

**River of Grass Unitarian Universalist Congregation
Capital Foundation Inc.**

Policies & Procedures

June 25, 2021

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**Policies of the River of Grass Unitarian Universalist Congregation
Capital Foundation, Inc.**

1. Mission and Right Relations

OUR MISSION STATEMENT:

Provide a foundation of financial security while supporting the covenant and mission of the River of Grass Unitarian Universalist Congregation by maintaining multiple funds exclusively for charitable, religious and educational purposes, including purchasing real estate, outside of the congregation's operating budget.

Adopted by the Membership, May 2019

COVENANT STATEMENT OF RIGHT RELATIONSHIP:

We, the River of Grass Capital Foundation Board of Trustees, covenant with one another to:

- Frame all of our activities with mindful regard for our congregation's mission and vision, making decisions that will further the best interests and well-being of our community.

- Respect our time together by being focused, prepared, and timely.

- Engage with one another and our work by modeling the congregational Covenant of Right Relations in our interactions with one another, and by supporting one another's leadership.

- Communicate clearly by seeking to understand one another, by addressing concerns directly with one another, and, at the end of our discussion, by speaking with one voice.

- Create an atmosphere of trust by making decisions and communicating them with appropriate confidentiality and transparency. We are committed to creating a place of trust, support, and learning where open mindedness and respect are part of our spiritual practice.

Adapted from the Resolution by the Membership, December 2010

2. Capital Foundation Board of Trustees Meetings

- A. The required annual meeting of the trustees immediately following the Annual Meeting of the membership shall be for the purpose of electing the officers of the Board and any other business deemed necessary.
- B. The Capital Foundation Board shall meet at least one other time during the River of Grass Congregational year to review investments and conduct other business as needed.
- C. When a meeting of the Capital Foundation Board is impractical and the President deems that a matter be decided immediately, a telephone, email poll or other electronic meeting venue of all available members of the Capital Foundation Board may be made. An affirmative vote by more than half the voting members will pass that matter. The Secretary shall provide minutes of this email meeting at the next Capital Foundation Board meeting for acceptance.

3. Confidentiality

- A. The confidentiality of private communications between members of the Capital Foundation Board of Trustees acting in their official capacity and other members of the congregational community shall be respected.

4. Conflict of Interest

- A. The appearance of a conflict of interest may be just as damaging to the Foundation as real conflict. Therefore, it is the policy of the Capital Foundation Board of Trustees that all persons serving on the Capital Foundation Board of Trustees shall avoid potential conflicts of interest in any and all circumstances. A potential conflict exists whenever a member of the aforesaid group has an outside interest, direct or indirect, which he/she might benefit as a result of a decision on a particular matter. This includes, but is not limited to, financial transactions and employment relationships. The decision as to whether there is a potential and/or actual conflict is left to the discretion of the Capital Foundation Board of Trustees.
- B. Spouses, partners, and other family members shall not serve on the Capital Foundation Board of Trustees at the same time.

5. Member Communications

- A. In an effort to maintain transparency, the Foundation shall use the River of Grass UU weekly email, newsletter or verbal announcements to facilitate communication to the members. We maintain a webpage at RiverOfGrassUU.org/foundation.html. Our governing documents shall be posted in the Members Section of RiverOfGrassUU.org.

6. Finances

- A. There shall be one Capital Fund which shall be used for the investment of monies in the River of Grass Capital Foundation, Inc., as per our By-Laws.
- B. There shall be a second fund known as “The Legacy Fund” for the investment of bequests and other gifts. This fund shall be for donations not designated for the future new home of River of Grass UU Congregation. Both the principal and interest earned may be used for designated or non-designated major projects not included in the River of Grass congregational budget.
- C. Additional sub-funds may be established as designated for special funds by the Capital Foundation Board of Trustees.
- D. Reimbursements for out-of-pocket documented (i.e. receipt) business-related expenses shall be made on the approval of the President of the Capital Foundation Board. This includes the payment of the annual corporate fee to the State. The Treasurer shall instruct Northstar or other designated financial advisory to dispense the reimbursement to the appropriate fund which will then reimburse the individual who incurred the expense.
- E. Whenever the Treasurer position changes individuals, the Board shall ask a member to conduct a review of the financial records to verify proper procedures have been followed.

7. Memorials and Other Gifts

- A. Our corporation has been recognized as a 501(c)(3) organization retroactively to its founding March 9, 2011. Contributions to the Capital Fund and/or its sub-funds (i.e. Legacy Fund) may be made either directly to our corporation or by way of the River of Grass UU Congregation. In the latter case, these funds will then be transferred to the Capital Foundation, Inc. In either option, donors may benefit from the tax benefits of giving to a 501(c)(3) public charity.

8. Policy on Policies

- A. These Policies are established by the Capital Foundation Board of Trustees of River of Grass Unitarian Universalist Congregation Inc. and are subject to change by the majority vote of this Capital Foundation Board. These policies in no way shall alter the Bylaws of the Congregation.
- B. The Capital Foundation Board of Trustees may amend one or more of these policies at their discretion, subject to the process set forth in 2B, but will review the entire set of congregational policies no later than once every two years.
- C. New policies may be proposed and reviewed at a Capital Foundation Board meeting. If approved, the new policy shall be incorporated within this document. Proposed revisions shall be submitted at the following meeting for approval and incorporation.

D. A copy of this policy document and subsequent updates shall be made available by the Foundation Secretary online and in the congregation office at all times.