

**NORTHWOODS UNITARIAN UNIVERSALIST
FELLOWSHIP**

Policies and Procedures

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

POLICIES

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NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Policies and Procedures

Preamble

Congregational polity is the final authority of the fellowship. The Board of Directors, as the elected representatives of the Congregation, therefore has an obligation to develop and implement such policies and procedures as necessary to insure the primacy of that authority. The Board recognizes, as precedence is established and decisions are made, the necessity of communicating those decisions to the membership at large, as well as to future Boards of Directors, to insure consistency of operations. The Board further understands that, as needs arise and circumstances change, policies may be reviewed and/or modified by future Boards and/or by the majority of a quorum of the Congregation.

The Board of Directors also encourages committees to develop policies and procedures that aid in the discharge of their duties. Except for those committees where the membership is elected or appointed by the Congregation, those policies and procedures may be reviewed from time to time by the Board to insure Congregational polity and conformity to Fellowship Bylaws. All committee policies and procedures are subject to review and editing by the majority of a quorum of the Congregation.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Alcohol Use

AU.001 ALCOHOL USE POLICY

Effective: August 17, 2011

Modified:

By Board Action

1. No fellowship monies shall be used for purchase of alcohol.
2. Any alcohol to be at an approved event will be on a BYOB (Bring Your Own Bottle) basis.
3. No alcohol shall be left behind after the event.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Building Use Policies

BU.001 BUILDING USE POLICY

Effective:
By Previous Board Action

Modified: 11/1/2010

- 1 Use of building requires approval of the NUUF board.
- 2 As much as possible the building should be made available for use by NUUF as well as community members and groups.
- 3 NUUF meetings (adult RE, board meetings, church social events, etc.) have priority use. Groups sponsored by a NUUF member have priority over groups without a sponsorship.
4. In general, do not allow use of equipment owned by fellowship (chairs, tables, kitchen equipment, etc.) off building grounds. Exceptions require approval of board.
- 5 Deny future use to groups that leave the building or equipment in an unsatisfactory condition.
- 6 Within the above guidelines the building should be available for use by any group regardless of religious or political philosophy. However, we reserve the right to attend meetings and offer input that may reflect UU philosophies.
- 7 Use of Fellowship building requires approval of the NUUF board. All requests should include the following information:
 - a. Date and period of time building will be used.
 - b. Description and purpose of the use.
 - c. Participants or users (NUUF or general public).
 - d. If the purpose of the use is to hold a fundraiser, explain how the profits will be used and include the names of any outside groups that will receive funds (e.g., Lakeland Food Pantry, Kids Against Hunger, etc.) Report outcome of fundraiser to the board.
- 8 Routine building requests should be made on the following form. In an emergency situation, a request can be made by phone or email to the president or other officer of the board. That request should contain all of the information listed above, and should be followed up with completion of the form for NUUF records.
9. Fee schedule:
 - A No fee for: Non-profit groups holding open meetings and not charging admission (e.g. scout groups, AA, etc.) (We will, however, accept donations of money or work from these groups.) or NUUF use of building.
 - B Nominal fee (\$25-\$100) for:
 - * One time use for closed gathering (e.g., non-NUUF wedding receptions where invitations are required).
 - * One-time use by a group that charges an admission fee.
 - * One-time use by for profit group whether or not admission fee is charged.(The fee would be negotiated based on the size and type (profit/nonprofit) of the group, and the group's facility needs.)
10. Fee schedule: (Continued)
 - C Rental Fee for groups charging admissions and using the building on a frequent and regular basis (e.g., day care or pre-school). The rental fee should be based on cost recovery, that is, we should charge what it costs us to have the building open for the group's use, including wear and tear, utilities, etc. Users will need to provide suitable insurance.

Northwoods Unitarian Universalist Fellowship
Building Use Request

Name of Requester:

Contact Information (address, phone # and email):

Date and Time Requested:

One time event?

Recurring event? If so, give details.

Participants or users--NUUF or general public:

Will an admission be charged? If yes, give details of amount and purpose.

Purpose of Event:

If the use of the building is to hold a fundraiser, explain how the proceeds will be used and include the names of any outside groups that will receive funds (e.g. Kids Against Hunger, etc.) Report the outcome of the fundraiser to the NUUF Board.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Building Use Policies (Continued)

BU.002 Building Keys

Effective: 9/7/2006

Modified:

By Board Action

The key to the Fellowship building will be kept in a secure lock box attached to the building. The combination to the lock box will be maintained by the Building & Grounds Committee and be shared with members, associate members, the children's RE director, the cleaning person, and the leader of any outside group that uses the building on a regular basis. Friends of the Fellowship may contact a member for the combination on an as needed basis. Additional keys will be held by the President and the chair of the Building and Grounds Committee.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Building Use Policies

BU.003 Art Liability Waiver

Effective: 4/09/2009

By Board Action

Modified:

The Fellowship welcomes and appreciates paintings, sculptures and other displays of art placed within the building. However, because of insurance restrictions, we cannot be responsible in any way for loss or damage to any art work that is not owned by the Fellowship. We ask that individuals who wish to display works of art to please sign a copy of the Waiver of Liability that is shown below:

WAIVER OF LIABILITY

The undersigned individual agrees to display artwork at the Northwoods Unitarian Universalist Fellowship located at 8625 Peggys Lane, Woodruff, Wisconsin. This individual understands that this artwork is displayed at the owner's risk. Neither the Fellowship or the Board of Directors of the Fellowship will assume responsibility for loss or damage to art work(s), or, the loss or damage to frames or glass no matter how sustained. The Fellowship suggests that individuals or exhibitors carry their own insurance coverage.

Be signing below, I acknowledge and agree to this waiver of liability.

Date:

Signature:

Printed Name:

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Fire Arms

FA.001 FIRE ARMS POLICY

Effective: August 17, 2011

Modified:

By Board Action

I. There will be no firearms on all NUUF property from this date forward.

Northwoods Unitarian Universalist Fellowship

FI 000: General Fiscal Police

Effective: 11/14/2011
By Board Action

Modified:

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The Northwoods Unitarian Universalist Fellowship recognizes that the long term viability of any organization depends on its ability to manage its assets in a prudent and fiscally responsible manner. Regardless of the merit of its mission, no organization can achieve its goals without adequate financial policies to support its efforts. To that purpose, the fellowship has adopted the following general fiscal policy:

1) **Accounting Methodology:**

Because the fellowship is a non-profit organization and accountability by committee rather than profitability is the primary responsibility of those to whom its financial resources are entrusted, the accounting of income, expenses, assets and liabilities shall be by fund; that is, the methodology of Fund Accounting shall be applied. Income and expenses shall be posted at the time they are received or paid by employing cash basis accounting. Regular income (donations by members and congregants, whether by payment of pledges or via offertory plate; building rent receipts; interest and dividend income on short-term investments of liquid assets; and unexpected gifts not exceeding 10% of the annual budget) shall be recorded in and dispersed from the General Fund. Expenditures shall be recorded by line item within committee or cost center.

Th

2) **Finance Committee:**

The Finance Committee shall be a standing committee as authorized by the bylaws of the fellowship. It shall aid the Treasurer in monitoring income, expenses, cash flow, assets, the periodic distribution of pledge statements, and the keeping of the financial records of the fellowship. It shall make recommendations regarding the investment of liquid assets and other cash reserves — exclusive of endowments — as well as payments of debt. It shall direct the annual budgeting process and oversee the annual pledge drive. The committee chair shall be appointed by the Board of Directors from among fellowship members not currently serving on the board and shall not chair any other committee except ad hoc committees authorized by the Board of Directors for the purpose of determining or overseeing specific financial issues. The committee shall recommend to the Board of Directors for adoption, policies and procedures consistent with commonly accepted accounting practices as may be necessary to meet the fiscal goals of the fellowship and the fiduciary obligations of the committee and the board.

3) **Annual Budget:**

Congregational polity requires that the membership has final authority to approve, reject or modify the proposed annual budget at the annual business meeting of the fellowship. The Board of Directors, aided by the Finance

Northwoods Unitarian Universalist Fellowship

FI 000: General Fiscal Policy

Effective: 11/14/2011

Modified: 05/14/2018

By Board Action

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Committee, shall present to the membership for its consideration, an annual budget, the anticipated expenses of which **shall not exceed the anticipated income** except by an amount not to exceed surplus **funds from previous years**.

- 4) **Operating Capital:**
To insure that adequate cash is available to pay the fellowship's obligations and absorb unexpected shortfalls in income and unanticipated expenses. the fellowship shall strive to maintain operating capital equal to **100%** year's budgeted expenses. Funds that result from income received in excess of expenses and operating capital as determined at the end of a fiscal year shall be considered surplus funds.
- 5) **Surplus Funds:**
Surplus funds shall be distributed according to a vote of the membership at the annual business meeting or at a special meeting called for that purpose. The choices for consideration and the procedure(s) by which they are determined shall be the responsibility of the board up to \$5000.
- 6) **Uncollected pledges:**
In recognition that income payments pledged by members, associates and friends are good-faith promises rather than contractual obligations and that individual circumstances can change during the course of a year with the result that actual payments may fall short of the amounts pledged, the annual budget shall include in it a line item against which unpaid and underpaid pledges may be charged. That amount shall be expressed as a percentage of pledged income based on the average shortfall experienced over the preceding five years.
- 7) **Financial Institutions:**
The Board of Directors shall insure that cash and other liquid assets of the fellowship are deposited in responsible and fiscally sound institutions.
- 8) **Contribution of Record:**
Contribution of record as required for full, voting membership shall be defined in the bylaws of the fellowship.
- 9) **Pledge Reporting:**
The status of payments received against pledges made as well as other tax deductible contributions shall be mailed to each pledging unit no later than

Northwoods Unitarian Universalist Fellowship

FT 000: General Fiscal Policy

Effective: 11/14/2011

Modified:

By Board Action

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January 31.

10) Pledges in Arrears:

Each pledging unit more than one fiscal quarter in arrears shall receive a reminder from the Finance Committee. Each pledging unit more than two fiscal quarters in arrears shall be contacted by telephone by the Finance Committee Chair to determine the expected amount of the pledge to be paid and whether an adjustment to the pledge amount is required. Where no payments have been made against a pledge for more than four quarters, that pledging unit shall be contacted by telephone by the Membership Committee Chair or the President of the fellowship to determine their wishes regarding their membership status.

11) Financial Reporting and Review:

The Finance Committee shall, to the extent practical, perform a monthly review of the financial activity and position of the fellowship. That review shall occur not less than once per quarter. Items included in the review shall be: income and expenses and the comparison thereof to the budget; bank statements; checks; payments received against pledges made; and balances of assets and liabilities.

The Treasurer, aided by the Finance Committee, shall make financial information available to the Board of Directors and to other committees of the fellowship and to the membership at large at the end of every quarter or as directed by the Board.

12) Gifts:

Gifts of cash or other negotiable securities not exceeding 10% of the annual budgeted income, unless indicated otherwise by the donor, shall be added to the General Fund from which budgeted expenses are distributed. Restricted gifts shall not be accepted in lieu of a contribution of record intended to support the entire operation of the fellowship.

The use and distribution of unrestricted gifts exceeding 10% but less than 15% of the annual budgeted income shall be determined by the Board of Directors.

Gifts of 15% or more of the annual budgeted income, the donor shall, when possible, be referred to the Endowment Committee to ascertain his/her wishes. Where the benefactor's wishes cannot be determined, the Board of Directors shall distribute the gift according to a vote of a majority of a quorum of the

membership at the next annual business meeting or at a special meeting called for that purpose. The choices presented for consideration and the procedure(s) by which they are determined shall be the responsibility of the board.

Northwoods Unitarian Universalist Fellowship

FI 000: General Fiscal Policy

Effective: 11/14/2011

Modified:

By Board Action

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13) **Fund Raisers:**

The Treasurer, aided by the Finance Committee, shall provide oversight and financial control of fund raising activities the purposes of which are to provide income to the General Fund.

14) **Operational Review:**

At least a quorum of the Finance Committee, along with one other fellowship member not currently serving on the Board of Directors, Finance Committee, Investment Committee or Endowment Committee, shall perform a review of all financial records to insure the accuracy and integrity of the information. That review shall occur within two months of the close of the fiscal year end. The results of the review, along with any recommendations, shall be made available to the Board of Directors and the membership at large within two months of the completion of the review.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Fiscal Policies

F1.001 Committee Budget Limits

Effective:12/7/2006

Modified:

By Board Action

No committee may exceed its budget, as determined by Congregational vote at the Annual Meeting, without prior approval of the Board of Directors. In the event of an emergency, that approval may be obtained either through email or telephone communications in which case the President (or the Secretary in the absence of the President) shall communicate the Board's decision to the Committee Chair.

Procedure: The Committee Chair shall, upon ascertaining the necessity and amount of the expense, contact the President, or, in the absence of the President, the Secretary, and shall explain the nature of the emergency, the recommended action, the cost of that action, and the cost of inaction or delay. The President or Secretary shall then poll each member of the Board of Directors and determine their acceptance or objection and communicate the position of the majority of a quorum to the Committee Chair. The Board shall, at its next regular meeting, confirm the action taken and record it in the minutes.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Fiscal Policies (Continued)

FI.002 Competitive Bid Requirement

Effective: 12/7/2006

Modified:

By Board Action

No expenditure exceeding 5% of the annual fellowship budget shall be made without subjecting it to the competitive bid process except as approved by the Board of Directors.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Fiscal Policies (Continued)

FI.003 Committee Budget Expenditures
Effective: 12/7/2006
By Board Action

Modified: 3/6/2008*
By Board Action

No committee may spend more than 25% of its annual budget on any single item, except as planned in the annual budgeting process, without a majority vote of the committee.

Only fellowship members may vote in committees when committee expenditures are considered.

No committee may spend any part of its annual budget by donating to outside groups, except as approved by the Board of Directors.

Below Replaces Policy FI.004, Expense Reimbursement

All committee expenditures, including reimbursement of those paid out-of-pocket, shall be submitted to the Treasurer on a Committee Spending Request Form.

Procedure:

- 1 Payee:
 - 1.1 Obtain copy of form from Committee Chair or Treasurer.
 - 1.2 Complete form indicating:
 - 1.2.1 Name.
 - 1.2.2 Address (optional).
 - 1.2.3 Description of goods or services.
 - 1.2.4 Reason for acquisition.
 - 1.2.5 Amount of payment.
 - 1.2.6 Date of request.
 - 1.2.7 Date payment desired (optional).
 - 1.2.8 Committee whose budget is to be charged.
 - 1.2.9 Attach copy of invoice or receipt, **if available**.
- 13 Submit form to Committee Chair for signature

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Fiscal Policies (Continued)

FI.003 Committee Budget Expenditures (Continued)

Effective: 12/7/2006

By Board Action

Modified: 3/6/2008*

By Board Action

- 2 Committee Chair
 - 2.1 Sign form and forward to Treasurer

- 3 Treasurer
 - 3.1 Prepare check in the amount of request and send to payee

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Building & Grounds Maintenance Policies

GM.001 Grounds Maintenance
Effective: May 31, 1997

Modified: May 21, 1999
By adoption of Memorial Garden
Operating Procedure
By Authority of Congregational
Vote

Fellowship property south of the building shall be left undisturbed. The area north of the parking lot shall be the responsibility of the Memorial Garden Committee. The management of the remainder of the grounds shall be the responsibility of the Building & Grounds Committee.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Memorial Garden/Memorial Park Policies

MG.001 Operating Procedures

Effective: May 21, 1999

Modified:

By Authority of Congregational Vote

In order to establish a final resting place for interment, perpetual care, and record of the interment of cremains, the congregation of the Northwoods Unitarian Universalist Fellowship of Woodruff WI has established a Memorial Garden/Memorial Park which beautifies the Fellowship grounds and gives us spiritual comfort.

Supervision, management and control of the Memorial Garden/Memorial Park shall be under the exclusive authority of the members of the Fellowship and shall be administered through the Board of Directors by the Memorial Garden Committee.

Members of the Memorial Garden Committee shall serve terms of three years, except the members of the first Memorial Garden Committee elected in the year 1999 shall serve staggered terms: one member to be elected to serve a term of three years, one member to be elected to serve a term of two years, and one member shall be elected to serve a term of one year. Thereafter, all members shall be elected to serve three-year terms. Any committee member must wait one year before assuming another term. In the event of a vacancy on the committee, the person elected to fill such vacancy shall finish that person's unexpired term.

No individual or family shall have or acquire any special rights in the Garden. No member of the Congregation or any other person shall alter, add to, modify or make any plantings within the designated area of the Memorial Garden/Memorial Park, such authority being restricted to the Memorial Garden Committee. Memorial plaques for mounting within the Garden shall be as designated by the Memorial Garden Committee and shall be the same as to material and size so as to reflect that all rest as equal within the Memorial Garden.

Upon the adoption of these "operating procedures", the following rules shall apply:

- . The Memorial Garden Committee has the sole authority to select the suitable site within the Garden/Park for interment of the ashes. The Memorial Garden Committee shall supervise scattering of ashes. The Memorial Park is designated as the area on the Fellowship property north of the parking lot. The Memorial Garden is the improved area containing plantings and stones in the center of the oval walkway within the Memorial Park.
2. The Memorial Garden Committee shall maintain a Memorial Garden Book for recording the names and other statistical information of deceased persons whose ashes are interred in the Memorial Garden/Park, or whose memorial plaque only, is mounted on the Memorial Stone.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Memorial Garden/Memorial Park Policies (Continued)

MG.001 Operating Procedures (Continued)

Effective: May 21, 1999

Modified:

By Authority of Congregational Vote

Memorial Garden/Memorial Park

3. **The** Memorial Garden Committee shall from time to time recommend fees for interment of cremains in the Memorial Garden/Park, including recording in the Memorial Garden Book and for a Memorial Garden Plaque.
4. Plaques may be mounted at the time of interment: however a Memorial Garden Service may be scheduled as determined by the Memorial Garden Committee. The Memorial Garden Committee shall determine placement of plaques.
5. A Memorial Garden Fund shall be established and all fees shall be made payable to the Northwoods Unitarian Universalist Fellowship Memorial Garden Fund (NUUF Memorial Garden Fund).
6. The Memorial Garden Committee is authorized to accept memoriam donations and other donations earmarked for the Fund or for the maintenance of the Memorial Garden/Park.
7. All such funds shall be deposited in the Memorial Garden Fund, which shall be kept separate from the general Fellowship funds. All funds received by the Memorial Garden Fund or Committee may be used only for the purpose herein set forth including the maintenance, care and development of the Memorial Garden/Park.
8. The Memorial Garden Committee shall maintain a minute book of all its meetings and decisions.
9. The Memorial Garden Committee shall report to the Board of Directors from time to time as may be requested by the Board and at least annually to the Congregation.
10. The Memorial Garden Committee may expend up to \$400.00 for any one purchase from the Memorial Garden Fund, as it determines to be necessary for the care or maintenance of the Garden. Appropriations or expenditures in excess of \$400.00 shall be subject to prior approval by the Board of directors.
11. Ashes once interred will not be recoverable and ashes will not be preserved **intact** (in urn).
12. The Memorial Garden is an integral part of the Fellowship. Accordingly, any ceremony

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Memorial Garden/Memorial Park (Continued)

MG.001 Operating Procedures (Continued)

Effective: May 21, 1999

Modified:

By Authority of Congregational Vote

or service conducted within the Memorial Garden site has the same status and significance as if it were conducted within the Fellowship building.

13. In the spirit of providing comfort for the living, the cremains of the following persons are eligible for interment and plaque on the Memorial Garden Stones: Members of the Northwoods Unitarian Universalist Fellowship and their children, parents, or other persons held near and dear to a member or to the Fellowship.
14. The Memorial Garden Committee may under special circumstances, and at its sole discretion, adjust or waive the payment of any charges, qualifications, or fees which otherwise would be applicable.

These procedures may be modified or amended from time to time by the Board of Directors. Thanks to the Farmington Unitarian Universalist Church for the framework of this procedure.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP
Memorial Garden/Memorial Park

MG.001 Operating Procedures

Effective: May 21, 1999

Modified: October 10, 2013

By Authority of Congregational Vote

In order to establish a final resting place for interment, perpetual care, and record of the interment of cremains, the congregation of the Northwoods Unitarian Universalist Fellowship of Woodruff WI has established a Memorial Garden/Memorial Park which beautifies the Fellowship grounds and gives us spiritual comfort.

Supervision, management and control of the Memorial Garden/Memorial Park shall be under the exclusive authority of the members of the Fellowship and shall be administered through the Board of Directors by the Memorial Garden Committee.

Members of the Memorial Garden Committee shall serve terms of three years, except the members of the first Memorial Garden Committee elected in the year 1999 shall serve staggered terms: one member to be elected to serve a term of three years, one member to be elected to serve a term of two years, and one member shall be elected to serve a term of one year. Thereafter, all members shall be elected to serve three-year terms. Any committee member must wait one year before assuming another term. In the event of a vacancy on the committee, the person elected to fill such vacancy shall finish that person's unexpired term.

No individual or family shall have or acquire any special rights in the Garden. No member of the Congregation or any other person shall alter, add to, modify or make any plantings within the designated area of the Memorial Garden/Memorial Park, such authority being restricted to the Memorial Garden Committee.

Memorial plaques for mounting within the Garden shall be as designated by the Memorial Garden Committee and shall be similar as to material and size so as to reflect that all rest as equal within the Memorial Garden.

Upon the adoption of these "operating procedures", the following guidelines shall apply:

1. The Memorial Garden Committee has the sole authority to select the suitable site within the Garden/Park for interment of the ashes. The Memorial Garden Committee shall supervise scattering of ashes. The Memorial Park is designated as the area on the Fellowship property north of the parking lot. The Memorial Garden is the improved area containing plantings and stones in the center of the oval walkway within the Memorial Park.
2. The Memorial Garden Committee shall maintain a Memorial Garden Record Book for recording the names and other statistical information of deceased persons whose ashes are interred in the Memorial Garden/Park, or whose memorial plaque only, is mounted on the Memorial Stone.
3. Ordering and purchasing memorial plaques is the responsibility of the person requesting the use of the Memorial Garden. All plaques within the Memorial Garden are to be similar in size and material.
Ordering details are available on the back of the "Memorial Record" form.
A plaque for Veterans may be ordered through the Veteran's Service Offices at no charge.
4. Plaques may be mounted at the time of interment: however a Memorial Garden Service may be scheduled as determined by the Memorial Garden Committee. The Memorial Garden Committee shall determine placement _ of plaques.
5. The Memorial Garden Committee establishes an annual budget to be kept separate from the general Fellowship funds. The Memorial Garden Committee is authorized to accept memorial donations and other donations earmarked especially for maintenance, care and development of the Memorial Garden/Memorial Park.

6. The Memorial Garden Committee shall maintain a minute book of all its meetings and decisions.
 - . The Memorial Garden Committee shall report to the Board of Directors from time to time as may be requested by the Board and at least annually to the Congregation.
8. Ashes once interred will not be recoverable and ashes will not be preserved intact (in urn).
9. The Memorial Garden is an integral part of the Fellowship. Accordingly, any ceremony or service conducted within the Memorial Garden site has the same status and significance as if it were conducted within the Fellowship building.
10. In the spirit of providing comfort for the living, the cremains of the following persons are eligible for interment and/or plaque on the Memorial Garden Stones: Members of the Northwoods Unitarian Universalist Fellowship and their families, significant other and friends.
11. The Memorial Garden Committee may under special circumstances, and at its sole discretion, adjust or waive the payment of any charges, qualifications, or fees which otherwise would be applicable.

These procedures may be modified or amended from time to time by the Board of Directors.
Thanks to the Farmington Unitarian Universalist Church for the framework of this procedure.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Website Policies

WE.001 Website Policy

Effective: mm/dd/yyyy

By Board Action

Modified:

The fellowship website shall be identified by the domain name, *nuufcorn*.

While functionally a part of the Publicity Committee, the webmaster shall be responsible to the Board of Directors.

The fellowship website shall include only links to other websites that are accessible through the Unitarian Universalist Association (UUA), Central Midwest District (CMwD) or other Unitarian Universalist websites. No links to other websites shall be included without the expressed consent of the Board of Directors, nor may the website address be posted to any blog site, chat room or other interne domain that is not associated with a valid UUA, CMwD or other UU approved site.

Only views and opinions that are consistent with fellowship bylaws, covenant, mission statement, and policies shall be posted to the website.

Any communication emanating from the fellowship website domain must be relative to the business of the fellowship. The domain shall not be used for personal communications.

Service Speaker Compensation Policy

for

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP (NUUF)

It is the policy of NUUF to compensate service speakers equitably and consistently. Categories of service speakers and their basic compensation are:

- | | |
|---|-------------------------|
| A. Ordained Ministers (or their equivalent) | \$350 per presentation |
| B. Non-member presenters | \$250 per presentation |
| C. NUUF member presenters | \$0.00 per presentation |

In addition to basic compensation (above), speakers may be granted some reimbursement for travel costs, e.g. mileage and lodging.

Overall expenditures for a single presentation may not exceed \$500 for a combination of basic compensation, mileage and lodging.

Musicians accompanying services may be paid up to \$50 per event, which amount is not included in the maximum amount above.

All payments should be determined prior to the event and agreed to by both the presenter(s) and the NUUF Program Committee.

At times extenuating circumstances may require exceptions to the above limits. The Program Committee, in its sole discretion, must approve any such exceptions.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

CR.001 CONFLICT RESOLUTION POLICY

Approved: April 21, 2017

Individuals in conflict with another member or members are urged to attempt to resolve the matter by discussing the issue(s) directly with the other person or persons involved.

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

However, if the conflict remains unresolved following these efforts at resolution, the issue(s) is(are) to be put in writing by the complainant and submitted to the Board President or his/her designee who will arrange a conference with the parties involved. Every effort will be made to resolve the conflict at this step. Mediation by a neutral party is a possibility at this point.

If these efforts do not resolve the conflict, any of the parties involved may submit their concern(s) in writing to the full Board. The Board will arrange a final meeting with the parties involved and render its decision in writing. The Board, in its sole discretion, will take final action for attempted resolution of the conflict.