

The Regional Leaders Group Policies and Operating Guidelines *(Revised 12-2016)*

NAME

The name of this organization shall be The Unitarian Universalist District Presidents Association, hereafter DPA, doing business as the Regional Leaders Group, hereafter RLG.

PURPOSE

The RLG exists to be the voice and ears for congregations among UU Districts Regions working alongside Regional staff and offering assistance to the Director of Congregational Life, hereafter DCL. The RLG also serves to provide mutual support to its members in their leadership roles.

MEMBERSHIP

Each region will have at least 2 members from elected office. In regions without 2 elected officers the DCL will appoint members to the RLG in consultation with existing regional leadership structures.

All official communications to the membership of the RLG shall also be sent to the Director of Congregational Life at the UUA.

ORIENTATION POLICY

First Phase: Handoff from Outgoing Regional Leader

Step 1. Outgoing regional leader shall refer the incoming regional leader to the RLG web site and share relevant documents before the new term of office begins. If possible, the outgoing and incoming regional leader should have a conversation about current issues in the district and or region and what to expect in the coming year including RLG involvement.

Step 2. Outgoing regional leader posts an e-mail message to RLG mailing list announcing the change of leadership and introducing the new leader.

Second Phase: RLG President's Welcome

Step 1. RLG President (or designee) welcomes the new regional leader online and provides links to useful resources.

Step 2. RLG leader confirms that outgoing regional leader has referred new regional leader to the RLG website and shared other relevant documents.

Step 3. RLG President selects a mentor for the new regional leader.

Third Phase: Mentoring through the first meeting

Step 1. Mentor contacts the new leader to welcome and offer the opportunity to talk and ask questions.

Step 2. Mentor and new leader meet (at least briefly) in person before the new leader's first RLG meeting (typically at GA in June/maybe before fall meeting) so the new leader has someone to walk into the meeting with for introductions. They may choose to sit together so mentor can fill in details when conversation uses insider language or references.

MEETINGS

The RLG has two regularly scheduled meetings each year: In June on the day before the official opening of the UUA's General Assembly, the RLG shall meet in the host city from approximately 8:30 AM until scheduled district/regional in-gatherings (around 5PM). In some years the RLG may be asked to organize a meeting of the elected leadership of the Association (Leadership Summit) on the evening before General Assembly. In other years, those regional leaders who are able to be in the GA host city will meet for a shared evening meal that evening. (Expenses for this gathering are not covered by the RLG.)

The fall meeting of the RLG shall be in Boston at the UUA headquarters (usually around the first weekend in November) beginning with a shared evening meal on a Friday evening and concluding late Saturday afternoon. Unless otherwise specified, the RLG will pay for travel to and from the Boston meeting and the UUA will pick up expenses related to food and lodging with the exception of Saturday night dinner. There will be no reimbursement for the General Assembly meeting. (See Financial Policies and Procedures for more information on allowable travel expenses.)

The date of the Boston meeting shall be determined by the Executive Committee in consultation with the Director of Congregational Life at the UUA. This date shall be set and notice thereof distributed to the membership at least 90 days prior to the meeting.

The sitting president of the RLG may call special meetings of the Executive Committee or other parties.

ELECTION OF RLG OFFICERS

At each fall Meeting of the RLG, the members of the Nominating Committee shall prepare a slate of nominees to be voted on at the General Assembly Business Meeting in June. This slate shall include candidates for Vice President (president elect), Secretary, Treasurer, and three members to serve as the Nominating Committee for the next year. Each June at its General Assembly meeting, the RLG shall vote on the slate of officers presented by the Nominating Committee. Nominations from the floor will be accepted. The Vice President of the RLG is the president-elect and shall succeed to the presidency at the end of the term. The term of office shall be one (1) year for the President and the Vice President/president- elect.

OFFICERS AND THE EXECUTIVE COMMITTEE

Each officer of the RLG shall be a qualified voting member of the district board they represent or in the case of regions without districts, a recognized leader approved by the DCL.

Should the office of the President become vacant fewer than 90 days prior to the Boston Meeting following election at General Assembly, the Vice President shall succeed to the Presidency immediately. The Vice President, in the absence of the President or in the event of the president's disability, shall perform the duties of the president. In the case of the death or resignation of the President, the Vice President shall succeed to that office as provided in the paragraph above. The Vice President of the RLG is the president-elect for the subsequent year.

The term of office of the Vice President and Secretary shall be of one year's duration and shall end following the close of the meeting at General Assembly and the election and qualification of successors in office.

The Executive Committee of the RLG shall consist of the President, the Vice President, the Secretary and the Treasurer. It shall meet upon the call of the President and in the interim between meetings is empowered to conduct necessary business of the RLG. Three members of the Committee shall constitute a quorum, and all actions taken shall have the concurrence of not fewer than three members. All actions taken by the Executive Committee shall be reported to the next meeting of the RLG and shall be subject to approval by the RLG.

JOB DESCRIPTION OF THE PRESIDENT

The President shall be the chief executive of the RLG and shall have such duties as are usually associated with such office. The president shall preside at all meetings and shall submit a work report at each Business Meeting. The President of the RLG is elected to one one-year term. The president will assume office at the close of General Assembly in June. The president will have the following responsibilities:

1. Prepare and send a letter of introduction/welcome for new regional leaders as they are elected around the country;

2. Communicate to the RLG the contact information for all newly elected or appointed regional leaders via the RLG listserv;
3. Assign new members of the RLG mentors in accordance with RLG Orientation Policy;
4. Assume responsibility for receiving mail addressed to RLGPrez@uua.org
5. Contact the Administrative Assistant to the Director of Congregational Life to arrange for housing and food for the fall Meeting in Boston;
6. Prepare agendas for all meetings of the RLG and the Executive Committee;
7. Chair meetings of the RLG and Executive Committee;
8. Serve as the key contact for the RLG;
9. Serve as the Board of Trustee Observer for the RLG or appoint a designee who is geographically close to the meeting location in order to conserve expenses.

JOB DESCRIPTION OF VICE PRESIDENT

The Vice President of the RLG is elected to one one-year term. The Vice President will assume office at the close of General Assembly each June. It is assumed that the Vice President is the president-elect of the RLG and will assume the office of President at the conclusion of his/her term as Vice President at the close of GA in the year s/he was elected to the office of Vice President. The Vice President will have the following responsibilities:

1. The Vice President shall be a member of the Executive Committee and eligible/able to serve as President of the RLG the year following election as Vice President.
2. The Vice President shall perform other duties as the President shall assign;
3. The Vice President will assume the duties of the President in situations where the President is absent or unable to fulfill the functions of that office.

JOB DESCRIPTION OF SECRETARY

The Secretary shall keep a record of all meetings of the RLG. The Secretary shall perform such other duties as are usually incident to the office, including the following:

1. The Secretary shall record minutes of proceedings at all meetings of the RLG and shall distribute those to the RLG for review no later than 30 days following a regularly scheduled meeting via the RLG listserv and shall post the minutes on the UUA's website.
2. The Secretary shall liaison with the UUA staff who oversee the website to ensure the quality of the content of the RLG websites
3. The Secretary shall provide all notice of the meetings of this organization
4. The Secretary shall maintain an updated directory of members of the RLG
5. The Secretary shall perform such other duties including, but not limited to, correspondence and distribution via electronic or hard copy approved changes to the RLG guidelines.

6. The Secretary shall insure that minutes of Business Meetings and notes of other meeting activities of the RLG are posted on the UUA website.

JOB DESCRIPTION OF TREASURER

The Treasurer shall receive and hold all monies as shall from time to time be paid to the DPA doing business as the RLG, and the earnings thereon, and shall make all expenditures as authorized by the Financial Policies of the RLG. The Treasurer shall keep a record of all receipts and expenditures and shall submit a report at both the Boston meeting and at the General Assembly meeting of the RLG. The Treasurer of the RLG is elected for a one-year term – GA to GA- and may be elected for up to 4 terms.

Immediately upon election, the Treasurer will assume signature authority over the RLG's checking account and investment account, with the President of the RLG as secondary signatory. The outgoing Treasurer shall be responsible for assuring that signature authority has been transferred to the new Treasurer's name. The RLG Banking Accounts have been established at:

Eastern Bank
One Eastern Place Lynn, MA 01901

ATM Cards are not available on this kind of account. The Treasurer's only activity with the bank should be mailing in deposits, receiving monthly statements and writing checks to authorized leaders of authorized travel expenses as specified below. The incoming Treasurer of the RLG should receive a supply of checks, deposit slips, the endorsement stamp for deposits, the previous year's bank statements, and bank registers and register reports for the previous two years.

1. The RLG shall collect travel fees from each region or district in the UUA. The fee, which is adjusted from time to time to keep pace with airfares, is set at \$450 per RLG member for the fiscal year 2016 (July 1, 2015 – June 30, 2016). Regional leaders will approve changes well in advance of budget cycles so that adjustments in district budgets can occur.
2. Travel equalization fees from the regions or districts in the Association are due 30 days past the November meeting of each year. The Treasurer is responsible for preparing and mailing statements no later than August 31 of each year to the treasurers of each UUA district or region. Reminder statements may be required to ensure that travel equalization fees are collected from regions or districts by 30 days beyond the November meeting each year.
3. It is the responsibility of the Treasurer to become familiar with RLG Expense Policy Guidelines. The Treasurer will be writing checks to regional leaders for authorized travel expenses to the November meeting in Boston, for the UUA Board of Trustee observer, and for members of the RLG to participate in task forces, special workshops and other events.

4. The Treasurer will prepare an Expense Report Form and distribute to regional leaders attending the November meeting. Samples from previous treasurers will be provided to refer to.
5. Other than reimbursing regional leaders for their expenses to travel to Boston, the only expenses the Treasurer will disburse from the RLG account are those expenses related to postage/ mailing of dues statements (and reminders), Executive Committee teleconference calls, and expenses for meals at the GA Meeting of the RLG. The RLG may also authorize payment for travel expenses for taskforces, special workshops or other events.

The DPA doing business as the RLG is subsidiary to the UUA and operates under Section 501(c)(3) of the Internal Revenue Code of 1986 of the UUA.

COMMITTEES AND TASK FORCES

The RLG has no standing committees, but from time to time as need arises, may appoint Task Forces and Ad Hoc Committees. Such appointments will in general be made by the Executive Committee in consultation with the membership of the RLG.

FINANCIAL POLICIES AND PROCEDURES

The fiscal year of the DPA shall begin July 1 and end on the last day of June of each year.

RLG Expense Policy Guidelines

This policy is intended to be a “living” document, subject to periodic update and revision. The purpose is to provide some general guidelines for permissible expenses.

1. RLG Annual Fall Meeting (November Meeting in Boston)
 1. Covered expenses

Travel from district (home) to the meeting, including public transportation to and from the airport, if applicable, based upon the least expensive means (e.g., if it costs less to fly than drive, but you elect to drive, reimbursement will be based upon air fare). If driving, reimbursement includes any parking fees. Meals and housing in Boston are provided during the meeting, including housing for Saturday night following adjournment of the meeting.

2. Expenses not covered:

Meals during travel to and from the meeting and Saturday evening meal and personal expenses.

2. General Assembly – June Meeting in GA host city

The RLG covers the cost of the business meeting at GA, by reimbursing the UUA for the cost of the room rental and the lunch during the RLG business meeting.

3. RLG Liaison to the UUA Board of Trustees meetings

Travel to and from up to three (3) UUA Trustee Board meetings per year (October/January/April) as in A above. The UUA has agreed to cover some of the room and board expenses for the RLG's Board Observer while in Boston. For meals not covered during the UUA Board meetings, every attempt should be made to keep expenses reasonable. Though not intended as an absolute reimbursement cap, meals should be limited to between \$30 and \$35 per day.

D. Travel/Expenses Other

Travel expenses, including room and board when not otherwise covered, will be paid as in C above for regional leaders who have been appointed and/or have been approved to represent the RLG in other task forces, special workshops and events.

E. General

All other expenses (except RLG Executive Committee long distance telephone calls and postage and RLG mailings to non-email regional leaders) must be approved IN ADVANCE by the RLG Executive Committee.

Effective with a vote at the DPA meeting in November 2011, mileage will be reimbursed at the IRS rate for business.

RULES OF PROCEDURE

The rules contained in *Robert's Rules of Order Revised* shall govern meetings of the DPA in all cases.

All of the funds and assets of the RLG together with the net earnings thereof and the income realized thereon, shall be devoted exclusively to the purpose for which the DPA was formed. Upon any dissolution of the RLG, all monies in its bank accounts shall be considered the property of the Unitarian Universalist Association, a corporation of the Commonwealth of Massachusetts, or its successors or assigns.

Rev. 12-02-04 Lynda S. Bluestein

Adopted June 19, 1997 Revised November 2001 Revised November 2004 Revised June 2012

Rev. 12-2016 Victor Ashear, RLG President

