

RESOLUTION NO. 2018-7 UNITARIAN UNIVERSALIST FELLOWSHIP OF CENTRAL OREGON

A Resolution to revise the **UUF**CO Endowment Committee: Policies and Procedures

Date initially approved: February 2016

Date of last approved modification: February 24, 2016

Date of last approved modification: September 8, 2016

Date of last approved modification: September 13, 2018

The Unitarian Universalist Fellowship of Central Oregon (UUF

CO) makes the following findings:

1. The frequency of meetings of the committee will vary depending on the financial status of the account and other activities being organized by the committee.
2. Posting regular meeting minutes seems superfluous. Therefore, they will be available upon request.
3. The Endowment Committee has an investment policy statement approved by the board. Getting board approval for all investments that meet that policy is superfluous.
4. In addition to educating the membership on estate planning, the committee is interested in also educating on income tax issues associated with charitable giving.
5. The approval requirements for disbursing principal from the fund seem more difficult than would be possible to achieve with a membership of this size, particularly in an emergency situation.
6. Having a financial model for disbursing from the principal seems arduous and un-necessary.

Therefore the UUF

CO Board resolves as follows:

The following text shall be adopted.

The Committee shall meet quarterly, or as needed in the best interest of the Fund.

The Recording Secretary shall maintain complete and accurate minutes of all meetings of the Committee, shall supply a copy thereof to each member of the Committee, and will make them available to members upon request.

The Endowment Committee will approve and implement investment decisions for new funds and periodic rebalancing of the fund in accordance with the Investment Policy Statement approved by the Board.

~~A financial model for determining the proceeds available for disbursement, and designed to protect the fund from erosion by inflation, shall be chosen by the Committee and communicated to the Board of Trustees and the Congregation.~~

This resolution takes effect immediately upon approval by the board.

Date of first majority board vote: September 13, 2018

BOARD APPROVAL AND ADOPTION: September 13, 2018

Martha Rudolph
Board President

Adoption and date attested by:

Erika Beard Irvine
Board Secretary

UUFCO Endowment Committee: Policies and Procedures

(Referred to as the “Governing Instrument” in the UUFCO Bylaws)

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Plan of Operation

The UUFCO Endowment Fund Committee (hereafter, the “Committee”) shall consist of a minimum of five voting members, all of whom shall be voting members of UUFCO. One member shall be appointed from the Board of Trustees by the board President. The other members shall be elected by the Congregation. Except as herein limited, the term of each member shall be two (2) years.

No member shall serve more than two consecutive two-year terms. After a lapse of one (1) year, former Committee members may be reelected. The UUFCO Treasurer shall be excluded from appointment or election to the Committee in order to avoid a conflict of interest with the Treasurer’s audit responsibility.

In the event of a vacancy of an elected position on the Committee, the UUFCO Board of Trustees shall appoint a congregation member to fill the vacancy until the next annual meeting of the Congregation, at which the Congregation, following electoral procedures for other Fellowship officers, shall elect a member to complete the term of the vacancy.

The Committee shall meet quarterly, or as needed in the best interest of the Fund. A quorum shall consist of three members and a majority of those members present and voting shall carry any motion or resolution.

Duties of the Committee and Committee Officers

The Committee is responsible for:

1. Promoting the concept of giving to the Fund.
2. Developing an investment policy.
3. Receiving or rejecting contributions to the Fund. Gifts other than cash will normally be liquidated as promptly as practical.
4. Investing gifts in accordance with the Investment Policy
5. Maintaining necessary records of gifts, investments and distributions.
6. Adopting means for acknowledging the receipt of gifts in a manner that will permit the donor to claim federal income, gift and estate tax charitable contribution deductions.
7. Causing distributions to be made from the Fund, consistent with Endowment policy.

8. Reporting to the Board of Trustees and Congregation on activities, Fund balances and the distribution of proceeds.

The Committee shall elect from its membership a chairperson, a recording secretary, and a financial secretary. The length of terms for these officers shall be determined by the Committee. The responsibilities of these persons shall be as follows:

The Chairperson, or person designated by the Chairperson, shall preside at all Committee meetings, and shall provide an annual report to the Congregation.

The Recording Secretary shall maintain complete and accurate minutes of all meetings of the Committee, shall supply a copy thereof to each member of the Committee, and will make them available to members upon request. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The Recording Secretary shall provide quarterly reports to the Board.

The Financial Secretary shall maintain complete and accurate records of receipts for the fund, income from the fund, and disbursements from the fund, including the names of donors and recipients. Should a donor wish to remain anonymous, their name and donation details will not be revealed in public records of the committee. The Financial Secretary shall assist the Congregation Treasurer and bookkeeper in maintaining complete and accurate books of account for the Fund, shall submit to the treasurer on behalf of the Committee written requests for checks payable from the Fund, and shall sign all other necessary documents on behalf of the Congregation in furtherance of the purposes of the Fund. The financial activity of the Endowment Fund shall be audited or reviewed as a part of the annual review of Fellowship finances.

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 as long as 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 at all times 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 Unitarian Universalist Fellowship of Central Oregon Endowment Fund.

Recommendations to buy, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the Fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the Committee, for approval by the Board of Trustees of the fellowship, with subsequent execution by the delegated member of the Committee. The Endowment Committee will approve and implement investment decisions for new funds and periodic rebalancing of the fund in accordance with the Investment Policy Statement approved by the Board.

The Committee shall provide an annual report to the Congregation in advance of the Annual Meeting. This report shall include the accomplishment of the Committee for the past twelve months and the plans for the next twelve months. The topics to be reported shall include its activities with regard to raising, administering, and disbursing funds. Information about the investments shall be provided including: type of investment(s), gain or loss, and the value of the account(s). This report shall be made available in written form to members of the Fellowship with the same lead time required by the by-laws for providing the list of candidates prior to the date of the meeting. Recognition shall be accorded to the donors and planned givers of the past year, if they so desire.

Raising and Administering Funds

The Committee shall provide for the continuing education of congregation members about the charitable aspects of estate and income tax planning, ways to transfer assets, the use of wills and trusts, life insurance, annuities, gifts of real property, securities or other tangible property of value such as art works and antiques. Preferred donations to the Fund are cash, securities, or other financial instruments that can quickly and easily be converted to cash or other liquid assets.

The Committee shall encourage and assist members and friends of the congregation in making contributions to the Fund.

The Committee shall solicit gifts throughout the year, dealing with donors individually.

The Committee shall not hold general fund drives that would compete with regular Church pledge campaigns and anticipated capital fund drives.

Except in extraordinary circumstances, the Committee will not accept donations earmarked for special purposes. Other UUFCO funds are available for these types of donations.

The Committee shall invest the Fund's assets in a prudent manner.

The Committee shall consider the Congregation's social and ethical positions when formulating investment strategy.

Disbursement of Funds

The Committee shall place highest priority on disallowing any invasion of the accumulated original monetary value of the gifts to the Fund. However, momentous issues may arise that require the congregation to consider access to part or to all of the Fund's principal. For any meeting at which decisions shall be made on expenditures from the eligible endowment funds, eighty percent (80%), including proxy votes, of the voting congregational membership shall be required as a quorum, and an eighty percent (80%) majority of those present, or by proxy, shall be required to adopt a substantive motion. A written ballot shall be required for all such decisions. The ballot shall include the amount of principal to be withdrawn along with the purpose of the withdrawal. Upon approval by the congregation, the Board of Trustees shall have the power to make expenditures from the principal of the Endowment Fund in accordance with the authorizing motion by the congregation.

Once a Fund asset value (principal and income) of \$100,000 is reached and maintained for four (4) consecutive quarters, the Committee may, at the direction of the Board of Trustees, disburse annually any new Fund income and not withhold it for further growth. The primary means for fund growth shall then be the Committee's fund raising activities.

Amendments

These Policies and Procedures may be altered or amended by a majority vote of the Endowment Committee followed by approval of the Board of Trustees.

Dissolution of the Fellowship

In the case of dissolution of the Fellowship, all assets of the Endowment Fund, subject to all claims against it, shall be vested in the Unitarian Universalist Association or its successor to be held in trust for the benefit of a future Unitarian Universalist Fellowship in Central Oregon.