

Bellingham Unitarian Fellowship

Executive Limitations Policies

1. GLOBAL EXECUTIVE CONSTRAINT

The Executive Team shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent or in violation of the Fellowship's Mission Statement, Bylaws, and commonly accepted business and professional ethics.

2. TREATMENT OF MEMBERS, FRIENDS, AND VISITORS

With respect to interactions with members, friends and visitors of the church, the Executive Team shall not cause or allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy. The Executive Team may not act in a manner inconsistent with the UU Principles.

Accordingly, the Executive Team shall not:

- a. Elicit information from members for which there is no clear necessity.
- b. Use methods of collecting, reviewing, transmitting, or storing member information that fail to protect against improper access to the material elicited.
- c. Maintain facilities that fail to provide a reasonable level of safety, access and functionality.

3. TREATMENT OF STAFF

With respect to treatment of staff and volunteers, the Executive Team shall not cause or allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy. The Executive Team may not act in a manner inconsistent with the UU Principles.

Furthermore, the Executive Team shall not:

- a. Operate without or fail to comply with written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as preferential treatment for personal reasons.
- b. Subject staff/volunteers to unsafe or unhealthy conditions.
- c. Fail to post in a prominent place current, established, internal complaint procedures or prevent staff/volunteers from using them.
- d. Prevent staff from grieving to the Board when:
 - i. internal grievance procedures have been exhausted and
 - ii. the employee alleges either that Board policy has been violated to his/her detriment or Board policy does not adequately protect his/her human rights.

4. FINANCIAL PLANNING AND BUDGETING

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.

Accordingly, the Executive Team shall not allow budgeting that:

- a. Contains too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
- b. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
- c. Does not separately present a plan for capital expenditures and the means to pay for them.
- d. Fails to contain a process to maintain a reserve that is sufficient to cover the expected long-term capital expenditures as determined by an ongoing multi-year plan.

5. FINANCIAL CONDITION AND ACTIVITY

With respect to the actual, ongoing financial condition and activities, the Executive Team shall not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from Board priorities established in Ends policies.

Accordingly, the Executive Team shall not:

- a. Expend more funds than have been budgeted for in the fiscal year.
- b. Make a single unbudgeted purchase or commitment exceeding \$2500, and any expenditure exceeding \$1000 will require two competitive bids where practical.
- c. Expend any endowment or designated funds other than for the purposes determined at time of receipt or designation.
- d. Fail to settle payroll and debts, or to complete government-ordered filings/tax payments, in a timely manner.
- e. Fail to aggressively pursue receivables after a reasonable grace period.
- f. Acquire, encumber or dispose of real property.

6. ASSET PROTECTION

The Executive Team shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, they may not:

- a. Fail to insure against theft and casualty losses as close to replacement value as possible, less reasonable deductible and/or co-insurance limits.

- b. Fail to insure against corporate liability and personal liability of Board members and staff, taking into account pertinent statutory provisions for indemnification and exemptions applicable to Washington non-profit organizations.
- c. Allow single party access to church funds.
- d. Subject plant and equipment to improper wear and tear or insufficient maintenance.
- e. Unnecessarily expose the organization, its Board or staff to claims of liability or risk the nonprofit status.
- f. Receive, process or disburse funds under controls insufficient to meet the Board-appointed auditor's standards or other government standards.
- g. Invest or hold operating capital in illiquid instruments, including uninsured checking accounts or CDs, and bonds of less than AA rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
- h. Fail to protect intellectual property, information, and files from loss or significant damage.
- i. Endanger the organization's public image or credibility, particularly in ways that would hinder accomplishment of its mission.
- j. Fail to arrange for regular conduct of outside audits and professional investment advice.

7. GRANTS

The Executive Team and their express designees shall not apply for any grant or award any grant that fails to serve the Ends and avoid unacceptable Means. The Executive Team and their express designees shall not:

- a. Fail to oversee the grant application process.
- b. Award any grant without express approval of the Board.
- c. Fail to collect, review and retain information about the grant application.
- d. Fail to collect, review and retain quarterly follow-up reports on grant activities.
- e. Fail to consider the budgetary, staff and facility impact of the grant application or award.

8. COMPENSATION AND BENEFITS

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the Executive Team may not cause or allow jeopardy to fiscal integrity, public image, or our UU principles.

Accordingly, the Executive Team may not:

- a. Change individual Executive Team members' compensation, benefits, or allocated professional expenses as established by the Board.
- b. Promise or imply permanent or guaranteed employment.

- c. Establish compensation and benefits which create obligations over a term longer than revenues can be safely projected.
- d. Provide less than some basic level of benefits to all full time employees, although differential benefits to encourage longevity in key employees are not prohibited.
- e. Allow any employee to lose benefits already accrued from any foregoing plan.
- f. Treat themselves differently from other comparable key employees.
- g. Fail to consider the guidelines of the UUA and the prevailing wages for similar skills in the local non-profit market.

9. COMMUNICATION AND SUPPORT TO THE BOARD

The Executive Team shall not permit the Board to be uninformed, misinformed, or unsupported in its work.

Accordingly the Executive Team may not:

- a. Fail to inform the Board in a timely manner of relevant trends, public policy initiatives, public events of the organization, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- b. Fail to submit the monitoring data required by the Board monitoring policy in a timely, accurate and understandable fashion, directly addressing provisions of the Board policies.
- c. Fail to advise the Board if, in the Executive Team's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Executive Team Linkage (particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Executive Team) or the Church's By-Laws.
- d. Fail to gather as many staff and external points of view, issues, and options as needed for fully informed Board choices.
- e. Present information in unnecessarily complex or lengthy form.
- f. Fail to provide a mechanism for official Board, officer, or committee communications.
- g. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
- h. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board.
- i. Fail to supply for the consent agenda all items delegated to the Executive Team yet required by law, Church By-Laws, or contract to be Board-approved, along with the monitoring assurance pertaining thereto.
- j. Fail to bring before the Board of Trustees a proposal for addressing a new or revised operational plan one year before the expiration of any current operational plan.

- k. Fail to limit public statements about the official position of the congregation or Board on controversial social, political, and/or congregational issues to what the, congregation or Board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.