

**POLICY MANUAL OF
THE SOUTHEAST UNITARIAN UNIVERSALIST SUMMER INSTITUTE, INC. (SUUSI)
As amended & revised effective March 20, 2010**

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Section 1: SUUSI MISSION STATEMENT & ORGANIZATION

[Reviewed March 2009]

The mission of SUUSI is to provide a one-week experience evoking the best within us, in concert with Unitarian Universalist principles. SUUSI offers the opportunity to share an intergenerational environment of love, personal freedom, ethics, and joy in an intentional, nonjudgmental community.

SUUSI is incorporated as a nonprofit corporation in Florida. This status must be renewed annually.

The Board of Trustees is ultimately responsible for SUUSI's financial, ethical and long-range health.

The Coordinating ("Core") Staff is responsible for the day-to-day operation of SUUSI and its various departments. Coordinating Staff is defined to mean the Director and those persons named as Department Heads by the Director.

Section 2: BOARD OF TRUSTEES

[Reviewed March 2009]

2.1: GUIDING PRINCIPLES

[Reviewed March, 2009]

The Board shall work in consultation with the Coordinating Staff to set policy about budget, constituency, size and program focus for the forthcoming SUUSI and for long-range planning.

Board members, with the exception of the Past and Present Directors, the Director-Elect, and the Treasurer, may not be members of the Coordinating Staff.

The Board supports the training and leadership development of the Board and Staff, including the possible underwriting of all or part of Leadership School for specific people.

Board meetings shall be conducted using Robert's Rules of Order. At the discretion of the Board, however, other rules of order may be adopted for a specific action. Those rules may include a decision to act in consensus.

In order to provide direct access to the Board by SUUSI participants, Board members are required to attend town meetings set up for that purpose during SUUSI week.

Any SUUSI participant may attend any meeting of the Board. Upon recognition by the President, he or she shall have the courtesy of the floor but shall have no vote.

The Board shall review and approve the detailed budget in time to permit the Director to execute a program for the forthcoming year.

The Board strongly discourages the ownership of capital equipment by SUUSI. Exceptions must be approved by the Board.

The Board is responsible for making contact with the persons recommended for the position of Director Elect and Treasurer at or before the beginning of SUUSI week. The Board may replace the nominee with their own recommendation.

The Board is solely responsible for matters dealing with taxation and legal concerns.

The Board shall ensure that SUUSI will not be held without proper insurance coverage.

The Board is ultimately responsible for the financial, ethical, and long-range health of SUUSI.

The Board shall act to maintain SUUSI's tax-exempt status. Refer to Article X, Section 1, of the Certificate of Incorporation dated March 1, 1977.

The Board shall review and update periodically the policies and Bylaws concerning elections, nominations, and appointments covered elsewhere in this policy statement.

The Board shall make the current SUUSI Policy Manual and Bylaws available to SUUSI participants upon request in the Information Office and shall publicize its availability.

The Board shall act to ensure that SUUSI will provide an environment which welcomes and encourages the rich diversity of its participants, and, while offering an opportunity for special interest groups to share and develop those interests, will not itself become a vehicle for promotion or recruitment for any special interest group.

The Board will insure that a Risk Manager is selected to review SUUSI policy and actions and make recommendations to limit SUUSI's potential liability each year.

The Board shall secure annually, 24 months in advance where possible, a written commitment for the SUUSI site. If a decision is made to select a new site, a search committee shall be appointed by the Board, comprised of the Director, selected Board members and staff constituted to report to the Board. Visits by the committee and key staff coordinators, along with the Director, shall occur before any final Board action is taken.

2.2: STANDING COMMITTEES

[Reviewed March, 2009]

The following standing committees exist within the Board. Their respective roles are:

Nominating, which is responsible for making nominations for trustees for the Board, as outlined in the Bylaws.

Leadership Recruitment/Development, which is responsible for promoting and nurturing leadership, grounded in our principles and spiritual values within our religious community. This committee would be a resource for identifying candidates for Board and Director leadership roles and for assisting in their training and support.

Bylaws/Policy Review, which is responsible for reviewing the Bylaws periodically as well as for monitoring the Policy Manual to see that the manual is updated as need be to reflect Board meeting Policy matter decisions.

Finance/Scholarship, which is responsible for administering the scholarship program, for promoting that adequate funds be set aside for the scholarship program (including fundraising as need be) and for recommending guidelines for receiving scholarships.

Elections, which is responsible for planning and holding annual elections for trustees and youth representatives to the Board.

2.3: RESPONSIBILITIES OF THE PRESIDENT

[Reviewed March, 2009]

The President shall appoint committee chairs for the Standing Committees of the Board.

The President shall appoint an Historian, to archive SUUSI's catalogue, mugbook, NUUS, and Theme

Talk book or tape in the Board Archives' file box found in and stored yearly with the Information Office materials.

2.4: RESPONSIBILITIES OF THE TREASURER
[Reviewed March, 2009]

It is the Treasurer's responsibility to file SUUSI's Annual Report with the State of Florida.

The Treasurer shall secure a Fidelity Bond and purchase adequate insurance coverage.

2.5: RESPONSIBILITIES OF THE SECRETARY
[Reviewed March, 2009]

The Secretary of the Board shall distribute to new members of Board an information packet, to include copies of the Bylaws, a Policy Manual, and the previous year's minutes.

2.6: YOUTH REPRESENTATION TO BOARD
[Reviewed March, 2009]

Two Youth Representatives shall be elected to the SUUSI Board, one elected each year for a two year term by the Youth Program participants (ages 6 to 17). The first year after being elected will be in an observational capacity. The second year will be as a full voting member of the Board. The first year member may vote only in the absence of the second year representative.

2.7 BOARD MEMBER EXPECTATIONS
[Reviewed March, 2009]

Board members are expected to:

Determine, understand, and support SUUSI's mission and purpose;

Insure the long-term health and welfare of SUUSI;

Insure SUUSI has adequate resources and that funds are well-managed;

Select the SUUSI Director and review his/her performance;

Support the SUUSI Director and Core Staff to insure effective organizational planning and implementation;

Insure the legal and ethical integrity of SUUSI and maintain accountability;

Determine, monitor, and strengthen SUUSI's programs and services, consistent with our mission, and taking into account the SUUSI community's ideals and desires;

Insure SUUSI provides an environment that welcomes and encourages diversity, and provides opportunities for special interest groups;

Actively promote SUUSI throughout the year, encouraging participation;

Actively solicit feedback from the SUUSI community – informally, through personal means, and formally, by evaluation forms;

Recruit new Board members, insuring a balanced Board composition of experience, skills, and community representation;

Orient new Board members;

Assess Board process and performance, recognizing achievements and reaching consensus on areas needing focus;

Prepare for and attend set Board meetings and emergency meetings, participate in scheduled conference calls, and respond to email communication requests for feedback from fellow Board members;

Serve on at least one formal or ad-hoc committee when requested to by the President;

Attend at least one Core Staff meeting, preferably during the first year of Board service;

Complete assigned tasks as required;

Secure the SUUSI site with a written commitment (when possible, 24 months in advance);

Provide leadership in managing the SUUSI scholarship program and supporting fundraising efforts to achieve self-sufficiency for the program;

Maintain confidentiality of Board discussions and actions as required;

Read and understand the SUUSI Bylaws and the SUUSI Policy Manual;

Understand and adhere to the SUUSI Staff/Board Code of Behavior.

Section 3: OUTREACH *[Reviewed March, 2009]*

SUUSI will support Unitarian Universalism with gifts of money, volunteer time, and other resources as they are available. The Mountain, Church of the Larger Fellowship, CU2C2, and UUA deserve special consideration and support.

SUUSI will support CU2C2 by payment of membership fees, attendance at the annual meeting and other appropriate help.

SUUSI will maintain Independent Affiliate status with the UUA.

These statements will not exclude other projects, programs and organizations from consideration for outreach purposes.

Churches and fellowships are encouraged to have SUUSI promotional events. Additionally, SUUSI District representatives should promote SUUSI by attending District annual meetings and giving reports of SUUSI activities, etc.

Section 4: ELECTIONS *[Reviewed March, 2010]*

A copy of the Bylaws shall be provided by the Secretary of the Board to candidates for the position of Trustee-At-Large at the time that nominations are received.

Campaign posters may be put up only in the dormitories and in specified areas of SUUSI. The removal of all campaign material is the responsibility of the candidate and shall be completed by Friday A.M. of SUUSI week.

On election day, campaigning is not allowed with captive audiences, i.e. in meal lines and near the polls.

Current Board members staffing the polls will not discuss candidates with voters, but will provide a copy of the Mugbook and published candidates' statements for reference, if available.

The SUUSI program will provide a forum, which will be attended by current Board members, to introduce the candidates for Trustee-At-Large.

Each candidate will be allowed 250 words, or equivalent space, in the SUUSI newsletter.

When there are two or more candidates for two or more terms, the candidate receiving the highest vote count will get the three year term and other vacancies will be filled accordingly.

In the event that there is more than one Board position open, eligible SUUSI participants will be allowed to cast a number of votes equal to the number of positions open. Numerical results of the election may be obtained from the Election Committee upon request, but will not be published.

Section 5: DIRECTOR

[Reviewed March, 2009]

The Director, with the help of the Treasurer, shall develop a detailed budget for presentation at the fall meeting, in accordance with budget policy.

The Director shall deal with illegal or improper behavior by any appropriate means, including expulsion from SUUSI.

The outgoing Director shall ensure that the Director-Elect presents to the Board for its approval the recommendations for the positions of the new Director-Elect and Treasurer.

The Director is responsible for implementing all SUUSI policies and operating guidelines.

Section 6: OPERATING GUIDELINES

[Reviewed March, 2009]

The Institute's name may not be used without prior specific written permission of the SUUSI Board.

6.1: COMMUNITY

[Reviewed March, 2009]

This section is designed to state SUUSI Board policy as it relates to the environment under which SUUSI week will transpire.

1. SUUSI supports and conforms to the UUA policy on smoking. Smoking will not be permitted at workshops and meetings held indoors.
2. The Board will not tolerate unlawful or inappropriate behavior at SUUSI.
3. The SUUSI Board has adopted a statement entitled "Code of Behavior" which is included in this document. The Board requires all Board members, staff, workshop leaders, and everyone

working with youth, including participants in the child care cooperative, to sign this statement. Those applying to serve on staff must supply two written references from other than family members. The references must be verified by the Coordinating Staff member or his/her designee before an offer to serve on staff is extended.

4. Any person wishing to attend SUUSI must sign any and all applicable waivers in accordance with practices as stated on the waivers *[Amended September, 2006]*
5. The Board denounces the development, production, deployment, use or threatened use of nuclear weapons for any purpose. Accordingly, we declare to all our brothers and sisters throughout the world that we as individuals and as the community of SUUSI are henceforth to be nuclear-free zones.

The intent of the SUUSI Store is to provide a selection of books and other items consistent with the Institute's purposes. The SUUSI Store shall feature attractive prices and gross margins consistent with those charged by normal retail operations. Profits from the SUUSI Store shall subsidize other areas of SUUSI. No products or services are to be sold or promoted at SUUSI other than those via operations conducted at the SUUSI Store, SUUSI Artists Co-op or SUUSI Special Events. The Board, at their discretion, may direct the SUUSI store not to accept for sale any merchandise.

The SUUSI newsletter shall be published on a regular basis during SUUSI, and at other times deemed appropriate by the Director. The newsletter shall publish news and information relative to SUUSI activities, matters of denominational interest, items of social concern, personal notices, and other items judged appropriate by the Editor and the Director, on a space-available basis.

Any person owing SUUSI money shall not be permitted to register for subsequent SUUSI's until that debt, including any service charges incurred, is satisfied.

6.2: PROGRAMMING *[Reviewed March, 2009]*

Only programs listed in the SUUSI Brochure and SUUSI NUUS are SUUSI Sponsored Activities

No programs or activities are to be promoted or advertised at SUUSI other than those that are approved or sponsored by the SUUSI staff or SUUSI Board

This section is designed to state SUUSI Board policy as it relates to the age of and programming for participants. *[Amended December, 2002]*

1. It is the policy of SUUSI to recognize participants whose age is 14 through 17 years at the beginning of SUUSI as a 'teen' and eligible to participate in 'teen' programming and housing.
2. It is the policy of SUUSI to recognize participants whose age is 18 through 25 years at the beginning of SUUSI as a 'young adult' and eligible to participate in 'young adult' programming and housing.
3. It is the policy of SUUSI to recognize participants whose age is 1 day through age 13 at the beginning of SUUSI as a 'youth' and eligible to participate in 'youth' programming.
4. Exceptions may be considered.
5. It is the policy of SUUSI to verify age using an original state-issued birth certificate, drivers license, or government-issued ID or passport.

6.3: MINISTRY
[Reviewed March, 2009]

The following policy is an attempt to encourage ministers to attend SUUSI and thereby support and promote SUUSI within their individual societies and fellowships. All Unitarian Universalist ministers who are ordained, and either fellowshipped by the UUA, or are presently serving as a UU parish minister, shall receive 1/2 "X" on costs for room, board and registration for the first time he/she attends SUUSI.

There shall be a Minister(s) or Chaplain(s) available every day of SUUSI who shall be responsible for meeting the ministerial needs of the SUUSI family. The Director may assign one Minister or Chaplain for every 400 SUUSI participants to duties appropriate to this function. One-half (1/2) "X" is available for each Minister(s) or Chaplain(s) filling this position. (See Staff Compensation Policy)

Section 7: BUDGET POLICY
[Reviewed March, 2009]

The following statements shall be furnished by the Treasurer at appropriate times:

1. Balance Sheet.
2. Operating Statement, to include all costs and expenses, including room and board.
3. Reconciliation of Equity. Statement of changes in equity, including gifts, capital purchases, and special expenses, by line item.
4. Pro forma Income and Expenses.

The Director shall use the following procedure in preparation of the budget:

1. When possible, the Director shall send the budget to Board members at least two weeks prior to the fall Board meeting, along with a letter noting special features. Board members shall respond with any questions before the fall Board meeting.
2. The Director shall bring or send an alternative budget if the original contains potentially controversial items.
3. To keep SUUSI affordable for families, proposed budget will include fees for minors scaled by age group.

The year-end equity should be treated as follows: *[Amended September, 2006]*

1. Maintain 60% of prior year's expenses, less charges from the host facility, to allow for 18 months of start-up, shut-down and maintenance expenses in the event that SUUSI cannot be held for any reason.
2. Maintain 10% of prior year's expenses, less charges from the host facility, to cover cancellation fees resulting from SUUSI not being held.
3. Maintain all special reserve accounts intact (e.g. SUUSIships).
4. Maintain a reserve of \$20,000 to cover uninsured losses.

And surplus in equity over and above the total reserves as calculated above may be used, with Board approval, to maintain and strengthen SUUSI and/or Unitarian Universalism.

Section 8: STAFF COMPENSATION POLICY
[Amended December 2009]

The following is SUUSI's Staff Compensation Policy:

1. SUUSI staff compensation is by the unit "X". An "X" represents reimbursement for costs of registration, room, and meals during SUUSI. A full "X" is given for a 40 hour (or more) commitment to SUUSI, whether in preparation for or during SUUSI. "X"s are pro-rated for lesser commitments. *[Amended October 2005] Staff must be at least 14 years of age unless a special exception is made by the SUUSI Director. [Amended March, 2009]*
2. In recognition of the preparation required of general workshop leaders, a 2/3 "X" is given for 10 hours of workshop contact time at SUUSI, regardless of whether a workshop fee is charged. "X"s are pro-rated for lesser commitments.
3. In recognition of the preparation required by Theme Talk and Worship speakers, 1/2 "X" is given for one Theme Talk or Worship Service. *[Amended December 2004]*
4. No person may receive more than one "X", regardless of the extent of contribution to one or more departments of SUUSI.
5. No person may receive cash for staff work.
6. If a person receiving compensation in the form of staff credit fails to satisfactorily complete the duties for which they were awarded credit, she or he may lose part or all of the staff credit at the discretion of the Core Staff member in charge of her or his position. Any resulting fees must be paid before that person can register for future SUUSIs.
7. There will be no compensation for travel to or from SUUSI, except that each Theme Talk and Worship speaker may be reimbursed for the minimum available cost of their transportation.
8. In addition to monetary compensation (in the form of "X"s), there can be numerous other benefits for the staff members, tangible and intangible, many of which cost little or nothing. Group mugbook pictures, staff get-togethers, T-shirts, and other forms of recognition can create a spirit of goodwill far exceeding their cost. Coordinators are urged to add to their staff's benefit through these non-monetary means.
9. Exceptions to items 2 and 3 are discouraged, but may be made through the use of annually budgeted supplemental staff credits by the Director. The Director shall report in writing such exceptions quarterly to the Board. *[Amended March 2008]*
10. There shall be a bi-annual review of this policy by the Board. *[Amended April, 2003]*

8.1: EXPENSE REPORTING AND REIMBURSEMENT POLICY
[Reviewed March, 2009; Amended December, 2006]

1. All expense reports and reimbursement requests will be made on an "Expense Report" form which will be available on the SUUSI Web site or provided by request from the Treasurer.
2. All expense reports will be signed by the person making the request, and approved by the appropriate staff person, as follows:
 - In order for the department to remain within budget, all expenditures will be made with the knowledge and pre-approval of the responsible staff person.

- Board expense items will be approved by the Board President.
 - Director expense items will be approved by the SUUSI Director.
 - Items purchased for resale in a SUUSI Sales facility will be approved by the staff person in charge of the facility to the extent authorized by the Treasurer or SUUSI Director.
3. For staff persons who have been issued credit cards, receipts for charges must be submitted to the Treasurer within 14 days, attached to a completed Expense Report form signed by the staff person. If this requirement is not observed, credit card privileges for this person may be revoked.
 4. For staff persons who incur out-of-pocket expenses on behalf of SUUSI, requests for reimbursement must be made on an approved Expense Report form within 90 days of the date of the expense. Expenses incurred after October 1 of any calendar year must be submitted by the following January 31 to facilitate the closing of the books for that year.
 5. If for any reason it will not be possible for a staff person to submit expenses in accordance with the above requirement, authorization for an exemption must be provided in writing to the Treasurer by the SUUSI Director (or, in the case of a Board expense, by the Board President) within the applicable reimbursement deadline. If no pre-approval is obtained, expenses submitted past the deadline will not be reimbursed in cash. A donation-in-kind acknowledgement for IRS purposes will be provided on request.

Section 9: MEDICAL REIMBURSEMENT POLICY

[Reviewed March, 2009]

The following is SUUSI's Medical Reimbursement Policy *[Approved March, 2001]*:

1. Upon full review of the uniqueness of each case, the SUUSI Board and Director will have the discretion to pay for out of pocket medical expenses incurred by Staff, Board members, or volunteers injured in the line of duty.
2. The definition of "out of pocket" for this purpose relates to expenses not covered by insurance of the injured individual.
3. The definition of "line of duty" for this purpose relates to duties being performed for SUUSI at the time of the accident.
4. Appropriate paper work must be supplied to show the amount not covered by the insurance company.
5. The amount of reimbursement is limited to \$1000.00 per accident.

Section 10: DEALING WITH UNETHICAL/INAPPROPRIATE BEHAVIOR

[Reviewed March, 2009]

10.1: HARASSMENT AT SUUSI

[Reviewed March, 2009]

10.1.1: HARASSMENT POLICY

SUUSI affirms its commitment to maintain an environment free of discrimination, harassment, and

violence based on sex, race, color, ethnicity, religion, national origin, age, handicap, gender, or affectional orientation. SUUSI expects its Board, staff, and participants to conduct themselves in a professional manner with concern and respect for their colleagues, participants, and surrounding community.

To help ensure a safe environment at SUUSI, the Core Staff and Board will provide training sessions for all SUUSI Staff on sexual harassment.

Any harassment regarding sex, race, color, ethnicity, religion, national origin, age, handicap, gender, or affectional orientation will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures directed at any of these categories. In addition, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain a position on the staff or Board or to participate in SUUSI; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's position on the staff or Board or participation in SUUSI; or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's position on the staff or Board or participation in SUUSI or creating an intimidating, hostile, or offensive environment; or
4. Such conduct or communication, which is not welcome, is personally offensive, debilitates morale, and therefore, interferes with the SUUSI experience.

10.1.2: PROCEDURES FOR HARASSMENT POLICY ENFORCEMENT

1. Any violation of this policy observed before the program week's end should be immediately reported to the Director, President, or Minister who is on duty. Any Staff or Board member who is aware of a violation of this policy must immediately report it to one of the three people above.
2. The Director, President, and Minister shall meet, discuss the complaint, and gather all available information relevant to the complaint. The Director and/or President may designate someone to act on his or her behalf for this process.
3. The confidentiality and privacy of the complainant shall be maintained throughout this process.
4. The Minister is charged to meet with the complainant and ensure that his or her needs for support, care, and safety are met.
5. After gathering all available information, The Director, President, and Minister shall meet and determine whether the complaint shall be referred to the Board for action. If any one of these people deem Board action appropriate, the complaint shall be referred to the Board.
6. The Board shall meet during the program week and hear the report of the Director, President, and Minister. The Board shall appoint a Minister and/or Mental Health professional to act as a liaison/support person for the person accused of the violation. The person accused of violating the policy shall be advised of the nature of the allegations and allowed to respond and present any relevant information to the Board.
7. The Board shall determine what action is appropriate after considering all of the information. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, to protect SUUSI from any future violations of this policy and to protect the victim from further harassment and/or retaliation. This includes, but is not limited to, removing the violator

from SUUSI and prohibiting future participation in SUUSI.

8. We recognize that time is of the essence in handling these complaints. The Board shall endeavor to make a decision on any complaints received during SUUSI week within twelve hours of receiving the complaint.
9. Whenever the Board determines that a violation of this policy has occurred, it may notify the UUA, all District Executives, CU2C2 and its affiliated camps and conferences, or any organization deemed appropriate, that a complaint was received that the person had violated this policy and the action taken by the Board as a result of that complaint.
10. Any alleged violation reported after the program week ends should be immediately brought to the attention of the Director and the President. They shall gather and document the relevant information while maintaining the confidentiality of the complainant and the accused. The accused will be advised of the allegations and allowed to respond. The Director and President shall determine if the complaint warrants referral to the Board for action at its next regularly scheduled meeting.

10.2 DEALING WITH NOTIFICATIONS FROM OTHER UU ASSOCIATIONS

[Reviewed March, 2009]

Upon receipt of notification from another Unitarian Universalist organization that a leader or participant has engaged in behavior that has led to removal from or discipline by that Unitarian Universalist organization, the SUUSI Board will take the following actions:

1. The validity of the notification will be established.
2. The subject of the notification will be sent a letter informing him or her that the correspondence has been received, and will include a copy of the correspondence and a copy of this policy. The letter shall include the date and location of the next Board meeting.
3. The subject of the notification will not be permitted to participate in SUUSI, either as an attendee or in a leadership position (depending on the nature of the notification) until prior Board approval is obtained.
4. The SUUSI Board secretary is charged with maintaining the correspondence and all related information and Board action. The names and type of SUUSI restriction (e.g.: as a leader or a participant) is to be passed on from secretary to secretary and provided to the Director each year.
5. The Director is charged with ensuring that the subject of the notification is not permitted to enroll at SUUSI without prior Board approval and also ensuring that the information is turned over to the next Director.

In handling and making decisions on these matters, the Board shall be cautious of the dangers of unfounded accusations and the damage that can be done to an innocent person's reputation. In order to ensure that such undeserved damage does not occur, Board members are encouraged to not publicly discuss these matters until such time as final decisions are made.

Section 11: CLOTHING OPTIONAL ACTIVITIES

[Reviewed March, 2009]

SUUSI will not sponsor any nude activities. Public nudity at SUUSI is prohibited. *[Amended December, 2002]*

Section 12: RULES FOR TEENS

[Reviewed March, 2009]

1. No weapons, violence or destructive behavior.
2. No use or possession of alcohol or illegal drugs.
3. There will be no leaving the teen dorm between 1 a.m. and 6 a.m. unless accompanied by your parent or guardian, or accompanied by Teen Staff for a pre-approved, scheduled activity. A pre-approved, scheduled activity is one that appears in the SUUSI brochure and/or confirmation newsletter and/or Sunday newsletter.

VIOLATION OF RULES 1, 2, OR 3 WILL RESULT IN EXPULSION FROM SUUSI.

4. No abuse of legal drugs.
5. No smoking in the teen dorm.
6. Parent/guardian will be responsible for damages done to individual teen's room.
7. Parents/guardians will establish their own expectations for their teen and will maintain daily communication. Also, they will inform teen staff prior to removal of their teen from the campus.
8. Sexual intercourse and patently sexual behavior between participants under 18 is prohibited at SUUSI. *[Amended November 2003]*
9. The Board recommends that parents/guardians of SUUSI teens discuss sexuality with their teen prior to SUUSI.

Section 13: RULES FOR YOUTH

[Reviewed March, 2009; Amended March, 2008; October, 2007; April, 2005; December, 2004; Approved April, 2002]

1. No weapons, violence or destructive behavior.
2. No use or possession of alcohol or illegal drugs.
3. No activity outside dorm between 9:30 p.m. & 6 a.m. except in the company of a parent or guardian. Youth in dorms must be appropriately supervised.
4. No behavior or activity considered unsafe and/or which severely disrupts Youth Program operations and/or interferes with the rights of other participants to receive program services and/or draws significant attention away from staff potentially endangering other participants through lack of supervision of them.

VIOLATION OF RULES 1, 2, 3 OR 4 MAY RESULT IN REMOVAL FROM YOUTH PROGRAMMING or FROM SUUSI ENTIRELY.

5. No throwing things out windows. No leaning or hanging out of windows.
6. Youth must be supervised at all times.
7. No abuse of legal drugs or stimulants.
8. Parent/guardian will be responsible for damages caused by youth.

9. The board's position is that all youth continue any scheduled medication programs during SUUSI.

Violation of the above stated rules can result in any of the following disciplinary procedures, at the discretion of the Youth staff involved and/or the Youth Director and/or the SUUSI Director.

- use of logical consequences
- Contact of the participant's parent/guardian to discuss the situation.
- Suspension for the remainder of the session or of the programming day.
- Dismissal from Youth Programming for the remainder of the current SUUSI for severe offenses or if the behavior has not been successfully corrected.

In the case of dismissal from the program, the parent/guardian will pick up the youth participant and remove her/him from the program immediately.

The staff member may choose to involve the Minister of the Day in discussions with parents.

Section 14: SCHOLARSHIPS (SUUSIships)

[Reviewed March, 2009]

14.1: PURPOSE & APPLICATION GUIDELINES

[Amended March 2010]

1. Scholarships (SUUSIships) are intended to assist persons in times of financial difficulty who might otherwise not be able to attend SUUSI.
2. A scholarship grant shall in no case exceed the standard fees for age level for registration, meals, and room (i.e. no funds granted for optional workshops, air conditioning, or travel).
3. The amount of a SUUSIship will depend on demonstrated need and the balance of funds available.
4. SUUSIships are not limited to Unitarian Universalists or members of UU congregations.
5. Documentation required of a SUUSIship applicant includes:
 - A. A completed and signed application form.
 - B. A copy of applicant's (or parent's if a minor) most recent IRS 1040.
 - C. A SUUSIship Reference Form completed by one of the following:
 - i. A leader of a UU society or district (minister, president or other officer, RE Director/advisor/teacher, district executive, etc),
 - ii. A current member of the SUUSI Board,
 - iii. A current member of the SUUSI core staff, or
 - iv. A leader/staff member from another UU camp or conference.
6. A minimum of ten (10) hours of service is required of each adult full-scholarship recipient; the required hours for youth ages 10-17 decrease with age. The work requirement will be prorated based on the fraction of SUUSI cost covered by the scholarship, All recipients are required to submit a Service Agreement Form documenting hours worked. Failure to do so precludes consideration for future SUUSIships.

7. The completed application and all supporting documentation must be received by the published deadline for consideration in the first round of scholarship awards. Applicants will then be notified in a timely manner, usually by June 1.
8. Later applications will continue to be considered as long as funds remain, and if they are postmarked by the deadline published in the SUUSI brochure/registration materials. There will be no exceptions to this deadline.
9. An individual or family may be granted a SUUSIship for a maximum of three (3) years, not necessarily consecutive. Recipients are expected to explore workshop and staff opportunities during this time. SUUSIship years will not be counted for youth whose parents are working for full staff credit. Exceptions to this policy may be made by the SUUSIship committee. Such exceptions shall be reported to the SUUSI board.

14.2: GUIDELINES FOR FUNDING SUUSISHIPS

[Reviewed March, 2009]

1. A separate scholarship fund shall be maintained on the SUUSI balance sheet.
2. The amount budgeted for SUUSIships will be equal to the amount fundraised for SUUSIships the previous year. *[Approved December 2004]*
3. SUUSIships will be paid for only from designated scholarship funds. The sources of those funds will be:
 - A. Key deposits,
 - B. Scholarship fundraising activities,
 - C. Outside contributions designated for scholarships only,
 - D. Interest income from endowments to the scholarship fund,
 - E. Interest income from other SUUSI endowments as designated by the Board, and
 - F. Other monies designated by the Board.
4. Guidelines for distribution of SUUSIship monies: *[Amended November 2003]*
 - A. 50% of available scholarship funds will be used for helping 1st timers,
 - B. 30% for 2nd timers and
 - C. 20% for 3rd timers.
5. The goal of the scholarship fund is to become self-sufficient and the Board will take a leadership role in scholarship fund raising.

Section 15. SUUSI STAFF/BOARD EXPECTATIONS AND CODE OF BEHAVIOR

[Reviewed March, 2009]

SUUSI Staff and Board members should understand that they are leaders and role models for the entire SUUSI community. As such, they are expected to ensure the legal and ethical integrity of SUUSI, including:

- Understanding, adhering to and enforcing the bylaws and policies of SUUSI
- Upholding the governing laws and statutes of the state in which SUUSI is held
- Abiding by any and all rules and regulations of the institution where SUUSI is held

SUUSI participants who are in leadership roles are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is therefore especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable youth (participants under the age of 18) and adults to develop a positive sense of self and a spirit of independence and responsibility. The relationship between SUUSI participants and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized.

Respect on the leader's part must include recognition of the absolute right of youth and adults to the privacy of their own bodies and minds.

SUUSI Staff and Board will not engage in behavior which constitutes any sort of verbal, emotional, or physical abuse. This includes behavior or language that is personally threatening or demeaning.

SUUSI Staff and Board will not engage in sexually harassing behavior.

SUUSI Staff and Board will not engage in sexual, seductive, or erotic behavior with minors.

SUUSI Staff and Board will not allow the use of illegal drugs or any sort of illegal activities.

SUUSI Staff and Board will not allow the use of alcohol among youth or adults under the age of 21.

* * *

In cases of SUUSI Staff or Board failing to meet the above expectations, appropriate legal or other action will be taken by SUUSI.

Section 16. SUUSI CHILD CARE COOPERATIVE CODE OF BEHAVIOR

[Reviewed March, 2009]

If the parents of the SUUSI community decide to create and/or support a child care cooperative that will operate at SUUSI or during SUUSI, it is the policy of SUUSI that the child care cooperative must produce, follow, and enforce policies which include, at a minimum, the Code of Behavior below. Any additions to the policy stated below may be produced and enforced by the child care cooperative with the understanding that the Board retains the right to revise any policies as it deems necessary.

Code of Behavior

Adults who are in childcare roles are in a position of stewardship and play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in child care roles be well qualified to provide the special nurture, care and support that will enable children in their care to develop a positive sense of self and a spirit of independence and responsibility. The relationship between children and their caregivers must be one of mutual respect if the positive potential of their relationship is to be realized. Respect on the caregiver's part must include recognition of the absolute rights of children to the privacy of their own bodies and minds.

Statement of Expectations:

1. Members of the Child Care Cooperative will not engage in behavior with children which constitutes any sort of verbal, emotion or physical abuse. This includes behavior or language which is personally threatening or demeaning.
2. Members of the Child Care Cooperative will neither indulge in sexually harassing behavior nor engage in sexual, seductive or erotic behavior with children.
3. Members of the Child Care Cooperative will not allow the use of drugs or alcohol or any sort of illegal activities among children.

Statement of SUUSI Action:

In cases of members of the Child Care Cooperative failing to meet the above expectations, appropriate legal or other actions will be taken by SUUSI.

Section 17: REMOVAL OF INDIVIDUALS FROM SUUSI

[Reviewed March, 2009; Approved October 2007]

The following behaviors could necessitate removal of individuals from SUUSI....

1. Breaking of any applicable local, state or federal laws.
2. Breaking any rules or regulations of any facility or institution while attending SUUSI.
3. Possession, display or use of fire arms or other weapons.
4. Intentional destruction or damage to property owed or rented by SUUSI, the host facility, facilities visited by the participant during SUUSI or another individual.
5. Violating SUUSI's Harassment Policy (SUUSI Policy 10.1).
6. Any behavior or activity which severely disrupts program operations and/or interferes with the rights of other participants to receive program services.
7. Unsafe behavior: behavior which endangers, or threatens to endanger, the well-being of oneself or others.

In the case that a staff member witnesses or is informed of one of the above behaviors by a SUUSI participant, they will:

1. Get another SUUSI staff member to accompany them to ask the violating individual to cease the offending behavior.
2. Contact and inform the Core Staff member in charge of the relevant department (if any) and/or the SUUSI Director

The Core Staff member or SUUSI Director shall decide the consequences which may include:

1. Removal from the area where the violation is occurring/has occurred.
2. Dismissal from SUUSI (for severe offenses or subsequent violations)

The Minister of the Day may be contacted and asked to participate in the counseling and informing the individual of their needing to leave SUUSI.

Once someone has been dismissed they are required to remove themselves from the site of SUUSI at the earliest opportunity.

For severe violations, individuals may not be allowed to return to subsequent SUUSI for a given number of years or ever.

Participants who are dismissed will not receive a refund of any fees paid to SUUSI

Section 18. SUUSI HEALTH POLICY

[Reviewed March, 2009; Approved Mar 2008]

SUUSI Participants and Staff should understand that SUUSI is not a health care provider and does not offer health care services nor does it have a health office or any health care employees. SUUSI Participants are encouraged to familiarize themselves with the local health care resources, providers and services in the area before attending SUUSI.

SUUSI Participants should be aware that SUUSI does not provide health and accident insurance to SUUSI Participants. SUUSI Participants and Staff should bring proof of their health and accident insurance for their own use and file any medical expenses incurred with their own health and accident insurance.

SUUSI Participants should remember to bring their own prescription medications for the week as well as any over-the-counter remedies they may need. SUUSI staff members are not permitted to dispense medication of any kind (prescription or over-the-counter). In the event of an emergency, SUUSI Participants and/or Staff should dial 911 and the 911 operators will determine the most appropriate response. SUUSI Participants and Staff should understand that they do not need to contact a SUUSI staff member before dialing 911.

SUUSI Participants should take care to be safe and know their own physical limits.

SUUSI Participants should evaluate their current capabilities before participating in a Nature activity or other SUUSI sponsored activity. Nature activities are group experiences as well as personal explorations. SUUSI participants should be able to stretch themselves without intruding on the experience of others. Anyone under a physician's care should consult with his or her physician before pre-registering for an activity and before attending SUUSI.

SUUSI participants should exercise care in being aware of any Nature activity or other SUUSI sponsored activity that has a difficulty legend and use that difficulty legend in deciding whether they can safely participate within their own physical limits.

12/08/2009