

OFFICIAL UUCA GROUPS - POLICIES AND PROCEDURES

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DEFINITION

Group: People who gather together for connection, discussion, fellowship, or service. The gathering can be on a standing-order basis, or it can be on a specific, time-bound basis (such as a major event).

RIGHTS AND RESPONSIBILITIES

Rights

Official UUCA groups enjoy the following (at no cost):

- Facility rental fee is waived (but not other associated fees, such as building attendant fees).
- Use of office equipment (by reservation only, using the Facility Reservation Form on the UUCA website. All use of office equipment and materials must be for UUCA-related activities and programs).
- Publication of information, articles and notices in UUCA's communication vehicles (E.g., Website, Weekly Update, Newsletter, order of service inserts).
- An assigned mail slot in the UUCA office (as available—mail must be picked up at least weekly).
- Use of a designated table in the social hall after each service (as available), to be staffed by representatives from the group.
- Apply to conduct fundraisers in accordance with the UUCA Fundraising Policy.
- Representatives may represent their group publicly to the congregation and to the wider world.
- Create sanctioned websites linked to the UUCA website.
- If appropriate, official UUCA groups may also submit an annual budget request (no later than August 31), to be considered by the Executive Team for the general operating budget for the following year.

Responsibilities

In the most general sense, official UUCA groups should further the mission and ends of our congregation in a positive way.

Official UUCA groups should become knowledgeable of and abide by all UUCA policies and procedures including, but not limited to:

- Covenant of Healthy Relationships
- Building Use Policy
- Fundraising Policy
- "Real Rules: Congregations and the IRS Guidelines on Advocacy, Lobbying and Elections."
- Other policies and procedures that the Executive Team considers relevant to the particular group involved

To ensure that official UUCA groups stay connected to the congregation in healthy ways, each group must renew annually and designate an OFFICIAL CONTACT. This person must be a member of UUCA in good-standing and will liaise with the UUCA's Board, Executive Team and Staff as needed. *The official contact for any group may not serve for more than two program*

years. Following the expiration of this term, a new official contact must be designated in the group's application for the following program year. When invited to attend UUCA training events, the Official Contact and/or his/her designated representative will participate.

When appropriate or as requested by the Executive, the Board or the Congregation, official UUCA groups will prepare reports regarding their activities.

Groups will not establish any limitations or restrictions to membership that prohibit the full participation of any UUCA member in good-standing.

Groups will not establish or maintain any accounts or enter into any agreement that connects them with UUCA in any way (name, mailing address, etc.) without written approval of the Executive (ie. banking/financial institution accounts, vendor charge accounts, invoices, etc.) Likewise, Groups may not use UUCA's tax ID without written approval of the Executive.

Membership of a UUCA participant on the Board of an external group does not imply any financial obligation of UUCA to that group (as in dues payments) without prior consent of the Executive Team.

CONDITIONS OF BECOMING OFFICIALLY RECOGNIZED

New Groups

UUCA encourages and supports initiatives by individuals and groups to further the mission of the congregation. To provide structure to those initiatives and to assure they align with the mission of the congregation and are also managed appropriately in areas such as risk, safety, finances, and right relations, leaders are asked to fill out an application for approval as a congregation-recognized Group.

See Application in the Appendix.

ANNUAL RENEWAL CONDITIONS

On an annual basis, on or before August 1, the Director of Congregational Life will review the status of all UUCA groups. In order for a group to maintain its official status,

- the group must submit a completed application of renewal by May 1 for the following program year, **AND**
- there must be no unresolved concerns from any year related to its responsibilities as defined in UUCA's Official Group's Policy

DISSOLUTION PROTOCOL

For various reasons, congregational groups may cease to exist. This may stem from a decision the group itself makes, or it may reflect the considered judgment of the Executive Team following the recommendation of the Director of Congregational Life.

Whether the process is voluntary or enforced, all group assets will revert to UUCA's general operating budget.

Voluntary

There are any number of reasons why a UUCA group might choose to dissolve. For example, the group may have a time-bound mission that is fulfilled, and it no longer has a purpose for existing. Or, the group may no longer generate the kind of interest and involvement it requires to function in any sustainable manner.

For these and other reasons, should a group choose to dissolve, a duly authorized representative of the group must communicate the group's intent to dissolve in writing to the Executive Team.

Enforced

A congregational group may be dissolved under several conditions:

1. **Abandonment:** For at least a year, there's been no discernible activity coming out of a particular group, or there's been a failure to reapply for official membership status. After a good faith effort to follow up with group leaders, and either total inactivity is confirmed or the group will not reapply for official membership status, the Executive Team (at the recommendation of the Director of Congregational Life) will declare that the group is no longer official and loses all rights and privileges. Groups may be placed on provisional status at the discretion of the Executive Team/Director of Congregational Life.
2. **Irresponsibility:** A group consistently displays a pattern of failing to live up to its responsibilities as defined in this document. In this case, the Executive Team will utilize the UUCA's Serious Breach of Covenant Policy to resolve the matter.

APPENDIX: UUCA Group Application

UUCA encourages and supports initiatives by groups to further the mission of the congregation. To provide structure to those initiatives and to assure they align with the mission of the congregation and are also managed appropriately in areas such as risk, safety, finances, and right relations, group leaders are asked to fill out an application for approval as an official congregation-recognized Group. All group leaders must submit this application and proposed work plan to UUCA's Director of Congregational Life. Additionally, on an annual basis, the Director of Congregational Life will review the status of all groups.

Initial Application

Renewal Application

Name of the Group: _____

Describe the issue(s) and or concern(s) that your group will address:

Your group's mission statement:

Please list at least three active members of your group, their membership/relationship status with UUCA (pledging member, contributing member, pledging friend, contributing friend, visitor, etc.), the OFFICIAL CONTACT, and, if possible chair(s) and/or other officers (the OFFICIAL CONTACT must be UUCA member in good-standing).

| | Name | Contact Information (email, preferably) |
|--|------|---|
|--|------|---|

| | | |
|-------------------------|----------|-------|
| OFFICIAL CONTACT | 1. _____ | _____ |
| | 2. _____ | _____ |
| | 3. _____ | _____ |

If the group is making a budget request as well, please list any individuals (maximum of 3) authorized to make expenditures on the group's behalf:

| | Name | Contact Information (email, preferably) |
|--|------|---|
|--|------|---|

| | | |
|--|----------|-------|
| | 1. _____ | _____ |
| | 2. _____ | _____ |
| | 3. _____ | _____ |

In addition to the members of your group, list at least five other UUCA members in good-standing who support the mission and activities of your group.

| Name | Contact Information (email, preferably) |
|----------|---|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Identify your group’s specific goals, indicating how they relate to UUCA’s Ends Statements as posted on the website – www.uuca.org.

How often will your group meet, and what is your preference for a meeting location?

Please sign below to indicate your group and its members agree to abide by the POLICIES AND PROCEDURES ON OFFICIAL UUCA GROUPS and:

- Covenant of Healthy Relationships
- Building Use Policy
- Fund-raising Policy
- “Real Rules: Congregations and the IRS Guidelines on Advocacy, Lobbying and Elections.”
- Other policies and procedures that the Executive Team considers relevant to the particular group involved

Submitted by: _____

Date Submitted: _____

Submit this application to UUCA’s Director of Congregational Life. Director of Congregational Life will then contact the applicant to schedule a conversation with the OFFICIAL CONTACT to discuss this application and work plan.

For any questions or help related to this application, contact Jessica Seales at Jessica.Seales@uuca.org

ACTIONS TAKEN REGARDING THIS APPLICATION TO BE AN OFFICIAL UUCA GROUP

Application received: _____

Discussion with Group members:

Date: _____

Participants: OFFICIAL CONTACT - _____

Member - _____

Member - _____

Decision made by Executive Team: Approved Renewed Declined

Reason(s) for Decline (if applicable) _____
