

## Proposed Executive Limitations - Additions for Board approval

### Section 2 Executive Limitations

The District Executive shall not cause nor allow any practice, activity, decision, or operation which is in violation of the Bylaws of the District or commonly accepted business practices, the UUA District Staff Code of Conduct, or which is imprudent or unlawful, except where Unitarian Universalist principles, as set forth in the Appendix, are at risk.

**2.1 Treatment of Congregations:** With respect to member congregations or those congregations seeking affiliation, the District Executive shall not cause or allow conditions, procedures, decisions or services that are untimely, disrespectful, inequitable, discriminatory, not transparent or that fail to provide appropriate confidentiality. Accordingly the District Executive shall not fail to:

2.1.1. Maintain the visibility, accessibility, and ministry of the District to its member congregations.

2.1.1.1. Respond either in person or through a delegated representative to a request for information, support, advice, programs, or services within a reasonable time given the job duties, travel schedule, and professional practices appropriate for the position.

2.1.1.2. Refer congregations to other, non-District sources of information, support, advice, programs, or services as appropriate.

2.1.1.3. Provide programming and training at the geographic level that is the most effective and efficient method of delivery.

2.1.1.4. Allow District functions to be held in accessible space.

2.1.2: Support Congregations-Based Programming that contributes toward the accomplishment of the Ends set forth in Section 1, including administrative or other support, and support that can be provided either within the budget approved by Annual Meeting delegates or with financial resources provided by the group of congregations.

2.1.2.1. Enforce District Operating Standards when support is provided, which may require a written agreement with the group of congregations setting boundaries and standards for the District's support at the District Executive's discretion.

2.1.2.2. Allow, if requested, the group of congregations to become a District program, and may do so without further board involvement, within the District Executive's accountability for the achievement of the Ends as set forth in Section 1 while operating within the District Operating Standards.

2.1.3. Comply with communications policy encompassing release of addresses of District Members and gathered contact information that is used to further the purposes of the District.

2.1.3.1. Prevent the distribution of contact information to non-Unitarian Universalist groups except for promoting collaborations that further the Ends as set forth in Section 1.

2.1.3.2. Prevent the distribution of contact information that is not normally

published in the District directory to non-District organizations other than the UUA.

2.1.3.3. Prevent the incurrence of expenses to distribute any contact information for non-District business.

2.1.4. Make available for review the District operating procedures, governing policies, and ongoing decision-making by the Board.

2.1.4.1. Use the District website to make all District Governance Policies available to all member congregations.

**2.2 Treatment of Volunteers and Staff:** With respect to the treatment of paid and volunteer staff, the District Executive may not cause or allow conditions that are inequitable, undignified, disrespectful, disorganized, unclear, discriminatory or that fail to provide appropriate confidentiality. Accordingly the District Executive shall not fail to:

2.2.1 Prevent conditions that are unfair, unsafe, oppressive, or disrespectful for paid staff and volunteers while they are doing District work.

2.2.1. Maintain written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions.

2.2.2. Prevent discrimination against any staff member for expressing an ethical dissent.

2.2.3. Allow staff to grieve to the Board, through the President, when internal procedures have been exhausted and the employee alleges he/she cannot or should not perform his/her job duties because of conditions or treatment that he/she is experiencing.

2.2.4. Prevent preferential treatment.

2.2.5. Acquaint each employed or volunteer staff member with his/her rights under this policy.

**2.3 Compensation and Benefits for PSD Staff:** With respect to employment, compensation, and benefits for district staff not subject to the UUA compensation and benefit system, the District Executive shall not fail to:

2.3.1 Cause or allow a unfair or inhumane benefit structure

2.3.2 Cause of allow conditions that jeopardize the fiscal integrity of the District.

2.3.3. Inform affected individuals that the District does not promise or imply permanent or guaranteed employment.

2.3.4. Establish current compensation and benefits that are comparable to the geographic or professional market cost for the skills employed.

2.3.5. Insure that affected individuals have been informed that the District does not create compensation obligations over a longer term than revenues can be safely projected, in no event longer than one year, and in all events subject to losses in revenue.

2.3.6. Establish or change pension benefits so as to cause unpredictable or inequitable situations:

2.3.6.1. Avoid the incurrence of unfundable liabilities.

2.3.6.2. Insure that the District provides a basic level of benefits to all full-

time employees, though differential benefits to encourage longevity are not prohibited.

2.3.6.3. Protect each employee from losing benefits already accrued from any pre-existing plan.

2.3.7. Allow only Unitarian Universalist business-related expenses be charged to the District.

2.3.8. Follow mileage reimbursement guidelines for paid staff, as established by the Internal Revenue Service (IRS).

**2.4 Financial Planning/Budgeting:** Financial planning and budgets for any fiscal year or the remaining portion thereof shall not deviate materially from the Ends Policies set forth in Section 1, or compromise fiscal prudence or integrity. Accordingly the District Executive shall not fail to:

2.4.1 Reflect a multi-year plan that reflects both the financial and spiritual dimensions of our stewardship,

2.4.2. Base budgets on credible projection of cash flow, revenues, and expenses and separation of capital and operational items.

2.4.3 State all planning assumptions.

2.4.4. Maintain cash reserves at or above two month's budgeted expenses.

2.4.5. Include expenditures for Board prerogatives as necessary to accomplish Ends policies included in Section 1.

2.4.6. Present to the annual meeting for delegate approval only budgets that have received approval of the Board.

**2.5 Financial Condition and Activities:** The District Executive shall not cause or allow situations that would jeopardize the District's fiscal health or alignment with the Ends Policies set forth in Section 1. Accordingly, to maintain financial conditions and activities according to these standards the District Executive shall not:

2.5.1 Income

2.5.1.1 Fail to pursue receivables, including District dues, after a reasonable grace period

2.5.2 Expenditures

2.5.2.1 Spend more funds than have been received and budgeted in the fiscal year without specific Board approval

2.5.2.2 Fail to settle payroll and debts in a timely manner

2.5.2.3 Fail to meet all UUA-required payments, tax payments, or other government ordered payments or filings on time and with accurate paperwork filings

2.5.2.4 Make a single purchase or commitment exceeding \$1,000 with income from future fiscal years without prior Board approval

2.5.3 Financial Management

2.5.3.1 Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenue.

2.5.3.2 Use any long-term dedicated reserves unless authorized by the Board to do so.

- 2.5.3.3. Conduct inter-fund shifting without Board approval.
- 2.5.3.4 Acquire, encumber, or dispose of real property without Board approval
- 2.5.3.5 Fail to present to the Board a revised plan for income and expenditures in order to respond to extreme financial circumstances.

**2.6 Grants, Contracts or Partnerships:** With respect to grants, contracts or partnerships, the District Executive may not enter into any arrangement which is inconsistent with the Ends Policies set forth in Section 1. Accordingly the District Executive shall not fail to:

- 2.6.1 Provide methods and activities to prevent grant funds from being used in imprudent, unlawful, or unethical ways.
- 2.6.2. Assess and consider an applicant's capability to produce appropriately targeted, efficient results.
- 2.6.3. Enter any grant or partnership arrangement in excess of \$5,000 without Board approval

**2.7 Asset Protection:** The District Executive shall not allow the District's tangible, intangible or intellectual assets to be unprotected from undue risk or to be inadequately maintained. Accordingly the District Executive shall not fail to:

- 2.7.1. Insure against theft and casualty loss at least 80 percent of replacement value and against liability losses to board members, staff, and the organization itself.
- 2.7.2. Arrange bonding for all personnel with access to material amounts of funds.
- 2.7.3. Insure that plant and equipment are properly maintained and are not subjected to improper wear and tear.
- 2.7.4. Prevent any paid or volunteer staff being placed in financial jeopardy by unauthorized access to any identity documents, including but not limited to social security numbers, credit card account numbers, and bank account numbers.
- 2.7.5. Protect the organization, its board, or its staff to prevent claims of liability.
- 2.7.6. Make purchases with:
  - 2.7.6.1. Normally prudent protection against conflict of interest;
  - 2.7.6.2. Review of comparative prices and quality for items over \$1,000;
- 2.7.7. Protect intellectual property, information, and files from loss or significant damage.
- 2.7.8. Maintain financial controls that are sufficient to meet standard accounting practices. These controls shall include:
  - 2.7.8.1. Monthly bank statement reconciliations
  - 2.7.8.2. Proper documentary support of payments
- 2.7.9. Invest or hold operating capital in secure instruments, including insured checking accounts and bonds of AA rating or higher. The District Executive may use non-interest bearing accounts when necessary to facilitate ease in operational transactions.
- 2.7.10. Protect the organization's public image and credibility, particularly to facilitate its accomplishment of the Ends Policies set forth in Section 1.

**2.8 Communication and Support to the Board:** The District Executive shall not permit the Board to be uninformed or unsupported in its work, nor perform tasks or take responsibility for areas that are the Board's responsibility. Accordingly the District Executive shall not fail to:

2.8.1. Submit monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored, and noting the revision date of each policy article. Refer to Section 3.3 of these policies, Monitoring District Executive Performance.

2.8.1.1 Provide to the Secretary of the Board an electronic copy of the final version of monitoring reports for the office archive and the Secretary's records.

2.8.2. Inform the Board of relevant trends, anticipated adverse media coverage, and material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.

2.8.3. Inform the Board of any significant deviation from projected income and expenses.

2.8.4. Advise the Board if, in the District Executive's opinion, the Board is not in compliance with its own policies, Ends as set forth in Section 1, or Right Relationship with Board and Staff, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the District Executive.

2.8.5. Provide the Board as many staff and external points of view, issues, and options as needed for fully informed Board choices, as requested.

2.8.6. Present information in clear and concise formats that differentiate among information of three types: monitoring, decision preparation, and other.

2.8.7. Provide appropriate mechanisms for official Board, officer, and committee communications.

2.8.8. Deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board.

2.8.9. Report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

2.8.10. Supply for the consent agenda all items delegated to the District Executive, yet required by law, contractor, or the Bylaws to be Board approved, along with the monitoring assurance pertaining thereto.

2.8.11. Inform the Board of expectations that the Unitarian Universalist Association has for the District Executive.

**2.9 Emergency Succession:** To protect the Board from the sudden loss of the District Executive's services the District Executive shall not fail to prepare and keep current an Emergency Succession Plan. Accordingly the District Executive shall not fail to:

2.9.1. Have no fewer than the President, Vice President and the Treasurer familiar with Board and District Executive issues and processes.

**2.10 Public Statements:** The District Executive shall not make public statements that are knowingly out of alignment with the official position of the District or Board on District issues.