

**UUFSD Policy and Procedure Document****Policy ID: 100****Title: Policies and Procedures for Operations of UUFSD**

Date Approved: June 15, 2013 by the Board of Directors

Reviewed and Updated: April 19, 2015

**Purpose**

To ensure that Policies and Procedures of the Fellowship are properly drafted, approved, and communicated.

**Policy**

UUFSD operates according to the Fellowship Bylaws. Article VI, Section 8 states the following:

*The Policies and Procedures document [notebook of related documents] is intended to record actions taken by the Board of Directors, to clarify ambiguities in the Fellowship Bylaws, and to define the Fellowship's administrative and committee structure and responsibilities. Policies and Procedures shall be kept by the Corporate Secretary or designee and shall be reviewed and updated by the Board of Directors at least every three years.*

**Procedure**

New policies, or revisions to existing policies, may be proposed by an individual, a committee, or by the Board of Directors. The proposed policy must be consistent with our seven principles and the UUFSD Covenant of Right Relations. The individual or group proposing the policy must include all affected parties in the formation of the policy. The proposed policy is placed in effect upon approval by the Board of Directors after accomplishment of the following steps:

1. Before proceeding, the Board must be notified of the intention to create a policy or modify an existing one.
2. Each policy must have a statement of intent on the reasoning and motivation behind the policy.
3. Each policy will specifically identify the individual(s), group(s), organization(s) or position(s) that:
  - a. are Accountable for the creation, maintenance, effectiveness and impact of the policy.
  - b. are Responsible for performing the duties and activities required as a result of the policy's existence.
  - c. require active Coordination to avoid conflict, duplication and confusing lines of authority.

- d. will Inform the appropriate individuals and groups of the policy's existence and purpose.
4. The policy shall be formatted in the manner of existing policies.
5. A clear review period shall be set after the policy has been drafted, with a minimum of one month (to include one Board discussion session), based on the agreed upon urgency and necessity of the policy. The review period for periodic revisions to existing policies may be waived or shortened by the Board depending on the nature of the changes.

Once the policy is approved, the Corporate Secretary (or other designated person) keeps the "master" copy of the policy in a Policies and Procedures notebook. A second Policies and Procedures notebook, with copies of all policies, is maintained by the Corporate Secretary (or designee) in the office for anyone's reference. Approved Policies and Procedures are posted by the Corporate Secretary or designee on the [uufsd.org](http://uufsd.org) website and made publicly available. The Corporate Secretary (or designee) also communicates relevant policies directly to newly installed committee or group chairs

When a new policy or revised policy is approved by the Board, a message is sent to the congregation stating that a new policy has been approved, with a summarized description of the policy or change.