

# **POLICY MANUAL OF THE SOUTHEAST UNITARIAN UNIVERSALIST SUMMER INSTITUTE, INC. (SUUSI)**

**As amended & revised effective 04-10-2024**

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## **Section 1: SUUSI MISSION STATEMENT & ORGANIZATION**

1. The mission of SUUSI is to provide a one-week experience evoking the best within us, in concert with Unitarian Universalist principles. SUUSI offers the opportunity to share an intergenerational environment of love, personal freedom, ethics, and joy in an intentional, nonjudgmental community.
2. SUUSI is incorporated as a nonprofit corporation in Florida. This status must be renewed annually.
3. The Board of Trustees is ultimately responsible for SUUSI's financial, ethical, and long-range health.
4. The Coordinating ("Core") Staff is responsible for the day-to-day operations of SUUSI and its various departments. Coordinating Staff is defined to mean the Director and those persons named as Department Heads by the Director.

## **Section 2: BOARD OF TRUSTEES**

### **Section 2.1: GUIDING PRINCIPLES**

1. The Board shall work in consultation with the Coordinating Staff to set policy about budget, constituency, size, and program focus for the forthcoming SUUSI and for long-range planning. In order to facilitate communication between the Board and the Coordinating Staff, a member of the Board shall attend each Core Staff meeting and report all relevant information to the Board.
2. Board members, with the exception of the Past Director, Present Director, Director-Elect, and Treasurer may not be members of the Coordinating Staff.
3. The Board supports the training and leadership development of the Board and staff, including the possible underwriting of all or part of Leadership School for specific people.
4. Board meetings shall be conducted using Robert's Rules of Order. At the discretion of the Board; however, other rules of order may be adopted for a specific action. Those rules may include a decision to act in consensus.
5. Board meeting minutes will be made available to the SUUSI community after they are approved. Minutes will not include any discussions held during executive session.
6. Any SUUSI participant may attend any meeting of the Board. Upon recognition by the President, they shall have the courtesy of the floor but shall have no vote.
7. The Board strongly discourages the ownership of capital equipment by SUUSI. Exceptions must be approved by the Board.
8. The Board is responsible for making contact with the persons recommended for the position of Director Elect at or before the beginning of SUUSI week. The Board may replace the nominee with their own recommendation.
9. The Board is solely responsible for matters dealing with taxation and legal concerns.
10. The Board shall ensure that SUUSI will not be held without proper insurance coverage.
11. The Board shall act to maintain SUUSI's tax-exempt status. Refer to Article X, Section 1, of the Certificate of Incorporation dated March 1, 1977.
12. The Board shall periodically review and update the Policies and Bylaws concerning elections, nominations, and appointments covered elsewhere in this policy statement.
13. The Board shall provide the current policies and bylaws in a linkable or other electronic format to the SUUSI staff for continual publication on the SUUSI website.

14. The Board shall act to ensure that SUUSI will provide an environment which welcomes and encourages the rich diversity of its participants, and, while offering an opportunity for special interest groups to share and develop those interests, will not itself become a vehicle for promotion or recruitment for any special interest group.

15. The Board will ensure that a Risk Manager is selected to review SUUSI policy and actions and make recommendations to limit SUUSI's potential liability each year.

16. The Board shall secure annually, 24-months in advance when possible, a written commitment for the SUUSI site. If a decision is made to select a new site, a search committee shall be appointed by the Board, composed of the Director, selected Board members, and staff constituted to report to the Board. Visits by the committee and key staff coordinators, along with the Director, shall occur before any final Board action is taken.

## **Section 2.2: STANDING COMMITTEES**

1. The following standing committees exist within the Board. Their respective roles are:
  - A. "Executive", which is composed of the officers of the Board [President, Vice-President, Secretary, and Treasurer] and responsible for supporting the Board President in planning full board meetings and facilitating decision-making between board meetings or in times of urgency and/or crisis circumstances.
  - B. "Finance", which is composed of the Board Treasurer, the SUUSI Treasurer, an additional representative appointed by the SUUSI Director and the Board President, and is responsible for overseeing the financial performance and reporting of SUUSI. The SUUSI Board Treasurer will serve as the Chair of the Finance Committee.
  - C. "Nominating and Elections", which is responsible for making nominations for trustees for the Board and for planning and holding annual elections for trustees and youth representatives to the Board, as outlined in the Bylaws. The SUUSI Board Secretary will serve as Chair of the Nominating and Elections Committee.
  - D. "Bylaws/Policy Review", which is responsible for reviewing the Bylaws periodically as well as for monitoring the Policy Manual to see that the manual is updated as needed to reflect Board meeting Policy matter decisions. The SUUSI Board Vice-President will serve as the Chair of the Bylaws/Policy Review Committee.
  - E. "Foundation Committee", which is responsible for participating as voting members on the SUUSI Foundation Board, nominating additional foundation board members from the SUUSI community, and facilitating communication between the boards. The committee shall include five (5) voting board members, one who shall be the Treasurer of the SUUSI Board.

### **Section 2.3: RESPONSIBILITIES OF THE PRESIDENT**

1. The President shall ensure that each SUUSI Board member has selected a Standing Committee on which to serve.
2. The President shall appoint a Historian to archive SUUSI's catalog, Mugbook, NUUS, and other relevant items in the Board Archives.

## **Section 2.4: RESPONSIBILITIES OF THE VICE PRESIDENT**

1. The Vice-President shall perform the duties of the President in the absence of the latter, and shall succeed to the presidency in the event this position becomes vacant prior to the next election of officers. In the event of such succession, the Board will elect a new Vice-President at its next regularly scheduled or special meeting.
2. The SUUSI Board Vice-President will serve as the Chair of the Bylaws/Policy Review Committee.

## **Section 2.5: RESPONSIBILITIES OF THE BOARD TREASURER**

1. It is the Board Treasurer's responsibility to file SUUSI's Annual Report with the State of Florida.
2. The Board Treasurer shall secure a Fidelity Bond and purchase adequate insurance coverage.
3. The SUUSI Board Treasurer will serve as the Chair of the Finance Committee.



## **Section 2.6: RESPONSIBILITIES OF THE SECRETARY**

1. The Secretary of the Board shall distribute to new members of the Board an information packet, to include copies of the Bylaws, the Policy Manual, and the previous year's minutes.
2. Following each meeting of the Board, the Secretary shall inform individual members of the Coordinating Staff of any and all information relevant to their area of operation.
3. The SUUSI Board Secretary will serve as Chair of the Nominating and Elections Committee.

## **Section 2.7: YOUTH REPRESENTATION TO BOARD**

1. Two Youth Representatives shall be elected to the SUUSI Board, one elected each year for a two year term by Youth Program participants ages 6 to 17. The first year after being elected will be in an observational capacity. The second year will be as a full voting member of the Board. The first year member may vote only in the absence of the second year representative.
2. While attending Board meetings outside of SUUSI, Youth Representatives, whether under or over 18 years of age, may sleep in the same room if both Youth Representatives and their parents or guardians consent. If it is preferred that Youth Representatives not share a room, those over 18 may share a room with an adult trustee of the same gender and those under 18 may share a room with the temporary guardian designated for the Board meeting by their parents or legal guardian (see Bylaws). Under special circumstances, Youth Representatives may request a single room, or may share a room with a member of their family.
3. At least one Youth Representative shall serve on the Nominating and Elections Committee.

## Section 2.8: BOARD MEMBER EXPECTATIONS

1. Board members are expected to:

- A. Determine, understand, and support SUUSI's mission and purpose;
- B. Ensure the long-term health and welfare of SUUSI;
- C. Ensure that SUUSI has adequate resources and that funds are well-managed;
- D. Select the SUUSI Director and review their performance;
- E. Support the SUUSI Director and Core Staff to ensure effective organizational planning and implementation;
- F. Determine, monitor, and strengthen SUUSI's programs and services, consistent with our mission, and taking into account the SUUSI community's ideals and desires;
- G. Ensure that SUUSI provides an environment that welcomes and encourages diversity, and provides opportunities for special interest groups;
- H. Actively promote SUUSI throughout the year, encouraging participation;
- I. Actively solicit feedback from the SUUSI community informally, through personal means, and formally, by evaluation forms;
- J. Recruit new Board members, ensuring a balanced Board composition of experience, skills, and community representation;
- K. Orient new Board members;
- L. Assess Board process and performance, recognizing achievements and reaching consensus on areas needing focus;
- M. Prepare for and attend set Board meetings and emergency meetings, participate in scheduled conference calls, and respond to email communication requests for feedback from fellow Board members;
- N. Serve on at least one standing committee;
- O. Attend at least one Core Staff meeting, preferably during the first year of Board service;
- P. Complete assigned tasks as required;
- Q. Maintain confidentiality of Board discussions and actions as required;
- R. Read and understand the SUUSI Bylaws and the SUUSI Policy Manual;
- S. Understand and adhere to the SUUSI Staff/Board Code of Behavior.

### **Section 3: OUTREACH**

1. SUUSI will support Unitarian Universalism with gifts of money, volunteer time, and other resources as they are available. The Mountain, Church of the Larger Fellowship, CU2C2, and the UUA deserve special consideration and support.
2. These statements will not exclude other projects, programs and organizations from consideration for outreach purposes.
3. Churches and fellowships are encouraged to hold SUUSI promotional events. For this purpose, conference attendees may self-identify as SUUSI Ambassadors to whom promotional materials may be distributed.

## **Section 4: ELECTIONS**

1. Candidates are encouraged to familiarize themselves with the most current versions of the SUUSI Bylaws and Policy Manual, which can be accessed online.
2. Campaign posters may be put up only in the dormitories and in specified areas of SUUSI. The removal of all campaign material is the responsibility of the candidate and shall be completed by Friday morning of SUUSI week.
3. On election day, campaigning is not allowed with captive audiences, i.e. in meal lines and near the polls.
4. Current Board members staffing the polls will not discuss candidates with voters, but will provide a copy of the Mugbook and published candidates statements for reference, if available.
5. The SUUSI Board will hold an informational session on Monday during SUUSI for potential candidates for elected positions.
6. The Board will give all candidates equal access to publish a statement in the SUUSI NUUS or other official online or printed media. Each candidate will be allowed 250 words, or equivalent space, in the SUUSI newsletter.

## **Section 5: DIRECTOR**

1. The Director, and the Finance Committee, shall develop a budget progress report for presentation at the fall meeting, to be followed by a detailed budget in accordance with budget policy (see Section 7). The Board Treasurer shall be advised of the proposed budget before the meeting.
2. The Director shall deal with illegal or improper behavior by any appropriate means, including expulsion from SUUSI.
3. The outgoing Director shall ensure that the Director-Elect presents to the Board for its approval the recommendations for the position of the new Director-Elect.
4. The Director is responsible for implementing all SUUSI policies and operating guidelines.
5. The Director shall appoint the Staff Treasurer. This role will report directly to the Director and will have direct lines of communication to the Board Treasurer.

## **Section 6: OPERATING GUIDELINES**

### **Section 6.1: COMMUNITY**

1. This section is designed to state SUUSI Board policy as it relates to the environment under which SUUSI week will transpire.

A. SUUSI supports and conforms to the UUA policy on smoking as well as all applicable laws and regulations. Smoking, including electronic smoking devices, will not be permitted indoors.

B. The Board will not tolerate unlawful or inappropriate behavior at SUUSI.

C. The SUUSI Board has adopted a statement entitled "SUUSI Staff/Board Expectations and Code of Behavior" which is included in this document (See Section 16). The Board requires all Board members, staff, workshop leaders, and everyone working with youth, including participants in the child care cooperative, to sign this statement. Those applying to serve on staff must supply contact information for two references other than family members. The references must be verified by the Coordinating Staff member or their designee before an offer to serve on staff is extended. The requirement for references may be waived if the applicant has previously served on staff with the hiring Coordinating Staff member.

D. Any person wishing to attend SUUSI must sign any and all applicable waivers in accordance with practices as stated on the waivers.

E. As an intentional community, SUUSI participants are expected to interact with others with respect and goodwill. Should a SUUSI participant become engaged in a conflict with another participant or a staff member, they are expected to act in good faith to come to an understanding, even if the individuals cannot agree on a resolution of the disagreement. If one-on-one resolution is not possible and an individual feels the need for further action, they may take concerns to the Healthy Relationship Team [HeaRT]. A participant is encouraged to call the helpline to get a referral or approach a Team member directly. Every SUUSI participant is expected to engage in conflict resolution.

If either party to the conflict remains unsatisfied after attempts at resolution mediated by the HeaRT, the President of the SUUSI Board may at their discretion appoint an ad hoc committee of three continuing Board members to investigate the conflict and render a decision which will be deemed final. Unresolved conflicts between staff members that cannot be resolved by the immediate core staff members should be taken to the director for further action.

F. Adults who require a conservator or guardian outside of SUUSI shall be required to bring a guardian with them to SUUSI. If a participant appears to require guardianship but does not have a guardian, the Minister on Duty shall be tasked with contacting that person and making a recommendation to the Director and/or Board President as to whether the participant will need to appoint a guardian for the remainder of the conference. If the participant is unable to secure a guardian, they cannot remain at SUUSI.

G. All prepared food sold at SUUSI must be either prepared in a commercial-grade kitchen or purchased as prepared food from a store or restaurant.

#### H. Vaccination Policy

i. All participants under the age of 18 years must adhere to the CDC's vaccination schedule, unless a specific medical contraindication exists.

ii. All those who are working with children aged five and under (staff and/or volunteers) are up to date on MMR and Tdap vaccines.

iii. All attendees within the CDC recommended ages are strongly encouraged to be fully vaccinated against SARS-CoV-2.

iv. Vaccination protocols must be completed at least 2 weeks before attending SUUSI.

v. SUUSI requires verification of vaccination status in compliance with points i-ii.

2. The intent of the SUUSI Store is to provide a selection of books and other items consistent with the Institute's purposes. The SUUSI Store shall feature attractive prices and gross margins consistent with those charged by normal retail operations. Profits from the SUUSI Store shall subsidize other areas of SUUSI. No products or services are to be sold or promoted at SUUSI other than those via operations conducted at the SUUSI Store, SUUSI Artisans' Bazaar, or SUUSI Special Events. The Board, at their discretion, may direct the SUUSI Store not to accept for sale any merchandise.

3. Any person owing SUUSI money shall be required to pay such debt in full before or at the time of their next SUUSI registration.

4. SUUSI attendees are strongly encouraged to come for the entire duration of the Summer Institute. However, if an attendee must register for only a portion of the week, they shall regardless complete an official registration form and pay a registration fee equal to the prorated rate for the number of days the person or family will attend, plus 10% of that prorated cost.



5. Anyone driving a vehicle on behalf of SUUSI shall NOT consume any alcohol during or in the 6 hour period prior to operating said vehicle. When driving a vehicle on behalf of SUUSI, drivers must not and shall not consume or be under the influence of any intoxicating substance, whether legal or illegal, regardless of the timeframe of use of the intoxicating substance. Intoxicating substance is any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.

## **Section 6.2: PROGRAMMING**

1. Only programs listed in the SUUSI Brochure and SUUSI NUUS are SUUSI Sponsored Activities
2. No programs or activities are to be promoted or advertised at SUUSI other than those that are approved or sponsored by the SUUSI staff or SUUSI Board
3. Personal vehicles may be used at the discretion of the SUUSI Director, in consultation with the Risk Manager or other SUUSI staff in charge of procuring SUUSI's liability insurance. In the event that personal vehicles are used, SUUSI will comply with the requirements of its insurer with respect to collecting driver information and waivers of liability.
4. This section is designed to state SUUSI Board policy as it relates to the age of and programming for participants.
  - A. It is the policy of SUUSI to recognize participants whose age is 14 through 17 years at the beginning of SUUSI as a "teen" and eligible to participate in "teen" programming and housing.
  - B. It is the policy of SUUSI to recognize participants whose age is 18 through 25 years at the beginning of SUUSI as a "young adult" and eligible to participate in "young adult" programming and housing.
  - C. It is the policy of SUUSI to recognize participants whose age is 1 day through age 13 at the beginning of SUUSI as a "youth" and eligible to participate in "youth" programming.
  - D. Exceptions may be considered.
  - E. It is the policy of SUUSI to verify age using an original state-issued birth certificate, driver's license, or government-issued ID or passport.
5. At the discretion of the SUUSI Director, SUUSI may host on campus non-staff vendors, speakers, performers and workshop presenters, as budgeted by the Director and approved by the Board of Trustees.

### 6.3 Religious Professionals & Chaplain Support

1. The following policy is an attempt to encourage ministers and religious educators to attend SUUSI with their families because we believe that their presence in our community is beneficial to our attendees as well as to Unitarian Universalism.
  - a. All Unitarian Universalist ministers who are in Fellowship with the Unitarian Universalist Association and who are a member of the Unitarian Universalist Ministers Association (UUMA) shall receive 1/2 X on costs for room, board, and registration for the first time they attend SUUSI.
  - b. All Unitarian Universalist religious educators who are employed by a UUA member congregation or covenanted community and who are active members of the Liberal Religious Educators Association (LREDA) shall receive 1/2 X on costs for room, board, and registration for the first time they attend SUUSI.
  - c. Should a first-time religious professional attendee already be working staff positions more than 1/2-time, the credit received for first-time religious professional attendees shall be transferable to another SUUSI participant of their choosing for the current year.
  
2. There shall be a Minister(s) or Chaplain(s) available every day of SUUSI who shall be responsible for meeting the short-term pastoral care needs of SUUSI participants. Chaplains and ministers providing pastoral care shall report to the Nurture Director and shall receive appropriate staff credit for this role. (See Section 9: Staff Compensation Policy)

## Section 7: BUDGET POLICY

1. The following statements shall be furnished by the Treasurer in coordination with the Finance Committee, at appropriate times:

A. Balance Sheet.

B. Operating Statement, to include all costs and expenses, including room and board.

C. Reconciliation of Equity. Statement of changes in equity, including gifts, capital purchases, and special expenses, by line item.

D. Pro forma Income and Expenses.

2. The Director shall use the following procedure in preparation of the budget:

A. The Director shall send the budget to Board members at least two weeks prior to the winter Board meeting, along with a letter noting special features. Board members shall respond with any questions before the Board meeting, which may be an in-person or virtual meeting.

B. The Director shall bring or send an alternative budget if the original contains potentially controversial items.

C. To keep SUUSI affordable for families, proposed budget will include fees for minors scaled by age group.

3. The Board shall review and approve the detailed budget in time to permit the Director to execute a program for the forthcoming year.

4. The year-end equity should be treated as follows:

A. Maintain adequate funds to cover basic SUUSI operations from the period of September 1, of the current calendar year, through March 31, of the next calendar year. This amount should cover routine monthly fees and expenses, funds for various staff to perform year end and new year duties, funds for core staff and board meetings for the period of September 1, of the current calendar year, through the March 31, of the next calendar year, funds to pay Insurance premiums, and other funds needed to maintain SUUSI until the beginning of registration for the next SUUSI. This amount is currently \$30,000 to \$40,000. All excess funds above this amount shall be granted to The SUUSI Foundation.

5. Any SUUSI participant may propose cash grants or gifts for causes or organizations which align with SUUSI's values and goals. Such requests can be made directly to the board. Any such grant or gift must be approved by the SUUSI Board of Directors during a scheduled SUUSI Board meeting, or through other majority consent of voting members of the Board of Directors.

6. SUUSI shall not accept any restricted or directed donations except for those made to:
- A. managed funds (SUUSIships and Endowment) of The SUUSI Foundation, which have defined policies regarding their management and use; or
  - B. specific program or purpose-directed donations that will be used within the same calendar year that have prior approval of either the SUUSI Director or the SUUSI Board of Directors and which will be managed within the SUUSI financial ledgers.

All other donations will be considered general donations supporting the well-being of SUUSI operations and will be spent at the discretion of the SUUSI Director and SUUSI Board of Directors.

Donors seeking to make a restricted donation of greater than \$25,000 that falls outside of the above guidelines, shall be directed to The SUUSI Foundation for further discussion.

## **Section 8: STAFF COMPENSATION & EXPENSE REPORTING**

### **Section 8.1: STAFF COMPENSATION POLICY**

1. The following is SUUSI's Staff Compensation Policy:

A. SUUSI staff compensation is by the unit "X". An "X" represents reimbursement for costs of registration, room, and meals during SUUSI. A full "X" is given for a 40-hour (or more) commitment to SUUSI, whether in preparation for or during SUUSI. "X"s are pro-rated for lesser commitments. Staff must be at least 14 years of age unless a special exception is made by the SUUSI Director.

B. Workshop leaders may request and receive credit for the hours of preparation and contact time not to exceed a single "X" per workshop. The participant fee shall cover the leader staff credit and workshop materials divided by the anticipated number of participants. Like other staff (as described in 9.1.1.E), a workshop leader may not receive more than one "X" for any given SUUSI. The Director is encouraged to negotiate reductions in order to offer free and reduced cost workshops and may reduce the participant fee without a corresponding reduction in leader credit.

C. In recognition of the preparation required by Worship speakers, 1/2 "X" is given for one Worship Service.

D. In recognition of the level of dedication required to serve as the Director of SUUSI, individuals who have completed a full four-year term of service as SUUSI Director will be offered a sabbatical credit worth one full "X" to be taken in the year of the individual's choice. This credit is not transferable to a separate individual. This credit shall be received in a single SUUSI year, but exceptions will be made to allow previous partial recipients of this credit to receive any remaining percentage credit.

E. No person may receive more than one "X", regardless of the extent of contribution to one or more departments of SUUSI.

F. No person may receive cash for staff work.

G. If a person receiving compensation in the form of staff credit fails to satisfactorily complete the duties for which they were awarded credit, they may lose part or all of the staff credit at the discretion of the Core Staff member in charge of their position. Any resulting fees must be paid before that person can register for future SUUSIs.

H. There will be no compensation for travel to or from SUUSI, except that each Worship speaker may be reimbursed for the minimum available cost of their transportation.

I. In addition to monetary compensation (in the form of “X”s), there can be numerous other benefits for the staff members, tangible and intangible, many of which cost little or nothing. Group Mugbook pictures, staff get-togethers, T-shirts, and other forms of recognition can create a spirit of goodwill far exceeding their cost. Coordinators are urged to add to their staff’s benefit through these non-monetary means.

J. Exceptions to items B and C are discouraged, but may be made through the use of annually budgeted supplemental staff credits by the Director. The Director shall report in writing such exceptions quarterly to the Board.

K. There shall be a bi-annual review of this policy by the Board.

## **Section 8.2: EXPENSE REPORTING AND REIMBURSEMENT POLICY**

1. All expense reports and reimbursement requests will be made through a system, means or process designated by the Fiduciary Operations Staff.
2. All expense reports will be verified by the person making the request, and approved by the appropriate staff person, as follows:
  - A. In order for the department to remain within budget, all expenditures will be made with the knowledge and pre-approval of the responsible staff person.
  - B. Board expense items will be approved by the Board President.
  - C. Director expense items will be approved by the SUUSI Director.
  - D. Items purchased for resale in a SUUSI Sales facility will be approved by the staff person in charge of the facility to the extent authorized by the Board and SUUSI Director.
3. It is the responsibility of SUUSI staff and Board members to ensure that all expenses incurred are appropriate, within budget, and necessary to the administration and programming of the Institute. The following guidelines are to be followed:
  - A. Travel to staff and Board meetings should be by the most economical means, with allowance for the person's schedule limitations. It is expected that air travel will be used if one-way driving time exceeds six hours.
  - B. Ride sharing is encouraged where possible. Travel reimbursements may be for either the cost of gasoline (receipts required) or by cost per mile up to the IRS allowed non-profit / charitable organization reimbursement rate.
  - C. Lodging, food, and other local expenses will not be reimbursed for any days before or after the announced dates of the meeting.
  - D. Any persons not involved in the conduct of the meeting may join the group for meals, with the understanding that they will pay separately for their meals.
  - E. Alcoholic beverages cannot be purchased using a SUUSI credit card nor can they be reimbursed, except when alcohol is the subject of a SUUSI Sponsored Activity, such as a tasting workshop.
  - F. Meeting attendees are expected to share rooms when possible.
  - G. Any exceptions to these guidelines will be at the discretion of the Director or Board President.



4. For staff persons who have been issued credit cards, receipts for charges must be submitted for reconciliation within 14 days, in a manner and form as set forth by the Fiduciary Operations Staff. If this requirement is not observed, credit card privileges for this person may be revoked.

5. For staff persons who incur out-of-pocket expenses on behalf of SUUSI, requests for reimbursement must be made on an approved Expense Report form within 90 days of the date of the expense. Expenses incurred after October 1 of any calendar year must be submitted by the following January 31 to facilitate the closing of the books for that year.

## **Section 9: MEDICAL REIMBURSEMENT POLICY**

1. The following is SUUSI's Medical Reimbursement Policy: Upon full review of the uniqueness of each case, the SUUSI Board and Director will have the discretion to pay for out of pocket medical expenses incurred by staff, Board members, or volunteers injured in the line of duty. The definition of "out of pocket" for this purpose relates to expenses not covered by insurance of the injured individual. The definition of "line of duty" for this purpose relates to duties being performed for SUUSI at the time of the accident. Appropriate paperwork must be supplied to show the amount not covered by the insurance company.

## **Section 10: DEALING WITH UNETHICAL/INAPPROPRIATE BEHAVIOR**

### **Section 10.1: HARASSMENT AT SUUSI**

#### **1. Anti-Harassment Policy**

A. SUUSI affirms its commitment to the health of the community by maintaining a welcoming environment, free of discrimination, harassment, bullying, intimidation, and violence. SUUSI expects its Board, staff, and participants to conduct themselves in a respectful manner with concern and care for their colleagues, SUUSI staff, host staff, participants, and surrounding community.

B. To help ensure a safe environment at SUUSI, the Core Staff will include this policy in their pre-SUUSI orientations and training, and provide opportunity for discussion on the contents.

C. Any harassment regarding sex, race, color, ethnicity, religion, national origin, age, disability, ancestry, place of origin, marital status, source of income, class, family status, gender, gender identity or expression, or affectional orientation will not be tolerated. Such harassment includes, but is not limited to, harassing remarks, gestures or physical contact, derogatory remarks, jokes, innuendo or taunts, and display or circulation of written materials or derogatory pictures directed at any of these categories. Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that demeans, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening.

D. In addition, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- i. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain a position on the staff or Board or to participate in SUUSI; or
- ii. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's position on the staff or Board or participation in SUUSI; or
- iii. Such conduct or communication has the purpose or effect of substantially interfering with an individual's position on the staff or Board or participation in SUUSI or creating an intimidating, hostile, or offensive environment; or

iv. Such conduct or communication, which is not welcome, is personally offensive or debilitates morale, and therefore interferes with a positive SUUSI experience.

## 2. Procedures for anti-harassment policy enforcement

A. Any violation of this policy observed before the program week's end should be immediately reported to the Director, President, or Healthy Relationship Team (HeaRT). Any staff or Board members who are aware of a violation of this policy must immediately report it in accordance with this policy to the Director, President, or HeaRT. If violence or the threat of violence exists the complainant will be provided safety and the proper authorities may be contacted.

B. The confidentiality and privacy of the complainant and the accused shall be maintained throughout this process. In the interest of safety, complainants have the right to make an anonymous report or no report at all.

C. If requested, the Minister on Duty is charged with contacting the complainant to ensure that their needs for support, care, and safety are met, and to explain the various options available to them. These include: taking no action; filing a confidential report in which the identity of the person accused of violating this policy will be known only to the Director, the Board President, and the Risk Manager; or filing an open report on which the Board can take immediate action as described in this document.

D. After gathering all available information, The Director, President, and HeaRT shall meet and determine whether the complaint shall be referred to the Board for action. If the complainant does not want any action to be taken, those wishes will be respected.

i. If the complainant requests that the Board take action, the Board shall meet during the program week and hear the report of the Director, President, and HeaRT. The Board shall appoint a minister to act as a liaison/support person for the person accused of the violation. The person accused of violating the policy shall be advised of the nature of the allegations and allowed to respond and present any relevant information to the Board.

ii. The Board shall determine what action is appropriate after considering all of the information, up to and including reporting the incident to the appropriate authorities. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, and to protect SUUSI from any future violations of this policy. This includes, but is not limited to, removing the violator from SUUSI and prohibiting future participation in SUUSI.

E. All reports, including those filed confidentially, shall be entrusted to the Risk Manager, who will be responsible for monitoring individuals with complaints against them. In the case of multiple or significant offenses by a single individual, the Risk Manager shall notify the Director and Board President.

F. We recognize that time is of the essence in handling these complaints. The Board shall endeavor to make a decision on any complaints received during SUUSI week within twelve hours of receiving the complaint.

G. Any alleged violation reported after the program week ends should be immediately brought to the attention of the Director and the President, who shall contact the Nurture Staff coordinator. The Nurture Staff coordinator shall then appoint a minister to fulfill the duties as described in this policy. If action is requested by the complainant, the accused will be advised of the allegations and allowed to respond, and the Director, President and Nurture Staff Coordinator shall determine if the complaint warrants referral to the Board for action at its next regularly scheduled meeting.

## **Section 10.2: DEALING WITH NOTIFICATIONS FROM OTHER UU ASSOCIATIONS**

1. Upon receipt of notification from another Unitarian Universalist organization that a leader or participant has engaged in behavior that has led to removal from or discipline by that Unitarian Universalist organization, the SUUSI Board will take the following actions:

A. The validity of the notification will be established.

B. The subject of the notification will be sent a letter informing them that the correspondence has been received, and will include a copy of the correspondence and a copy of this policy. The letter shall include the date and location of the next Board meeting.

C. Depending on the nature of the notification from the other UU organization, the subject of the notification may not be permitted to hold any staff position at SUUSI or may not be permitted to attend SUUSI until prior Board approval is obtained.

D. The SUUSI Risk Manager is charged with maintaining the correspondence and all related information and Board action. The names and type of SUUSI restriction (e.g. as a leader or a participant) is to be passed on to subsequent Risk Managers and provided to the Director each year.

E. The Director and Risk Manager are charged with ensuring that Board's decision is enforced in subsequent years, and also with ensuring that the information is turned over to the next Director and Risk Manager.

2. In handling and making decisions on these matters, the Board shall be cautious of the dangers of unfounded accusations and the damage that can be done to an innocent person's reputation. In order to ensure that such undeserved damage does not occur, Board members shall not publicly discuss these matters until such time as final decisions are made.

## **Section 11: CLOTHING OPTIONAL ACTIVITIES**

1. SUUSI will not sponsor any nude activities. Public nudity at SUUSI is prohibited.

## **Section 12: RULES FOR TEENS (AGE 14-17)**

### **VIOLATION OF RULES 1, 2, OR 3 WILL RESULT IN EXPULSION FROM SUUSI.**

1. No weapons, violence, or destructive behavior.
2. No use or possession of alcohol, illegal drugs, or nicotine and tobacco products, and no misuse or abuse of legal drugs.
3. There will be no leaving the teen dorm between 1 a.m. and 6 a.m. unless accompanied by your parent or guardian, or accompanied by Teen Staff for a pre-approved, scheduled activity. A pre-approved, scheduled activity is one that appears in the SUUSI brochure and/or confirmation newsletter and/or Sunday newsletter.
4. Any violations of the SUUSI anti-harassment policy as defined in 10.1 may result in expulsion from the Teen program and SUUSI. The full wording of 10.1 shall follow this rule when presented to teens and their parents or guardians for signature.
5. Parent/guardian will be responsible for damages done to an individual's room.
6. Parents/guardians will establish their own expectations for their teen and will maintain daily communication. Also, they will inform teen staff prior to removal of their teen from the campus.
7. Sexual intercourse and patently sexual behavior between participants under 18 is prohibited at SUUSI.
8. The Board recommends that parents/guardians of SUUSI teens discuss sexuality with their teen prior to SUUSI.
9. These rules apply to ALL teens, whether or not they reside in the teen dorm.
10. The core staff member(s) in charge of teen programming will present policy changes regarding the rules for teens to the Board for approval on an annual basis or as needed.
11. If it is determined by staff or leadership that a teen needs more supervision than the Teen Dorm can provide but can remain at SUUSI, the adult (parent or guardian) must accept this housing change and pay all fees resulting from the change in housing.



### **Section 13: RULES FOR YOUTH (AGE 0-13)**

#### **VIOLATION OF THE FOLLOWING RULES MAY RESULT IN REMOVAL FROM YOUTH PROGRAMMING OR FROM SUUSI ENTIRELY:**

1. No weapons, violence, or destructive behavior.
2. No use or possession of tobacco, alcohol, or illegal drugs.
3. No activity outside the dorm between 9:30 p.m. & 6 a.m. except in the company of the youth's parent or guardian. Youth in dorms must be appropriately supervised, including while asleep.
4. No behavior or activity considered unsafe and/or which severely disrupts Youth Program operations and/or interferes with the rights of other participants to receive program services and/or draws significant attention away from staff potentially endangering other participants through lack of supervision of them.
5. No throwing things out of windows. No leaning or hanging out of windows.
6. Youth must be supervised at all times. The one exception is that individuals who are approved to check themselves and their siblings out of youth programming may be briefly unsupervised while heading DIRECTLY to meet a parent or guardian after the end of youth programming.
7. No abuse of legal drugs or stimulants.
8. Parent/guardian will be responsible for damages caused by youth.
9. The Board's position is that all youth continue any scheduled medication programs during SUUSI.
10. The core staff member(s) in charge of youth programming will present policy changes regarding the rules for youth to the Board for approval on an annual basis or as needed.
11. Violation of the above stated rules can result in any of the following disciplinary procedures, at the discretion of the Youth Staff involved and/or the Youth Director and/or the SUUSI Director:
  - A. Use of logical consequences
  - B. Contact of the participant's parent/guardian to discuss the situation
  - C. Suspension for the remainder of the session or of the programming day
  - D. Dismissal from Youth Programming for the remainder of the current SUUSI for severe offenses or if the behavior has not been successfully corrected
  - E. Removal from SUUSI

In the case of dismissal from the program, the parent/guardian will pick up the youth participant and remove them from the program immediately. If a parent or guardian contributes to a youth's violation of these rules, they may be dismissed from SUUSI.

F. The staff member may choose to involve the Minister on Duty in discussions with parents.

## **Section 14: SUUSI STAFF/BOARD EXPECTATIONS**

### **Section 14.1: EXPECTATIONS AND CODE OF BEHAVIOR**

1. SUUSI Staff and Board members should understand that they are leaders and role models for the entire SUUSI community. As such, they are expected to ensure the legal and ethical integrity of SUUSI, including:
  - A. Understanding, adhering to, and enforcing the Bylaws and Policies of SUUSI.
  - B. Upholding the governing laws and statutes of the state in which SUUSI is held.
  - C. Abiding by any and all rules and regulations of the institution where SUUSI is held.
2. SUUSI participants who are in leadership roles are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is therefore especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable youth (participants under the age of 18) and adults to develop a positive sense of self and a spirit of independence and responsibility. The relationship between SUUSI participants and their leaders must be one of mutual respect if the positive potential of that relationship is to be realized. Respect on the leader's part must include recognition of the absolute right of youth and adults to the privacy of their own bodies and minds.
3. SUUSI Staff and Board will not engage in behavior which constitutes any sort of verbal, emotional, or physical abuse. This includes behavior or language that is personally threatening or demeaning.
4. SUUSI Staff and Board will not engage in sexually harassing behavior.
5. SUUSI Staff and Board will not engage in sexual, seductive, or erotic behavior with minors.
6. For staff members working with youth and teens, there must at all times be at least two adults present while in the presence of a minor (age 0-17).
7. Members of SUUSI Staff who are over the age of 18 are considered to be mandated reporters of child abuse and/or neglect under North Carolina law.
8. SUUSI Staff and Board will not allow the use of illegal drugs or any sort of illegal activities.
9. SUUSI Staff and Board will not allow the use of alcohol by anyone under the age of 21.
10. Staff members and trustees are expected to address inappropriate behavior or report it to the Director, Board President, or Minister on Duty.

11. In cases of SUUSI Staff or Board failing to meet the above expectations, appropriate legal or other action will be taken by SUUSI.

## **Section 14.2: BACKGROUND CHECK POLICY**

1. Each member of the SUUSI staff, parents participating in the Child Care Cooperative, and volunteers working with minors (ages 0-17), shall be subject to a background check on the National Sex Offender Registry (nsopw.gov).
2. If a person's name returns a positive result for the background check, it shall be immediately reported to the SUUSI Director and Risk Manager. The individual whose name appears on the National Sex Offender Registry may supply a police report of the incident to be examined by the Director and the Risk Manager, and that person will be given an opportunity to explain the incident. It will then be at the discretion of the Director and Risk Manager as to whether the person be allowed to attend SUUSI or not, and the only exceptions will be at the discretion of the Director and Risk Manager. The Director and Risk Manager may make a recommendation to the Board to ban a person from SUUSI entirely, or to ban a person from serving on staff or from participating in the Child Care Cooperative.
3. Each member of the Core Staff will search every name on their staff list. The Child Care Cooperative organizer will perform the background check for parents who wish to participate. The Volunteer Coordinator will perform the background check for volunteers assigned to work with minors (ages 0- 17). The Risk Manager will perform the background check for Core Staff and Board members. The Board President will perform the background check for the Risk Manager.

### **Section 14.3: REQUIRED DISCLOSURES**

1. In their applications for positions, each prospective staff member and/or volunteer shall be required to disclose the following information:

A. Any and all convictions, whether for a misdemeanor or felony, wherein an assault, battery, serious bodily injury, wrongful death, or murder of another individual was charged;

B. Any and all convictions, whether for a misdemeanor or felony, wherein the abuse or neglect of a minor was charged;

C. Any founded accusation of child abuse;

D. Any and all convictions, whether for a misdemeanor or felony, wherein the abuse or neglect of a senior citizen was charged.

2. In order to protect against the misuse of monies belonging to SUUSI, or of credit or debit cards issued to SUUSI, each prospective staff member and/or volunteer seeking a position whereby they will have access to such monies and/or credit and debit cards shall be required to disclose the following information:

A. Any and all convictions, whether for a misdemeanor or felony, wherein any allegation of fraud, embezzlement, or the misuse of the money or property of others was charged;

B. Any and all administrative actions filed against them, whatever the outcome, wherein any allegation of fraud, embezzlement, or the misuse of the money or property of others was charged.

## Section 15: SUUSI CHILD CARE COOPERATIVE CODE OF BEHAVIOR

**If the parents of the SUUSI community decide to create and/or support a child care cooperative that will operate at SUUSI or during SUUSI, it is the policy of SUUSI that the child care cooperative must produce, follow, and enforce policies which include, at a minimum, the Code of Behavior below. Any additions to the policy stated below may be produced and enforced by the child care cooperative with the understanding that the Board retains the right to revise any policies as it deems necessary.**

1. Adults who are in childcare roles are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in child care roles be well qualified to provide the special nurture, care, and support that will enable children in their care to develop a positive sense of self and a spirit of independence and responsibility. The relationship between children and their caregivers must be one of mutual respect if the positive potential of their relationship is to be realized. Respect on the caregiver's part must include recognition of the absolute rights of children to the privacy of their own bodies and minds.

2. Statement of Expectations:

A. Members of the Child Care Cooperative will not engage in behavior with children which constitutes any sort of verbal, emotional, or physical abuse. This includes behavior or language which is personally threatening or demeaning.

B. Members of the Child Care Cooperative will neither indulge in sexually harassing behavior nor engage in sexual, seductive, or erotic behavior with children.

C. Members of the Child Care Cooperative will not allow the use of drugs or alcohol or any sort of illegal activities among children.

D. Participants of the Child Care Cooperative shall not use alcohol or other intoxicating substances during the 6 hour period prior to their volunteer shift, nor at any time during their volunteer shift in the Child Care Cooperative. Intoxicating substance is any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.

E. Members of the Childcare Cooperative who are over the age of 18 are considered to be mandated reporters of child abuse and/or neglect under North Carolina law.

3. Statement of SUUSI Action:

A. In cases of members of the Child Care Cooperative failing to meet the above expectations, appropriate legal or other actions will be taken by SUUSI.



## **Section 16: REMOVAL OF INDIVIDUALS FROM SUUSI**

1. The following behaviors could necessitate removal of individuals from SUUSI:
  - A. Breaking of any applicable local, state, or federal laws
  - B. Breaking any rules or regulations of any facility or institution while attending SUUSI
  - C. Possession, display, or use of firearms or other weapons
  - D. Intentional destruction or damage to property owned or rented by SUUSI, the host facility, facilities visited by the participant during SUUSI, or another individual
  - E. Violating SUUSI's Anti-Harassment Policy (Section 10.1 of this Policy Manual)
  - F. Any behavior or activity which severely disrupts program operations and/or interferes with the rights of other participants to receive program services
  - G. Unsafe behavior: behavior which endangers or threatens to endanger the well being of oneself or others
2. In the case that a staff member witnesses or is informed of one of the above behaviors by a SUUSI participant, they will:
  - A. Get another SUUSI staff member to accompany them to ask the violating individual to cease the offending behavior
  - B. Contact and inform the Core Staff member in charge of the relevant department (if any) and/or the SUUSI Director
3. The Core Staff member or SUUSI Director shall decide the consequences which may include:
  - A. Removal from the area where the violation is occurring/has occurred
  - B. Dismissal from SUUSI (for severe offenses or subsequent violations)
4. The Minister on Duty may be contacted and asked to participate in the counseling and informing the individual of their needing to leave SUUSI.
5. Once someone has been dismissed they are required to remove themselves from the site of SUUSI at the earliest opportunity.
6. For severe violations, individuals may not be allowed to return to subsequent SUUSIs for a given number of years or ever.
7. Participants who are dismissed will not receive a refund of any fees paid to SUUSI.

## **Section 17: SUUSI HEALTH POLICY**

1. SUUSI participants and staff should understand that SUUSI is not a health care provider and does not offer health care services, nor does it have a health office or any health care employees. SUUSI participants are encouraged to familiarize themselves with the local health care resources, providers, and services in the area before attending SUUSI.
2. SUUSI participants should be aware that SUUSI does not provide health and accident insurance to SUUSI participants. SUUSI participants and staff should bring proof of their health and accident insurance for their own use and file any medical expenses incurred with their own health and accident insurance.
3. SUUSI participants should remember to bring their own prescription medications for the week as well as any "over the counter" remedies they may need. SUUSI staff members are not permitted to dispense medication of any kind (prescription or "over the counter"). In the event of an emergency, SUUSI participants and/or staff should dial 911 and the 911 operators will determine the most appropriate response. SUUSI participants and staff should understand that they do not need to contact a SUUSI staff member before dialing 911.
4. SUUSI participants should take care to be safe and know their own physical limits.
5. SUUSI participants should evaluate their current capabilities before participating in a Nature activity or other SUUSI sponsored activity. Nature activities are group experiences as well as personal explorations. SUUSI participants should be able to stretch themselves without intruding on the experience of others. Anyone under a physician's care should consult with their physician before pre- registering for an activity and before attending SUUSI.
6. SUUSI participants shall exercise care in being aware of any Nature activity or other SUUSI sponsored activity that has a difficulty legend and use that difficulty legend in deciding whether they can safely participate within their own physical limits.

## **Section 18: SUUSI LOGO AND NAME USAGE**

1. The Institute's name and/or logo may not be used without prior specific written permission of the SUUSI Board.
2. Members of the SUUSI community may request to use the name and/or logo of SUUSI in the manufacturing and sale of items; SUUSI supports hand-crafting and cottage industries.
  - A. Each individual must apply to the SUUSI Board for approval, and it is not necessary for individuals to re-apply each year. However, the Board retains the right to refuse or revoke permission at any time if the items bearing the name/logo are deemed inappropriate for association with SUUSI (see Addendum).
  - B. The Board or its designee will process requests on a rolling basis within one week of the request being received, and if there is an issue or more discussion needed, will bring it to the attention of the Board.
  - C. Whether said items are sold at SUUSI or outside of SUUSI, a minimum of 10% of the proceeds from the sale of these items must be donated to SUUSI via an official SUUSI store such as the Artisans' Bazaar, craft fair, or bookstore.