Administrative Limitations

Approved by the Board on January 11, 2022

These policies set boundaries. They tell the Executive Team what is unacceptable. The Executive Team is ultimately accountable to ensure that everything the staff does falls within the boundaries established by the Administrative Limitations.

IV. ADMINISTRATIVE LIMITATIONS

The Executive Team shall not allow any practice, activity, decision, or organizational circumstance which is unlawful, imprudent, unethical, or in violation of the principles of the Unitarian Universalist Association, UUCC's adopted Beloved Community Resolution, the UUCC's Bylaws, Governing Policies, and Ends, or of commonly accepted professional ethics.

A. Treatment of Members, Friends, and the Public: The Executive Team shall not allow conditions, procedures, or decisions that are unsafe, disrespectful, or unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy to members, friends, and visitors.

1. The Executive Team shall not permit the gathering of personal information for which there is no clear necessity.
2. The Executive Team shall not use methods of collecting, reviewing, transmitting, or storing personal information that fail to protect against improper access to the material elicited.
3. The Executive Team, in coordination with the staff of the OwenBrown Interfaith Center, shall not maintain facilities that fail to provide a reasonable level of safety, access, and functionality.
4. The Executive Team shall not fail to inform the congregation of the policies in this subsection IV. A., or fail to provide a grievance process to those who feel that they have not been reasonably accorded their rights under these policies.

B. Treatment of Staff: The Executive Team shall not cause or allow conditions, which are unfair, unsafe, unprofessional, or disrespectful in treatment of staff.

1. The Executive Team shall not operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
2. The Executive Team shall not discriminate against any staff member for expressing an ethical dissent.
3. Once internal grievance procedures have been exhausted, the Executive Team shall not prevent staff from grieving to the Board.
4. The Executive Team shall not fail to acquaint the staff with their rights under the policies in this subsection IV. B.

5. The Executive Team shall not fail to establish requirements for staff leadership positions on teams, committees, and other structures.

C. The Executive Team shall not cause or allow jeopardy to the fiscal integrity of the Unitarian Universalist Congregation of Columbia, nor to its public image.

1. The Executive Team shall not deviate from prudent accounting practices in financial planning, in handling receipts and expenses, in all accounting, in budgeting of resources, nor in the protection of assets.
2. Financial planning for any fiscal year or remaining part thereof shall not deviate materially from the Unitarian Universalist Congregation of Columbia's Ends policies, and ongoing financial operations shall not deviate materially from the current approved budget.
    a. The Executive Team shall not present a budget that contains too little information to enable credible projection of revenue and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
    b. The Executive Team shall not present a budget that plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
    c. The Executive Team shall not present a budget that does not contain a process for building and maintaining an adequate cash reserve to cover temporary (short-term) cash flow shortages or unexpected emergencies.
    d. The Executive Team shall not overspend the total personnel budget or any budget categories without approval of the Board of Trustees.
    e. The Executive Team shall not fail to report to the Board of Trustees no later than 60 days after the close of the fiscal year and no later than 30 days before the annual meeting of the congregation and no less frequently than quarterly:
        i. The cash balances in all accounts owned by UUCC.
        ii. The actual versus budgeted expenditures for all budget line items.
    f. The Executive shall not plan or conduct capital projects without developing a monitoring plan containing project milestones and without the approval of the Board of Trustees at project initiation and each significant milestone.
3. The Executive Team shall not cause or allow the development of fiscal jeopardy or of a material deviation of actual expenditures from Board priorities established in the Ends policies.
    a. The Executive Team shall not expend more funds than have been received in the fiscal year to date unless the debt guidelines in these policies are met or this has been approved by the Board of Trustees or by a congregational vote.
    b. The Executive Team shall not create any unauthorized debt for the

Unitarian Universalist Congregation of Columbia.

c. The Executive Team shall not use unrestricted reserves in an amount greater than can be repaid by normal cash flow variations in revenue anticipated either within the next 60 days, or by the end of the fiscal year, whichever comes first, unless this has been approved by the Board of Trustees or by a congregational vote.
d. The Executive Team shall not use any dedicated reserves for purposes other than those for which they are designated unless directed by the Board to do so.
e. The Executive Team shall not shift monies between funds in amounts greater than can be repaid by normal cash flow variations in revenue anticipated either within the next 60 days, or by the end of the fiscal year, whichever comes first, unless this has been approved by the Board of Trustees or by a congregational vote.
f. The Executive Team shall not fail to settle payroll and debts in a timely manner.
g. The Executive Team shall not acquire, encumber, or dispose of real property.
h. The Executive Team shall not fail to actively pursue receivables after a reasonable grace period.

4. The Executive Team shall not allow the assets of the Unitarian Universalist Congregation of Columbia to be unprotected, inadequately maintained, or unnecessarily risked.
   a. The Executive Team shall not fail to maintain insurance against theft and casualty loss to at least 90% of replacement value.
   b. The Executive Team shall not fail to maintain insurance against liability losses to Board members, staff, and the Unitarian Universalist Congregation of Columbia.
   c. The Executive Team, in coordination with the staff of the Owen Brown Interfaith Center, shall not fail to provide sufficient maintenance for facilities, premises, or equipment, or allow them to be subjected to improper wear and tear.
   d. The Executive Team shall not unnecessarily expose the Unitarian Universalist Congregation of Columbia, the Board, or the staff to claims of liability.
   e. The Executive Team shall not fail to retain qualified legal counsel or other professional services in a timely manner when required by the operations and endeavors of the Unitarian Universalist Congregation of Columbia.
   f. The Executive Team shall not allow any risk to the non-profit status of the Unitarian Universalist Congregation of Columbia.
   g. The Executive Team shall not endanger the public image or credibility of the Unitarian Universalist Congregation of Columbia.
   h. The Executive Team shall not make any purchase:

i. wherein normally prudent protection has not been given against conflict of interest,
ii. without appropriate price-quality comparison and/or competitive bid, or
iii. that is not provided for in either capital expenditure or operational projections.

i. The Executive Team shall not receive, process, or disburse funds under controls insufficient to meet standards of auditors appointed by the Board or other appropriate standards.

j. The Executive Team shall not invest any funds in insecure financial instruments, such as uninsured accounts, or in bonds or funds of less than A rating.

D. Communications and Support to the Board: The Executive Team shall not permit the Board to be uninformed or unsupported in its work.

1. The Executive Team shall not fail to submit monitoring reports as required by board policy III E in an accurate and understandable fashion and in timeframes agreed to by the Board and the Executive Team.
2. The Executive Team shall not allow the Board to be uninformed about any substantive external and internal changes, particularly changes in the assumptions upon which a board policy has been established.
3. The Executive Team shall not fail to fully present information the Board needs to make appropriate and sound decisions and shall not fail to take into account the points of view, issues, and options of its staff and other parties, including, in particular, those of the Congregation.
4. The Executive Team shall not fail to report in a timely manner any circumstance that is unlawful, imprudent, and unethical and/or not in compliance with the board's policies.
5. The Executive Team shall not fail to inform the Board of significant or congregation-wide developments, events, and activities.
6. The Executive Team shall not fail to report media coverage (including anticipated adverse media coverage) to the Board in a timely manner.

E. Public Communications (formerly F; E deleted)

1. The Executive Team shall not speak or take a position on behalf of UUCC in any public forum unless authorized by the Board of Trustees or the congregation.
2. The Executive Team shall not sponsor, on behalf of UUCC, any outside speaker or program that appears to be in conflict with any of the UU purposes and principles or the mission of UUCC.

F. Anti-Racism, Anti-Oppression Commitment: UUCC has made a commitment to purposely strive to build a diverse, multicultural Beloved Community. To this end, and because dismantling racism and other oppressions is the work of a lifetime, the Executive Team shall not:

1. Interpret policies without considering how to intentionally develop Beloved Community in that interpretation.
2. Design church programming without considering the unique needs of congregants who are: Black, Brown, Indigenous, Asian-Pacific Islander, and people of color; members of the LGBTQ+ community; individuals with disabilities; and members of other marginalized communities.

Change History

Date	Who	Change(s)
8/21/07	Jim C.	• Added to Section C.2: subsection e limiting A-Team from spending more than is budgeted for a line item; subsection f establishing financial statement reporting atregular intervals • Added section C.3.i. Moved this section from Board Staff Linkage
01/08/08	Jim C.	Removed highlights of changed sections. Reviewed for currency. August 2007 version is the most recent.
6/10/10	Maureen	Changed limit D as revised by the Board in spring 2010
06/28/11	Maureen	Added Limit C2g as created by the Board in October 2010
08/2012	Maureen	Deleted C3i and added "or other professional services" to C4f.
1/2022	Colette G.	• Capitalized "Board" throughout • IV. Adding the Beloved Community Resolution, Bylaws, and Governing Policies as part of what should be considered in the Executive Team's work • Changing "elicitation" to "gathering" to make language more simple and accessible • IV. B. Removing "whether paid or unpaid" as this section speaks to paid staff • IV.B.5. Updated language to reflect current organization structure as councils do not currently exist • IV.C.2.a. Removing this section which speaks to multiyear budgeting. In the Board's discussion on this item, we decided this was highly aspirational, has not been practiced, and given current, pandemic circumstances is very difficult to expect of the Executive Team. Removing this item also results in re-alphabetizing • IV.C.2.d. Changing "council budget" to "budget categories" to reflect current practices • IV.C.3.a., IV.C.3.c., IV.C.3.e. – Changes are being suggested to bring us in line with practices that occurred during the 2020-2021 fiscal year, due to the

		highly unusual financial circumstances that resulted from the pandemic • Added F. "Anti-Racism, Anti-Oppression Commitment"