

The District Presidents Association Policies and Operating Guidelines

NAME

The name of this organization shall be The Unitarian Universalist District Presidents Association hereinafter referred to as the "DPA".

PURPOSE

The DPA exists to be the voice and the ears for UU district boards with the UUA staff, as well as for education and support of district leadership. (*adopted by DPA 11/02/01*)

MEMBERSHIP

Elected presidents of Boards of Districts members of the Unitarian Universalist Association (hereinafter sometimes referred to as the "UUA") comprise the voting membership of the DPA. As of 11/04 there are twenty (20) such district boards: Ballou-Channing (BC); Central Midwest (CMW); Clara Barton (CB); Florida (FL) ; Heartland (HTLD); Joseph Priestley (JP) ;Massachusetts Bay (MB); Metro New York (MNY); Mid-South (MS); Mountain Desert (MD); New Hampshire/Vermont (NHVT); Northeast (NE); Ohio Meadville (OM); Pacific Central (PC); Pacific Northwest (PNW); Pacific Southwest (PSW);Prairie Star (PS);St. Lawrence (STL);Southwest (SW); Thomas Jefferson (TJ).

Recognizing that district presidents are elected at annual meetings that are not consistent across the Association, for the purposes of the DPA, the term of office for voting members shall be from General Assembly to General Assembly even if the president's term of office in his or her own district has expired prior to General Assembly. At the conclusion of General Assembly each year, the current elected president of the district shall be a voting member of the DPA until the conclusion of General Assembly the next year or his/her term of office within his/her own district.

All official communications to the membership of the DPA shall also be sent to the Director of District Services at the UUA.

ORIENTATION POLICY

First Phase: Handoff from Outgoing District President

Step 1. Outgoing district president shall give the DPA Handbook and other relevant documents and books to the incoming president before the new term of office begins. If possible, the outgoing and incoming district president should have a conversation about current issues in the district and what to expect in the coming year including DPA involvement.

Step 2. Outgoing district president posts an e-mail message to DPA-L mailing list announcing the change of leadership and introducing the new president. The new president will be responsible for signing up to participate in the DPA-L list according to instructions in the DPA Handbook, Section 1 page 10.

Second Phase: DPA President's Welcome

Step 1. DPA President (or his/her designee) welcomes new president online and provides links to useful resources.

Step 2. DPA President confirms that outgoing president has transferred the DPA Handbook and other relevant documents and books to the new president.

Step 3. DPA President selects a mentor for the new president.

Third Phase: Mentoring through the first meeting

Step 1. Mentor contacts the new president to welcome and offer the opportunity to talk and ask questions.

Step 2. Mentor and new president meet (at least briefly) in person before the new president's first DPA meeting (typically at GA in June/may be before fall meeting) so the new president has someone to walk into the meeting with for introductions. They may choose to sit together so mentor can fill in details when conversation uses insider language or references.

Policy Adopted 11-06-04

MEETINGS

The DPA has two regularly scheduled meetings each year: In June on the Thursday before the official opening of the UUA's General Assembly, the DPA shall meet in the host city from approximately 8:30 AM until scheduled district in gatherings (around 3 PM). In some years the DPA may be asked to organize a meeting of the elected leadership of the Association (Leadership Summit) on the Wednesday evening before General Assembly. In other years, those district presidents who are able to be in the GA host city on Wednesday, will meet for a shared evening meal that Wednesday evening. (Expenses for the Wednesday gathering are not covered by the DPA.)

The fall meeting of the DPA shall be in Boston at the UUA headquarters (usually around the first weekend in November) beginning with a shared evening meal on a Thursday evening and concluding late Saturday afternoon. Typically presidents stay through breakfast on Sunday morning and go out in groups to area UU congregations in walking distance from 25 Beacon Street. Unless otherwise specified, the DPA will pay for travel to and from the Boston meeting and the UUA will pick up expenses related to food and lodging with the exception of Saturday night dinner. There will be no reimbursement for

the General Assembly meeting. (See Financial Policies and Procedures for more information on allowable travel expenses.)

The date of the Boston meeting shall be determined by the Executive Committee in consultation with the Director of District Services at the UUA. This date shall be set and notice thereof distributed to the membership at least 90 days prior to the meeting.

Special meetings of the Executive Committee or of The Presidents Group (defined as the current president of the DPA, the current vice president of the DPA (who is also the president-elect) and the individual designated to become the next vice president/president elect of the DPA at the June GA meeting) may be called by the sitting president of the DPA.

Each District shall be entitled to be represented at meetings of the DPA either by the sitting president of the district or by his/her vice president or other board designee. At the GA meeting in June, presidents of districts are encouraged to invite their vice-presidents to join in the day's meetings to familiarize the incoming presidents with DPA issues and procedures.

ELECTION OF DPA OFFICERS

At each fall Meeting of the DPA, the members of the Nominating Committee shall prepare a slate of nominees to be voted on at the General Assembly Business Meeting in June. This slate shall include candidates for Vice President (president elect), Secretary, Treasurer, the DPA Liaison to the APF Continental Committee and three members to serve as the Nominating Committee for the next year. Each June at its General Assembly meeting, the DPA shall vote on the slate of officers presented by the Nominating Committee. Nominations from the floor will be accepted. The Vice President of the DPA is the president-elect and shall succeed to the presidency at the end of his or her term. The term of office shall be one (1) year for the President and the Vice President/president-elect.

OFFICERS AND THE EXECUTIVE COMMITTEE

Each officer of the DPA shall be a qualified voting member of the district board they represent.

Should the office of the President become vacant less than 90 days prior to the Boston Meeting following election at General Assembly, the Vice President shall succeed to the Presidency immediately. The Vice President, in the absence of the President or in the event of his/her disability, shall perform his/her duties. In the case of the death or resignation of the President, the Vice President shall succeed to that office as provided in the paragraph above. The Vice President of the DPA is the president elect for the subsequent year.

The term of office of the Vice President and Secretary shall be of one year's duration and shall end following the close of the meeting at General Assembly and the election and qualification of successors in office.

The Executive Committee of the DPA shall consist of the President, the Vice President, the Secretary and the Treasurer. It shall meet upon the call of the President and in the interim between meetings is empowered to conduct necessary business of the DPA. Three members of the Committee shall constitute a quorum, and all actions taken shall have the concurrence of not less than three members. All actions taken by the Executive Committee shall be reported to the next succeeding meeting of the DPA and shall be subject to approval by the DPA.

JOB DESCRIPTION OF THE PRESIDENT

The President shall be the chief executive of the DPA and shall have such duties as are usually associated with such office. S/he shall preside at all meetings and shall submit a report of his/her work at each Business Meeting. The President of the DPA is elected to one one-year term. S/he will assume office at the close of General Assembly in June. He she will have the following responsibilities:

1. Prepare and send a letter of introduction/welcome for new district presidents as they are elected around the country;
2. Communicate to the DPA the contact information for all newly elected DPs via the DPA listserv;
3. Assign new members of the DPA mentors in accordance with DPA Orientation Policy;
4. Assume responsibility for receiving mail addressed to DPAPrez@uua.org
5. Contact the Administrative Assistant to the Director of District Services to arrange for housing and food for the fall Meeting in Boston;
6. Prepare agendas for all meetings of the DPA and the Executive Committee;
7. Chair meetings of the DPA and Executive Committee;
8. Serve as the key contact for the association;
9. Serve as the Board of Trustee Observer for the DPA.

JOB DESCRIPTION OF VICE PRESIDENT

The Vice President of the DPA is elected to one one-year term. S/he will assume office at the close of General Assembly each June. It is assumed that the Vice President is the president-elect of the DPA and will assume the office of President at the conclusion of his/her term as Vice President at the close of GA in the year s/he was elected to the office of Vice President. S/he will have the following responsibilities:

1. The Vice President shall be a member of the Executive Committee and eligible able to serve as president of the DPA the year following election as Vice President.
2. The Vice President shall perform other duties as the president shall assign;

3. The Vice President will assume the duties of the President in situations where the President is absent or unable to fulfill the functions of that office.

JOB DESCRIPTION OF SECRETARY

The Secretary shall keep a record of all meetings of the DPA. S/he shall perform such other duties as are usually incident to the office including the following:

1. The Secretary shall record minutes of proceedings at all meetings of the DPA and shall distribute those to the Executive Committee for review no later than 30 days following a regularly scheduled meeting.
2. Following Executive Committee review of minutes of proceedings, the Secretary shall distribute minutes of the DPA meetings via the DPA list serve and shall post the minutes on the DPA website.
3. The Secretary shall provide all notice of the meetings of this organization.
4. The Secretary shall maintain an updated directory of members of the DPA.
5. The Secretary shall perform such other duties including, but not limited to, conducting of correspondence and distributing via electronic or hard copy approved changes to the DPA Handbook.

JOB DESCRIPTION OF TREASURER

The Treasurer shall receive and hold all monies as shall from time to time be paid to the DPA, and the earnings thereon, and shall make all expenditures as authorized by the Financial Policies of the DPA. He/she shall keep a record of all receipts and expenditures and shall submit a report at both the Boston meeting and at the General Assembly meeting of the DPA. The Treasurer of the DPA is elected for a one-year term – GA to GA and may be elected for up to 4 terms.

Immediately upon election, the Treasurer will assume sole signature authority over the DPA's checking account and investment account. The outgoing Treasurer shall be responsible for assuring that signature authority has been transferred to the new Treasurer's name. The DPA Banking Accounts have been established at:

People's Bank
226 Main Street Southport, CT 06890
Checking Acct. # 003-4084144
91 Day CD # 503-8001163

ATM Cards are not available on this kind of account. The Treasurer's only activity with the bank should be mailing in deposits and receiving monthly statements. The incoming Treasurer of the DPA should receive a supply of checks, deposit slips, the endorsement stamp for deposits, the previous year's bank statements, and bank registers and register reports for the previous two years.

1. The DPA shall collect travel equalization fees from each district in the UUA. The fee, which is adjusted from time to time to keep pace with airfares, is set at \$450 for the fiscal year 2006 (July 1, 2005 – June 30, 2006). District Presidents will approve changes well in advance of budget cycles so that adjustments in district budgets can occur.
Increase to \$450 voted by DPA November 2004
2. Travel equalization fees from the 20 districts in the Association are due October 15th of each year. The Treasurer is responsible for preparing and mailing statements no later than August 31 of each year to the treasurers of each UUA district. Reminder statements may be required to ensure that travel equalization fees are collected from all 20 districts in advance of November 1 of each year.
3. It is the responsibility of the Treasurer to become familiar with DPA Expense Policy Guidelines. The Treasurer will be writing checks to DPs for authorized travel expenses to the November meeting in Boston, for the UUA Board of Trustee observer, and for members of the DPA to participate in task forces, special workshops and other events.
4. The Treasurer will prepare his/her own Expense Report Form and distribute to DPs attending the November meeting. Samples from previous treasurers will be provided to refer to.
5. Other than reimbursing DPs for their expenses to travel to Boston, the only expenses the Treasurer will disburse from the DPA account are those expenses related to his/her own postage/ mailing of dues statements (and reminders), Executive Committee teleconference calls, and expenses for meals at the GA Meeting of the DPA. The DPA may also authorize payment for travel expenses for taskforces, special workshops or other events.

*Prepared by:
Lynda S. Bluestein, Treasurer 01-02
Updated by Lynda Bluestein, Secretary
November 2004*

The DPA is subsidiary to the UUA and operates under Section 501(c)(3) of the Internal Revenue Code of 1986 of the UUA.

COMMITTEES AND TASK FORCES

The DPA has no standing committees, but from time to time as need arises, may appoint Task Forces and Ad Hoc Committees. Such appointments will in general be made by the Executive Committee in consultation with the membership of the DPA.

FINANCIAL POLICIES AND PROCEDURES

The fiscal year of the DPA shall begin July 1 and end on the last day of June of each year.

DPA Expense Policy Guidelines

Adopted June 19, 1997
Revised November 2, 2001
Updated November 2004

This policy is intended to be a “living” document, subject to periodic update and revision. The purpose is to provide some general guidelines for permissible expenses.

- A. DPA Annual Fall Meeting (November Meeting in Boston)
 - 1. Covered expenses
Travel from district (home) to the meeting, including public transportation to and from the airport, if applicable, based upon the least expensive means (e.g., if it costs less to fly than drive, but you elect to drive, reimbursement will be based upon air fare). If driving, reimbursement includes any parking fees. Meals and housing in Boston are provided during the meeting, including housing for Saturday night following adjournment of the meeting.
 - 2. Expenses not covered
Meals during travel to and from the meeting and Saturday evening meal
Personal expenses
- B. General Assembly – June Meeting in GA Host city
The only expenses that **are covered** are the meals **during** the DPA business meeting, generally, this will include breakfast and lunch. The DPA will also pay for the cost of renting the meeting room.
- C. DPA Liaison to the UUA Board of Trustees meetings
Travel to and from up to three (3) UUA Trustee Board meetings per year (October/January/April) as in A above. The UUA has agreed to cover some of the room and board expenses for the DPA’s Board Observer while in Boston. For meals not covered during the UUA Board meetings, every attempt should be made to keep expenses reasonable. Though not intended as an absolute reimbursement cap, meals should be limited to between \$30 and \$35 per day.
- D. DPA Liaison to the APF Continental Committee
The Annual Program Fund Department confirmed that they will subsidize expenses of the DPA liaison to both of the APF Committee meetings each year (Executive Committee in October, Continental Committee in March.)
- E. Travel/Expenses Other
Travel expenses, including room and board when not otherwise covered, will be paid as in C above for DPs who have been appointed and/or have been approved to represent the DPA in other task forces, special workshops and events.
- F. General
All other expenses (except DPA Executive Committee long distance telephone calls and postage and DPA-L mailings to non-email DPs) must be approved IN ADVANCE by the DPA Executive Committee.

The mileage rate was set in November 1996 and has been re-established from time to time Effective November 2, 2001, the rate will be equal to the mileage reimbursement rate established by the IRS.

SECTION 7. CHARITABLE, MEDICAL, AND MOVING STANDARD MILEAGE RATE .01 *Charitable*. Section 170(i) provides a standard mileage rate of 14 cents per mile for purposes of computing the charitable deduction for use of an automobile in connection with rendering gratuitous services to a charitable organization under § 170.

RULES OF PROCEDURE

The rules contained in *Robert's Rules of Order Revised* shall govern meetings of the DPA in all cases.

All of the funds and assets of the DPA together with the net earnings thereof and the income realized thereon, shall be devoted exclusively to the purpose for which the DPA was formed. Upon any dissolution of the DPA, all monies in its bank accounts shall be considered the property of the Unitarian Universalist Association, a corporation of the Commonwealth of Massachusetts, or its successors or assigns.

Rev. 12-02-04
Lynda S. Bluestein

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Revised November 2001
Revised November 2004