating Committee is working on recruiting new board and COM members.
- Committee on Ministry evaluations are underway.
- Membership Committee finalizes membership list; number of members certified to UUA by February 1st.

FEBRUARY

- Canvass Committee chooses chair by mid-month.
- Chocolate Fiesta the Saturday before Valentine's Day.

MARCH

APRIL

- First canvass event.
- COM and board evaluations due
- Budget Committee revises budget to reflect canvass results.
- Written reports from standing committees due to the board late April.

May

- New members welcomed.
- Child dedication if there are children to be dedicated.
- Board approves revised budget.
- Annual congregational meeting – Nominating Committee presents new board members for approval; committee reports; budget presented; COM election.

APPENDIX IV: SUPPORTING SUNDAY PROGRAMS

Several tasks are part of the regular Sunday programs. Generally, people doing these tasks volunteer for them, either on a one-time or on-going basis

COFFEE HOUR

The social time after Sunday services (Coffee Hour) provides a chance to talk with visitors and members of the community. Each week a volunteer facilitates this by providing treats and making coffee.

The Coffee Hour volunteer should arrive a few minutes early to set up the coffee, and to put out cups, napkins, etc. Generally, the Coffee Hour volunteer starts the pots brewing sometime after the sermon so that the coffee will be ready when the service ends. When the social time is winding down, the volunteer needs to clean up: washing any dishes, wiping off the tables, and vacuuming the social room.

A signup sheet is kept in the social room.

GREETING

- Often, the greeter is the first person people see when coming to the fellowship on Sundays. He or she makes sure visitors are welcome and provided with UUFL information.
- The greeter should:
 - Arrive at least 15 minutes before the start of the service;
 - Disable the front door locking mechanism using the hex wrench located in the right-hand drawer of the desk by the main door;
 - Locate blank name tags for first time visitors and the sharpie and ballpoint pens for visitors to use to fill out name tags.
 - The small black "Records" book in which to record the date, the speaker's name, title of sermon or type of service, and a head count of adults and children in attendance.
 - Fold service programs if not already folded;
 - Greet each person who arrives; ○ Hand out programs as people enter the church; ○ Remind regulars to wear their nametags;
 - Inform visitors of the social hour after the service and invite them to stay for that;
 - Show visitors where various facilities are as appropriate – nursery, youth RE, cry room, and bathrooms;

- During the service, sit in the back to greet newcomers and attend to various functions during service;
- For the Offertory, retrieve offertory baskets from the front of the sanctuary and from the front, pass them backwards, returning the baskets to the front of the sanctuary when done;
- After the Shalom Circle, take note of visitors, invite them to stay for coffee and conversation, and try to see that they meet with the Minister or Membership Chair.

APPENDIX V: MAINTAINING AND CARING FOR THE BUILDING

The following tasks are necessary to maintain the building in good condition. People who volunteer for these tasks are not necessarily members of the Building Committee.

BUILDING CLEANING

The building needs to be cleaned at least monthly during Sept-May and at least once during the summer. The vacuum and cleaning supplies are in the utility closet.

- Pick up leftover programs.
- Vacuum all carpet.
- Empty vacuum dirt receptacle.
- Clean toilets, urinal, sinks, and drinking fountain.
- Wet mop bathroom floor.
- Clean kitchen area; put away dishes.
- Wipe down coffee table, conference room table, and any other tables that are set up.
- Put away extra tables and chairs.
- Straighten up greeters' table and foyer, tables by the bulletin boards, and office/cry room counter.
- Wash any windows or mirrors with obvious smudges; otherwise don't do the windows.
- Pick up outdoor trash if weather permits.
- Empty all trash cans. Put bags of trash in containers by alley.
- Report any problems (leaking sink, malfunctioning vacuum, etc.) to Building Chair.

OUTSIDE MAINTENANCE

In addition to any repairs, outside maintenance consists of several chores dependent on the season.

Winter

Snow should be removed from all sidewalks and the bicycle rack area promptly. (Usually the sun and wind will finish the process if the sidewalks are cleared promptly.) Particular attention should be paid to the building entrance as the sun will not reach it during the winter months.

Because the sun does not reach the area north of the sanctuary in the winter, snow should not be piled there. The ensuing freeze-thaw cycle will create ice on the path from the parking lot. The parking lot should be cleared if the snow is deep enough that a two-wheel drive car cannot navigate it.

Summer

The lawn should be mowed as needed from mid-May to mid-September. The fellowship does not have a lawnmower, so the person doing the task needs to supply the equipment.

The lawn also needs to be watered during the same period if there is no natural precipitation. The fellowship does have hoses and sprinklers.

The only operable outside faucet is outside the furnace room. To turn on water to the outside faucet, enter the furnace room and turn the lever on the far wall.

TOWING

The parking lot needs to be available to those attending services, meetings, and other events at the fellowship. Vehicles using the parking lot for other purposes will be issued a first warning. License plate numbers will be kept for those vehicles. Should those same vehicles park in the lot again, they will be towed.

The tow company will not be called within an hour of the start of a Sunday service, so that the tow truck will not block access by service attendees.

APPENDIX VI: FELLOWSHIP ACTIVITIES

SOCIAL ACTION ACTIVITIES & PROGRAMS

The fellowship does a number of things for the larger community. These include:

CHANGE FOR CHANGE

Once a month, all cash in the Sunday collection is donated to a deserving organization selected by the Social Action Committee. Each month a different organization is selected. Before the collection is made, the congregation is told to which organization that month's Change For Change will go.

CHOCOLATE FIESTA

The Chocolate Fiesta is an annual tradition that takes place on the Saturday before Valentine's Day. Each year this fundraiser partners with a local community non-profit organization – Habitat For Humanity, SAFE, Interfaith, etc. Local merchants donate goods to be raffled; the fellowship and its partner organization make chocolate-related items to be sold. The fellowship donates all profits to the partner organization.

GUEST AT YOUR TABLE

Guest At Your Table is a program of the Unitarian Universalist Service Committee. The UUSC provides boxes to be put on each participant's table during the month of December. Participants put an amount equal to the cost of a meal into the box each day. The boxes are distributed at Thanksgiving time and collected the Sunday before Christmas. Proceeds from the boxes are sent to the UUSC to provide hunger relief.

ADDITIONAL ACTIVITIES & PROGRAMS

A number of activities and programs are sponsored by the fellowship from time to time. Some of these are listed below, although may not be active

CHOIR

The fellowship choir enthusiastically sings at several Sunday services throughout the church year. The choir is always looking for people who enjoy singing.

CIRCLE SUPPERS

Circle Suppers is an entertaining way to get to know other UUFL members and make new friends. Those who sign up are assigned to a circle of up to 6-8 other members, usually a mix of singles and couples. Each circle meets once a month to share a potluck dinner at each other's homes. Often the host and/or hostess for the month determines the theme and circle members decide in advance what part of the meal to contribute.

FUNDRAISERS

Format is decided by a planning committee. The fellowship does not use fundraisers to fund the operating budget; fundraisers are for special projects or needs.

POTLUCK LUNCHES/SUPPERS

Potlucks are scheduled throughout the church year. Bring a generous dish for six to share – plus your own table service and beverage. Children are especially welcome. This is a nice way to introduce a friend to the UUFL community.

THANKSGIVING FEAST

The Thanksgiving Feast takes place the Sunday afternoon before Thanksgiving. It is a potluck, and as such each participant brings a generous dish for six to share, plus their own table service and beverage. And as in other potlucks, children are especially welcome.

APPENDIX VII: A POLICY/PROCEDURE FOR HOW THE UUFL WILL ISSUE A PUBLIC STATEMENT

I. Initial considerations and provisions

A. For the purposes of the policy, a “public statement” means the communication of an opinion, argument, judgment, or sentiment to individuals or organizations outside of the UUFL that can be reasonably construed to explicitly or implicitly represent the views of the UUFL, through any mode including, but not limited to: letters, op-eds, articles, advertisements, signs, banners, posters, verbal expressions, testimonials, presentations, interviews, actions, and social media. Silence and inaction are not taken to constitute public statements.

B. Central to the spirit of this policy are three considerations.

1. All elements in this process should be undertaken in a manner consistent with the Covenant of Right Relations and UU Principles.
2. All elements of this process should be consistent with the building of trust and the fostering of communication within the UUFL.
3. All committees and individuals in the UUFL, including the minister, are free to express their views as such (e.g., “As a Unitarian Universalist, I believe that _____”; “The Social Action Committee of the UUFL supports _____”), but they should avoid any explicit or implicit representation of their view being that of the UUFL which often may be best achieved via a disclaimer.

C. A proposal for a public statement can be approved through one of two processes.

II. Urgent process

A. If a public statement is thought to be an urgent and vital matter requiring a rapid response, the proposer can provide the statement in writing to the Chair of the Board along with an explicit rationale in writing that identifies how UU Principles support the statement. Upon receipt of these materials, the Chair will distribute the materials to the Board and convene a meeting of the Board (either physical or virtual through appropriate means) at a reasonably proximate time to the submission. A quorum will consist of a majority of the Board. The purpose of this meeting will be to answer three questions:

1. Does the statement address a situation that requires a rapid response (i.e., delaying a response will substantially diminish the efficacy of the statement)?
2. Does the statement address a situation of sufficient importance to warrant a rapid response (i.e., the situation is a serious or grave matter)?
3. Is the statement clearly consistent with UU Principles, per the rationale provided by the proposer?

B. After appropriate discussion which may include revising or amending the statement, the Board will vote on approving the statement.

1. If the vote of the quorum is unanimously in favor, then the statement will be released by the Board to appropriate public outlets.
2. If the vote is not unanimously in favor, the statement cannot be released, but it may be considered through the Deliberative process, if the proposer wishes to do so.

III. Deliberative process

A. A proposal for a public statement representing the position of the UUFL should normally originate in, or be introduced to, the Social Action Committee, who will work with the individual(s) to craft the statement and an explicit rationale identifying how UU Principles support the statement.

B. The Social Action Committee will undertake a process the purpose of which is to advise the Board as to the justifiability of the public statement.

1. The form that this process takes will accord with the best judgment of the Social Action Committee and may involve meetings and discussions with the UUFL membership.
2. The time required for this process will be sufficient to allow genuine deliberation by the Social Action Committee but should not unreasonably delay their making a recommendation to the Board.
3. The advisory statement from the Social Action Committee should include both the committee's vote and a brief explanation of the reasons for the "for and against" votes.

C. Upon receipt of the public statement, its rationale, and the advisory statement from the Social Action Committee, the Chair of the Board will distribute the materials to the

Board and include an agenda item regarding the public statement at the next regularly scheduled meeting of the Board. At that meeting, the Board will:

1. Discuss and vote as to whether the statement is clearly consistent with UU Principles, per the rationale provided by the proposer, ***or***
2. Engage in a process to solicit input from the UUFL membership if this is judged to be advisable and if the Social Action Committee made its recommendation without such information. If this course of action is taken, the Board will vote on the public statement no later than its next, regularly scheduled meeting, ***or***
3. Call a congregational meeting at which the UUFL membership will vote on the public statement per Article VII section 3 of the bylaws.
4. If the vote is in favor, then the statement will be released by the Board to appropriate public outlets. If the vote is not in favor, the statement cannot be released and there is no further action available to the proposer other than making the statement as an individual per IB3.