

# Policies and Practices

## Board Policy on Policies and Practices

UUCWI Board Policy

Approved January 22, 2003

Applicable until revoked or amended

### Background:

While the bylaws of the congregation provide the basic rules for the governance of the congregation and its assets, additional guidance in the form of policies and practices is necessary as the congregation becomes larger and its affairs more complex, in order to provide efficiency, continuity and consistency in its activities. Together, the bylaws, policies, and practices capture the wisdom and experience of the congregation in governance and operations. Proposals to add or change bylaws, policies and practices provide an orderly way to discuss improving congregational affairs.

### Definitions:

*Board Policies* are written statements on aspects of congregational governance that operationally interpret the governance provided by the bylaws, or cover issues of governance not addressed by the bylaws.

*Practices* provide guidance detailing how policies or other workings of the congregation are carried out.

### Policy:

#### *Board Policies*

- Board Policies continue in effect until revoked or amended by the Board of Directors (Board) or the congregation.
- It is the duty of the Board to enforce policies as well as bylaws.
- Failure to obey or enforce a bylaw or policy does not change the status of the bylaw or policy as a rule of church guidance.
- Responsibility for knowing and following Board Policies lies with Board members and committee chairs.
- In the event of a conflict between bylaws and Board policies, the bylaws govern.
- In the event of a conflict between Board policies and practices, the policies govern.

#### *Practices*

- Practices are for guidance only and may be set aside or customized in individual cases by the members who are responsible for the operation of the congregation's activities.
- Responsibility for knowing and following practices lies with the Board members, committee chairs, and members responsible for the relevant activities.

## **Practice on Policies and Practices**

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Background and Definitions:

*Board Notebook* – an organized collection of the key documents for church governance, including bylaws, policies, and practices.

*See also:* Policy on Policies and Practices.

Practice:

- The Board secretary shall provide the congregational coordinator and the congregation's webmaster with any new or amended policies or practices that have been approved by the Board.
- The congregational coordinator shall maintain a complete and up to date set of Board Policies and Practices.
- A copy of the policies and practices shall be made available to members on the congregational website by the congregation's webmaster.
- At the beginning of each Board term, the congregational coordinator shall provide a Board Notebook containing a complete set of bylaws, policies and practices to new Board members.
- Practices shall be associated with (e.g. attached to) policies on the same subject, for completeness and convenience.
- The Board shall review policies and practices on an annual basis.
- Committee Chairs shall review applicable policies and practices annually and may recommend improvements to the Board at any time.