

Operation of the Unitarian Universalist Congregation (UUC) Endowment Fund (FUND)

A. Plan of Operation

1. The Endowment Fund Committee

After the initial two years of five members who will create the policies and procedures for the FUND, the Endowment Committee (hereafter, the "COMMITTEE") shall consist of three (3) members, all of whom shall be voting members of the UUC. Except as herein limited, the term of each member shall be three (3) years. The minister and the president of the Board shall be advisory members of the COMMITTEE.

Upon approval of this plan of operation by the Board, and after the initial two-year organizational period, the Board shall appoint three (3) members of the COMMITTEE: one (1) for a term of three (3) years; one (1) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter the Board shall appoint a replacement member for a term of three (3) years when a member's term expires. The members appointed after the two-year organization period can be persons who served in the initial two-year period.

No member shall serve more than two consecutive three-year terms. After a lapse of one (1) year, former COMMITTEE members may be reappointed.

In the event of a vacancy on the COMMITTEE, the board shall appoint a member to fill the vacancy to serve the remainder of the member's term.

The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND. All members must be present and unanimous voting is required to carry any motion or resolution. The COMMITTEE shall elect from its membership a chairperson and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all meetings of the COMMITTEE.

The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the COMMITTEE, as well as the board president. Each COMMITTEE member shall keep a complete copy of minutes to be delivered to her or his successor.

The chairperson shall assist the congregation's treasurer in maintaining complete and accurate books of accounts for the FUND and shall submit to the treasurer on behalf of the COMMITTEE written requests for checks payable from the FUND and shall sign all necessary documents on behalf of the congregation in furtherance of the purposes of the FUND. If the amount of the check is greater than \$500.00, two authorized signatures are required.

A certified public accountant or other appropriate person who is not a member of the COMMITTEE and who is not a UUC member, will annually audit the books. The COMMITTEE shall report on a quarterly basis to the Board and, at each annual or special meeting of the congregation, shall render a complete audited account of the administration of the FUND during the preceding year.

Members of the COMMITTEE shall not be liable for any losses that may be incurred upon the investments of the assets of the FUND except to the extent that such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable if she or he acts in good faith and with ordinary prudence. Each member shall be liable for only her or his own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall always refrain from any conduct in which her or his personal interests would conflict with the interest of the FUND.

All assets are to be held in the name of the UUC Unitarian Universalist Common Endowment Fund (UUCEP). Any change of FUND manager(s) must be approved by the Board upon recommendation by the COMMITTEE.

All approved assets gifted to the FUND (except for cash) will be accepted by the UUCEP, converted into cash and invested in the UUCEP funds.

2. Distributions

The COMMITTEE shall abide by and keep a record of all gifts to the FUND and shall determine what is principal and income per accepted accounting procedures.

Gifts to the FUND shall accumulate until a fair market value of \$250,000 is achieved, after which annual distributions may commence. However, should the fair market value of the FUND subsequently decline to less than \$100,000, distributions shall be made only upon approval by the Board.

3. Amending the Resolution

BE IT FURTHER RESOLVED, that any amendment to this policy which will change, alter, or amend the purpose for which the FUND is established shall be approved by the Board.

4. Disposition or Transfer of FUND

BE IT FURTHER RESOLVED, that in the event UUC ceases to exist through either merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Board in conformity with congregational bylaws and in consultation with Unitarian Universalist Association (UUA). Consultation with UUA may also be desirable for continuation of FUND obligations to grantors of gifts.

B. Adoption of Resolution

This policy statement, approved by the Board is hereby adopted.

_____ By _____
[Unitarian Universalist Congregation] President

and _____
Secretary

Dated this _____ day of _____, 20_____.