POLICY MANUAL OF THE SOUTHEAST UNITARIAN UNIVERSALIST SUMMER INSTITUTE, INC. (SUUSI)

As amended & revised effective October 24, 2026

Table of Contents

Section 1: SUUSI MISSION STATEMENT & ORGANIZATION

Section 2: BOARD OF TRUSTEES

Section 2.1: GUIDING PRINCIPLES

Section 2.2:

STANDING COMMITTEES

Section 2.3: RESPONSIBILITIES OF THE PRESIDENT

Section 2.4: RESPONSIBILITIES OF THE VICE PRESIDENT

Section 2.5: RESPONSIBILITIES OF THE BOARD TREASURER

Section 2.6: RESPONSIBILITIES OF THE SECRETARY

Section 2.7: YOUTH REPRESENTATION TO BOARD

Section 2.8: BOARD MEMBER EXPECTATIONS

Section 3: OUTREACH

Section 4: ELECTIONS

Section 5: DIRECTOR

Section 6: OPERATING GUIDELINES

Section 6.1: COMMUNITY

Section 6.2: PROGRAMMING

Section 6.3: RELIGIOUS PROFESSIONALS & CHAPLAIN SUPPORT

Section 7: BUDGET POLICY

Section 8: FINANCE AND STAFF COMPENSATION

Section 8.1: STAFF COMPENSATION POLICY

Section 8.2: EXPENSE REPORTING AND REIMBURSEMENT POLICY

Section 8.3: CREDIT CARD POLICY

Section 9: MEDICAL REIMBURSEMENT POLICY

Section 10: DEALING WITH UNETHICAL/INAPPROPRIATE BEHAVIOR

Section 10.1: ANTI-HARASSMENT POLICY

Section 10.2: DEALING WITH INAPPROPRIATE BEHAVIOR/HARASSMENT DURING THE SUUSI PROGRAMMING WEEK

Section 10.3: ADDITIONAL PROCEDURES FOR HOST FACILITY REPORTING COMPLIANCE

Section 10.4: DEALING WITH INAPPROPRIATE BEHAVIOR/HARASSMENT OUTSIDE OF THE SUUSI PROGRAMMING WEEK

Section 12: RULES FOR TEENS (AGE 14-17)

Section 13: RULES FOR YOUTH (AGE 0-13)

Section 14: SUUSI STAFF/BOARD EXPECTATIONS

Section 14.1: EXPECTATIONS AND CODE OF BEHAVIOR

Section 14.2: BACKGROUND CHECK POLICY

Section 14.3: REQUIRED DISCLOSURES

Section 14.4: CONFLICT OF INTEREST
Section 15: SUUSI CHILD CARE COOPERATIVE CODE OF BEHAVIOR
Section 16: REMOVAL OF INDIVIDUALS DURING THE SUUSI PROGRAMMING WEEK
Section 17: SUUSI HEALTH POLICY
Section 18: SUUSI LOGO AND NAME USAGE
Addendum A

Section 1: SUUSI MISSION STATEMENT & ORGANIZATION

1. 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.

2. SUUSI is incorporated as a nonprofit corporation in Florida and maintains the corporate status through required annual filings with the State of Florida.

3. The Board of Trustees is the governing body responsible for the financial, ethical, and long-term health of SUUSI.

4. The Coordinating (“Core”) Staff is responsible for the day-to-day operations 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

Section 2.1: BOARD EXPECTATIONS AND GUIDING PRINCIPLES

1. Purpose & Stewardship – The SUUSI Board of Trustees is the governing body responsible for the long-term mission, sustainability, and strategic direction of SUUSI. In carrying out this responsibility, Board members shall:

A. Determine, understand, and actively support SUUSI's mission and purpose.

B. Ensure Board decisions reflect SUUSI's ideals and the expressed desires of the community.

C. Promote SUUSI throughout the year and encourage participation.

2. Strategic Leadership – The Board provides strategic direction and policy oversight for SUUSI. In carrying out this responsibility, the Board shall:

A. Set policy regarding budget, participants, size, and program focus for the forthcoming SUUSI.

B. Engage in long-range planning for the future of SUUSI.

C. Provide oversight to ensure SUUSI has adequate resources and that funds are responsibly managed.

D. Provide oversight to ensure programs and services remain consistent with SUUSI's mission and community values.

3. Partnership with Staff – The Board works in partnership with the SUUSI Director and Coordinating Staff to support effective planning and operations. In carrying out this responsibility, Board members shall:

A. Support the SUUSI Director and Coordinating Staff in implementing SUUSI's mission and programs.

B. Work in consultation with Coordinating Staff when establishing policy and strategic direction.

C. Ensure strong communication between the Board and Coordinating Staff, including Board participation in Coordinating Staff meetings and reporting relevant information back to the Board.

4. Community Accountability & Inclusion – The Board recognizes its responsibility to the SUUSI community. In carrying out this responsibility, Board members shall:

A. Provide oversight to ensure SUUSI offers an environment that welcomes and encourages the rich diversity of its participants.

B. Support opportunities for special interest groups while ensuring SUUSI does not become a vehicle for promotion or recruitment for any special interest group.

C. Seek and consider feedback from the SUUSI community.

D. Maintain transparency through the publication of approved Board minutes.

5. Board Leadership & Development – Effective governance requires active participation and ongoing leadership development. In carrying out this responsibility, Board members shall:

A. Support leadership development and training for Board members and staff.

B. Recruit new Board members to ensure a balanced and effective Board composition of experience, skills, and community representation.

C. Orient new Board members.

D. Serve on at least one standing committee and complete assigned responsibilities.

E. Assess Board processes and performance to strengthen governance.

6. Integrity & Conduct – Board members shall conduct themselves with integrity and accountability. In carrying out this responsibility, Board members shall:

A. Adhere to the SUUSI Leadership Expectations and Code of Conduct and the Board Covenant.

B. Maintain confidentiality where required.

C. Read and understand SUUSI governing documents.

D. Prepare for and participate fully in Board meetings and communication.

Section 2.2: STANDING COMMITTEES

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

    A. The Executive Committee is composed of the officers of the Board [President, Vice-President, Secretary, and Treasurer] and responsible for supporting the Board President in planning full board meetings and facilitating decision-making between board meetings or in times of urgency and/or crisis circumstances.

    B. The Finance Committee is composed of the Board Treasurer, the SUUSI Treasurer, an additional representative appointed by the SUUSI Director and the Board President, and is responsible for overseeing the financial performance and reporting of SUUSI. The SUUSI Board Treasurer will serve as the Chair of the Finance Committee.

    C. The Nominating and Elections Committee is responsible for making nominations for trustees for the Board and for planning and holding annual elections for trustees and youth representatives to the Board, as outlined in the Bylaws. The SUUSI Board Secretary will serve as Chair of the Nominating and Elections Committee.

    D. The Bylaws and Policy Committee is responsible for reviewing the SUUSI Bylaws periodically and monitoring the Policy Manual to ensure that the manual is updated to reflect current SUUSI practices as well as board decisions that impact SUUSI policy. The SUUSI Board Vice-President will serve as the Chair of the Bylaws and Policy Committee.

    E. The Foundation Committee is responsible for participating as voting members on the SUUSI Foundation Board, nominating additional foundation board members from the SUUSI community, and facilitating communication between the boards. The members of the SUUSI Foundation Board of Directors shall consist of seven (7) members, one of which is the SUUSI Board Treasurer, one of which is either the SUUSI Board President or Vice President, one of which is an additional SUUSI Board member appointed by the SUUSI Board of Trustees, and four (4) at-large members appointed by the SUUSI Board of Trustees.

Section 2.4: RESPONSIBILITIES OF THE PRESIDENT

1. The President shall ensure that each SUUSI Board member has selected a Standing Committee on which to serve.

2. The President shall appoint a Historian to archive SUUSI's catalog, Mugbook, NUUS, and other relevant items in the Board Archives.

Section 2.5: RESPONSIBILITIES OF THE VICE PRESIDENT

1. The Vice-President shall perform the duties of the President in the absence of the latter, and shall succeed to the presidency in the event this position becomes vacant prior to the next election of officers. In the event of such succession, the Board will elect a new Vice-President at its next regularly scheduled or special meeting.

2. The Board Vice-President will serve as the Chair of the Bylaws/Policy Review Committee.

Section 2.6: RESPONSIBILITIES OF THE BOARD TREASURER

1. The Board Treasurer shall file SUUSI's Annual Report with the State of Florida.

2. The Board Treasurer shall maintain USPTO registration for trademarks and other governmental registrations.

3. The Board Treasurer shall ensure that appropriate Insurance is maintained in force.

4. The Board Treasurer shall serve as the Chair of the Finance Committee.

5. The Board Treasurer shall serve as a member of the SUUSI Foundation Board.

6. The Board Treasurer shall provide budgetary guidance to the Director and the Board.

7. The Board Treasurer shall provide oversight to financial operations and transactions.

8. The Board Treasurer shall report the quarterly financial status to the Board.

Section 2.7: RESPONSIBILITIES OF THE SECRETARY

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

2. Following each meeting of the Board, the Secretary shall inform individual members of the Coordinating Staff of any and all information relevant to their area of operation.

3. The Secretary will serve as Chair of the Nominating and Elections Committee.

Section 2.8: YOUTH REPRESENTATION TO BOARD

1. Two Youth Representatives shall be elected to the SUUSI Board, one elected each year for a two year term by 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. While attending Board meetings outside of SUUSI, Youth Representatives, whether under or over 18 years of age, may sleep in the same room if both Youth Representatives and their parents or guardians consent. If it is preferred that Youth Representatives not share a room, those over 18 may share a room with an adult trustee of the same gender and those under 18 may share a room with the temporary guardian designated for the Board meeting by their parents or legal guardian (see Bylaws). Under special circumstances, Youth Representatives may request a single room, or may share a room with a member of their family.

3. At least one Youth Representative shall serve on the Nominating and Elections Committee.

Section 3: OUTREACH

1. 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 the UUA deserve special consideration and support.

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

3. Churches and fellowships are encouraged to hold SUUSI promotional events. For this purpose, conference attendees may self-identify as SUUSI Ambassadors to whom promotional materials may be distributed.

Section 4: ELECTIONS

1. Candidates are encouraged to familiarize themselves with the most current versions of the SUUSI Bylaws and Policy Manual, which can be accessed online.

2. 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 morning of SUUSI week.

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

4. 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.

5. The SUUSI Board will hold an informational session on Monday during SUUSI for potential candidates for elected positions.

6. The Board will give all candidates equal access to publish a statement in the SUUSI NUUS or other official online or printed media. Each candidate will be allowed 250 words, or equivalent space, in the SUUSI newsletter.

Section 5: DIRECTOR

1. The Director and the Finance Committee shall develop a budget progress report for presentation at the fall meeting, to be followed by a detailed budget in accordance with budget policy (see Section 7). The Board Treasurer shall be advised of the proposed budget before the meeting.

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

3. The outgoing Director shall ensure that the Director-Elect presents to the Board for its approval the recommendations for the position of the new Director-Elect.

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

5. The Director shall appoint the Staff Treasurer. This role will report directly to the Director and will have direct lines of communication to the Board Treasurer.

Section 6: OPERATING GUIDELINES

Section 6.1: COMMUNITY

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

A. SUUSI supports and conforms to the UUA policy on smoking as well as all applicable laws and regulations. Smoking, including electronic smoking devices, will not be permitted indoors.

B. The Board will not tolerate unlawful or inappropriate behavior at SUUSI.

C. The SUUSI Board has adopted a statement entitled "SUUSI Staff/Board Expectations and Code of Behavior" which is included in this document (See Section 16). 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 contact information for two references other than family members. The references must be verified by the Coordinating Staff member or their designee before an offer to serve on staff is extended. The requirement for references may be waived if the applicant has previously served on staff with the hiring Coordinating Staff member.

D. Any person wishing to attend SUUSI must sign any and all applicable waivers in accordance with practices as stated on the waivers. E. As an intentional community, SUUSI participants are expected to interact with others with respect and goodwill. Should a SUUSI participant become engaged in a conflict with another participant or a staff member, they are expected to act in good faith to come to an understanding, even if the individuals cannot agree on a resolution of the disagreement. If one-on-one resolution is not possible and an individual feels the need for further action, they may take concerns to the Healthy Relationship Team [HeaRT]. A participant is encouraged to call the helpline to get a referral or approach a Team member directly. Every SUUSI participant is expected to engage in conflict resolution.

If either party to the conflict remains unsatisfied after attempts at resolution mediated by the HeaRT, the President of the SUUSI Board may at their discretion appoint an ad hoc committee of three continuing Board members to investigate the conflict and render a decision which will be deemed final. Unresolved conflicts between staff members that cannot be resolved by the immediate core staff members should be taken to the director for further action.

F. Adults who require a conservator or guardian outside of SUUSI shall be required to bring a guardian with them to SUUSI. If a participant appears to require guardianship but does not have a guardian, the Minister on Duty shall be

tasked with contacting that person and making a recommendation to the Director and/or Board President as to whether the participant will need to appoint a guardian for the remainder of the conference. If the participant is unable to secure a guardian, they cannot remain at SUUSI.

G. All prepared foods at SUUSI must be prepared in accordance with its host facility requirements and state law.

H. Vaccination Policy

i. All participants under the age of 18 years must adhere to the CDC's vaccination schedule, unless a specific medical contraindication exists.

ii. All those who are working with children aged five and under (staff and/or volunteers) are up to date on MMR and Tdap vaccines.

iii. All attendees within the CDC recommended ages are strongly encouraged to be fully vaccinated against SARS-CoV-2.

iv. Vaccination protocols must be completed at least 2 weeks before attending SUUSI.

v. SUUSI requires verification of vaccination status in compliance with points i-ii.

2. The intent of the Books and Bazaar is to provide a selection of books and other items consistent with the Institute's purposes. The Books and Bazaar shall feature attractive prices and gross margins consistent with those charged by normal retail operations. Profits from the Books and Bazaar 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 Books and Bazaar or SUUSI Special Events. The Board, at their discretion, may direct the Books and Bazaar not to accept for sale any merchandise.

3. Any person owing SUUSI money shall be required to pay such debt in full before or at the time of their next SUUSI registration.

4. SUUSI attendees are strongly encouraged to come for the entire duration of the Summer Institute. However, if an attendee must register for only a portion of the week, they shall regardless complete an official registration form and pay a registration fee equal to the prorated rate for the number of days the person or family will attend, plus 10% of that prorated cost.

5. Anyone driving a vehicle on behalf of SUUSI shall NOT consume any alcohol during or in the 6 hour period prior to operating said vehicle. When driving a vehicle on behalf of SUUSI, drivers must not and shall not consume or be under the influence of any intoxicating substance, whether legal or illegal, regardless of the timeframe of use of the intoxicating substance. Intoxicating substance is any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person’s mental or physical

capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.

Section 6.2: PROGRAMMING

1. Only programs listed in the SUUSI Catalog and SUUSI NUUS are SUUSI Sponsored Activities.

2. 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.

3. Personal vehicles may be used at the discretion of the SUUSI Director, in consultation with the Risk Manager or other SUUSI staff in charge of procuring SUUSI's liability insurance. In the event that personal vehicles are used, SUUSI will comply with the requirements of its insurer with respect to collecting driver information and waivers of liability.

4. This section is designed to state SUUSI Board policy as it relates to the age of and programming for participants.

> A. 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.
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> B. 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.
>
> C. 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.
>
> D. Exceptions may be considered.
>
> E. It is the policy of SUUSI to verify age using an original state-issued birth certificate, driver's license, or government-issued ID or passport.

5. At the discretion of the SUUSI Director, SUUSI may host on campus non-staff vendors, speakers, performers and workshop presenters, as budgeted by the Director and approved by the Board of Trustees.

Section 6.3: RELIGIOUS PROFESSIONALS & CHAPLAIN SUPPORT

1. The following policy is an attempt to encourage ministers and religious educators to attend SUUSI with their families because we believe that their presence in our community is beneficial to our attendees as well as to Unitarian Universalism.

A. All Unitarian Universalist ministers who are in Fellowship with the Unitarian Universalist Association and who are a member of the Unitarian Universalist Ministers Association (UUMA) shall receive 1/2 X on costs for room, board, and registration for the first time they attend SUUSI.

B. All Unitarian Universalist religious educators who are employed by a UUA member congregation or covenanted community and who are active members of the Liberal Religious Educators Association (LREDA) shall receive 1/2 X on costs for room, board, and registration for the first time they attend SUUSI.

C. Should a first-time religious professional attendee already be working staff positions more than ½-time, the credit received for first-time religious professional attendees shall be transferable to another SUUSI participant of their choosing for the current year.

2. There shall be a Minister(s) or Chaplain(s) available every day of SUUSI who shall be responsible for meeting the short-term pastoral care needs of SUUSI participants. Chaplains and ministers providing pastoral care shall report to the Nurture Director and shall receive appropriate staff credit for this role.

Section 7: BUDGET POLICY

1. The following statements shall be furnished by the Treasurer in coordination with the Finance Committee, at appropriate times:

A. Balance Sheet.

B. Operating Statement, to include all costs and expenses, including room and board.

C. Reconciliation of Equity. Statement of changes in equity, including gifts, capital purchases, and special expenses, by line item.

D. Pro forma Income and Expenses.

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

A. The Director shall send the budget to Board members at least two weeks prior to the winter Board meeting, along with a letter noting special features. Board members shall respond with any questions before the Board meeting, which may be an in-person or virtual meeting.

B. The Director shall bring or send an alternative budget if the original contains potentially controversial items.

C. To keep SUUSI affordable for families, proposed budget will include fees for minors scaled by age group.

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

4. The year-end equity should be treated as follows:

A. Maintain adequate funds to cover basic SUUSI operations from the period of September 1, of the current calendar year, through March 31, of the next calendar year. This amount should cover routine monthly fees and expenses, funds for various staff to perform year end and new year duties, funds for core staff and board meetings for the period of September 1, of the current calendar year, through the March 31, of the next calendar year, funds to pay Insurance premiums, and other funds needed to maintain SUUSI until the beginning of registration for the next SUUSI. This amount is currently $30,000 to $40,000. All excess funds above this amount shall be granted to The SUUSI Foundation.

5. Any SUUSI participant may propose cash grants or gifts for causes or organizations which align with SUUSI's values and goals. Such requests can be made directly to the board. Any such grant or gift must be approved by the SUUSI Board of Directors during a scheduled SUUSI Board meeting, or through other majority consent of voting members of the Board of Directors.

6. SUUSI shall not accept any restricted or directed donations except for those made to:

A. managed funds (SUUSIships and Endowment) of The SUUSI Foundation, which have defined policies regarding their management and use; or

B. specific program or purpose-directed donations that will be used within the same calendar year that have prior approval of either the SUUSI Director or the SUUSI Board of Directors and which will be managed within the SUUSI financial ledgers.

7. All other donations will be considered general donations supporting the well-being of SUUSI operations and will be spent at the discretion of the SUUSI Director and SUUSI Board of Directors.

8. Donors seeking to make a restricted donation of greater than $25,000 that falls outside of the above guidelines, shall be directed to The SUUSI Foundation for further discussion.

Section 8: FINANCE AND STAFF COMPENSATION

Section 8.1: STAFF COMPENSATION POLICY

1. The following is SUUSI's Staff Compensation Policy:

A. 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. Staff must be at least 14 years of age unless a special exception is made by the SUUSI Director.

B. Workshop leaders may request and receive credit for the hours of preparation and contact time not to exceed a single "X" per workshop. The participant fee shall cover the leader staff credit and the cost of workshop materials divided by the anticipated number of participants. The Director and/or Workshops Director is encouraged to negotiate reductions in order to offer free and reduced cost workshops and may reduce the participant fee without a corresponding reduction in leader credit.

C. In recognition of the preparation required by Worship speakers, 1/2 "X" is given for one Worship Service.

D. In recognition of the level of dedication required to serve as the Director of SUUSI, individuals who have completed a full four-year term of service as SUUSI Director will be offered a sabbatical credit worth one full "X" to be taken in the year of the individual's choice. This credit is not transferable to a separate individual. This credit shall be received in a single SUUSI year, but exceptions will be made to allow previous partial recipients of this credit to receive any remaining percentage credit.

E. No person may receive more than one "X", regardless of the extent of contribution to one or more departments of SUUSI. Staff credits are not transferable to another individual, with the exception of religious professionals and chaplain support.

F. No person may receive cash for staff work.

G. If a person receiving compensation in the form of staff credit fails to satisfactorily complete the duties for which they were awarded credit, they may lose part or all of the staff credit at the discretion of the Core Staff member in charge of their position. Any resulting fees must be paid before that person can register for future SUUSIs.

H. There will be no compensation for travel to or from SUUSI, except that each Worship speaker may be reimbursed for the minimum available cost of their

transportation. The Director shall report in writing such exceptions to the Board as they occur.

I. 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.

J. Exceptions to items B and C 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 to the Board as they occur.

K. There shall be a bi-annual review of this policy by the Board.

Section 8.2: EXPENSE REPORTING AND REIMBURSEMENT POLICY

1. All expense reports and reimbursement requests will be made through a system, means or process designated by the Fiduciary Operations Staff.

2. All expense reports will be verified by the person making the request, and approved by the appropriate staff person, as follows:

A. 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.

B. Board expense items will be approved by the Board President.

C. Director expense items will be approved by the SUUSI Director.

D. 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 Board and SUUSI Director.

3. It is the responsibility of SUUSI staff and Board members to ensure that all expenses incurred are appropriate, within budget, and necessary to the administration and programming of the Institute. The following guidelines are to be followed:

A. Travel to staff and Board meetings should be by the most economical means, with allowance for the person's schedule limitations. It is expected that air travel will be used if one-way driving time exceeds six hours.

B. Ride sharing is encouraged where possible. Travel reimbursements may be for either the cost of gasoline (receipts required) or by cost per mile up to the IRS allowed non-profit / charitable organization reimbursement rate.

C. Lodging, food, and other local expenses will not be reimbursed for any days before or after the announced dates of the meeting.

D. Any persons not involved in the conduct of the meeting may join the group for meals, with the understanding that they will pay separately for their meals.

E. Alcoholic beverages cannot be purchased using a SUUSI credit card nor can they be reimbursed, except when alcohol is the subject of a SUUSI Sponsored Activity, such as a tasting workshop.

F. Meeting attendees are expected to share rooms when possible.

G. Any exceptions to these guidelines will be at the discretion of the Director or Board President.

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.

Section 8.3: CREDIT CARD POLICY

1. To be eligible for a SUUSI organizational credit card, staff members must hold a designated position that requires expenditures to support SUUSI activities.

2. The issuance procedure for a SUUSI organizational credit card, for an individual to become an Authorized User, includes: submission of a completed credit card application form to the Staff Treasurer, approval by the Director or Staff Treasurer, satisfactory completion a background check and creditworthiness assessment (as needed), issuance of the SUUSI organization credit card by the designated financial institution, and completion of training on the responsible use of the SUUSI organization credit card.

A. All Authorized Users issued an organization credit card must attend a mandatory training session covering proper use and management of organization credit cards, SUUSI's expense reporting and reconciliation procedures, and consequences of policy violations.

B. Upon completion of training, Authorized Users must sign an acknowledgment form indicating that they have received and understood the Organization Credit Card Issuance and Usage Policy and that they agree to comply with all terms and conditions outlined in the policy.

3. Authorized Users are prohibited from transferring a card to any other person for any reason.

4. Organization credit cards are to be used exclusively for SUUSI-related expenses, including but not limited to:

- Planning, meetings, promotional materials, internet and technology; or
- Supplies, equipment, and programming material; or
- Site support, vehicles and support equipment, outfitters and other expenses in the operation of SUUSI activities and events.

5. Authorized Users are strictly prohibited from using organization credit cards for the following:

- Personal expenses of any kind; or
- Cash advances or withdrawals; or
- Non-SUUSI-related meals and entertainment; or
- Personal or meeting alcoholic beverages; or
- Any expenses not pre-approved by the approved SUUSI annual budget.

6. Authorized Users must adhere to the following procedures for expense reporting:

A. Submission of detailed receipts and documentation for all transactions; and

B. Completion and submission of an expense report within 14 days of the transaction date; and

C. Ensured accuracy of all expenses recorded and categorized.

D. Additional information regarding Expense Reporting is in Section 8.2

7. The Staff Treasurer will conduct a monthly reconciliation of all Organization credit card transactions. This process includes:

A. Review of submitted expense reports and receipts; and

B. Ensured compliance with the authorized use policy; and

C. Identification of any discrepancies or unauthorized expenses; and

D. Report of findings to the Director and Board Treasurer.

8. Misuse of organization credit cards will result in action, up to and including: revocation of organization credit card privileges; reimbursement of unauthorized expenses to SUUSI, formal reprimand or termination of staff position or staff credit; or legal action in cases of fraud or theft.

9. The SUUSI Organization Credit Card Issuance and Usage Policy will be reviewed periodically by the Finance Committee and/or the Policy and Bylaws Committee to ensure that it remains relevant and effective, aligns with current best practices and regulatory requirements, and that any necessary updates or revisions are implemented promptly.

A. Any changes or updates to this policy will be communicated to all card holders through email notifications, publicly available updated policy documents, and, if required, additional training sessions.

Section 9: MEDICAL REIMBURSEMENT POLICY

1. The following is SUUSI's Medical Reimbursement Policy: 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. The definition of "out of pocket" for this purpose relates to expenses not covered by insurance of the injured individual. The definition of "line of duty" for this purpose relates to duties being performed for SUUSI at the time of the accident. Appropriate paperwork must be supplied to show the amount not covered by the insurance company.

Section 10: DEALING WITH UNETHICAL/INAPPROPRIATE BEHAVIOR

Section 10.1: ANTI-HARASSMENT POLICY

1. SUUSI affirms its commitment to the health of the community by maintaining a welcoming environment, free of discrimination, harassment, bullying, intimidation, and violence. SUUSI expects its Board, staff, and participants to conduct themselves in a respectful manner with concern and care for their colleagues, SUUSI staff, host staff, participants, and surrounding community.

2. To help ensure a safe environment at SUUSI, the Core Staff will include this policy in their pre-SUUSI orientations and training, and provide opportunity for discussion on the contents.

3. Any harassment regarding sex, race, color, ethnicity, religion, national origin, age, disability, ancestry, place of origin, marital status, source of income, class, family status, gender, gender identity or expression, or affectional orientation will not be tolerated. Such harassment includes, but is not limited to, harassing remarks, gestures or physical contact, derogatory remarks, jokes, innuendo or taunts, and display or circulation of written materials or derogatory pictures directed at any of these categories. Harassment covers a wide range of behaviors of an offensive nature. It is commonly understood as behavior that demeans, humiliates, embarrasses, disturbs, upsets, and/or threatens a person.

4. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. 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

B. 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

C. 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

D. Such conduct or communication, which is not welcome, is personally offensive or debilitates morale, and therefore interferes with a positive SUUSI experience.

Section 10.2: DEALING WITH INAPPROPRIATE BEHAVIOR/HARASSMENT DURING THE SUUSI PROGRAMMING WEEK

1. Any inappropriate and/or harassing behavior directly observed or heard about by general SUUSI participants before the program week's end should be immediately reported to either SUUSI staff or the SUUSI helpline.

2. Any inappropriate and/or harassing behavior observed or heard about by SUUSI staff before the program week's end should be immediately reported to the staff person's Core Staff Supervisor or the Director.

3. Once reported, an incident report must be completed. This report gets forwarded to both the SUUSI Director and the SUUSI Risk Manager.

4. Additionally, if requested, the Minister on Duty is charged with contacting the complainant to ensure that their needs for support, care, and safety are met.

5. The confidentiality and privacy of the complainant and the accused shall be maintained throughout this internal process. In the interest of safety and autonomy, depending on the nature of the complaint [see Section 10.3], complainants have the right to make an anonymous report or no report at all.

6. After gathering all available information, the Director, Risk Manager, and Nurture Director shall meet and determine next steps, potentially including, but not limited to, a referral to HeaRT. Depending on the nature of the incident, if the complainant does not want any action to be taken, those wishes will be respected.

7. If it is determined that the Board should take action, the Board shall meet during the program week and hear the report of the Director, Risk Manager, and Nurture Director.

> A. The Board shall work with the Nurture Director to appoint a minister 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.
>
> B. The Board shall determine what action is appropriate after considering all of the information, up to and including reporting the incident to the appropriate authorities. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, and to protect SUUSI from any future violations of this policy. This includes, but is not limited to, removing the person who violated the policy from SUUSI and prohibiting future participation in SUUSI.
>
> C. The Board shall endeavor to make a decision on any complaints received during SUUSI week within twelve hours of receiving the complaint.

8. All reports, including those filed confidentially, shall be entrusted to the Risk Manager, who will be responsible for monitoring individuals with complaints against them. In the case of multiple or significant offenses by a single individual, the Risk Manager shall notify the Director and Board President.

Section 10.3: ADDITIONAL PROCEDURES FOR HOST FACILITY REPORTING COMPLIANCE

1. In addition to the internal procedures detailed in this manual, SUUSI will comply with the reporting requirements of its host facility.

2. Per Title IX and/or The Clery Act, if SUUSI is being hosted on the campus of a college or university, SUUSI staff have additional reporting mandates required by federal law in incidents that involve the following circumstances:

- Murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Sexual misconduct/exploitation
- Harassment, including sexual discrimination, bullying, and intimidation
- Hostile environment
- Domestic violence, dating violence, child or adult abuse or neglect
- Stalking
- Discrimination
- Robbery, burglary, motor vehicle theft
- Aggravated assault
- Arson
- Firearms violations
- Drug abuse or liquor law violations
- Destruction/damage/vandalism of property
- Retaliation
- Hate or bias-related crimes

Section 10.4: DEALING WITH INAPPROPRIATE BEHAVIOR/HARASSMENT OUTSIDE OF THE SUUSI PROGRAMMING WEEK

1. Any inappropriate and/or harassing behavior observed or heard about by SUUSI staff after the SUUSI programming week ends should be immediately reported to the Director.

2. Once reported, an incident report must be completed. This report gets forwarded to both the SUUSI Director and the SUUSI Risk Manager.

3. Additionally, if requested, the Nurture Director is charged with making arrangements to contact the complainant to ensure that their needs for support, care, and safety are met.

4. The confidentiality and privacy of the complainant and the accused shall be maintained throughout this internal process. In the interest of safety and autonomy, complainants have the right to make an anonymous report or no report at all.

5. After gathering all available information, the Director, Risk Manager, and Nurture Director shall meet and determine next steps, potentially including, but not limited to, a referral to HeaRT. Depending on the nature of the incident, if the complainant does not want any action to be taken, those wishes will be respected.

6. If it is determined that the Board should take action, the Board shall hear the report of the Director, Risk Manager, and Nurture Director at their next scheduled meeting.

> A. The Board shall work with the Nurture Director to appoint a minister 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.
>
> B. The Board shall determine what action is appropriate after considering all of the information, up to and including reporting the incident to the appropriate authorities. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, and to protect SUUSI from any future violations of this policy. This includes, but is not limited to, prohibiting future participation in SUUSI.
>
> C. The Board shall endeavor to make a decision on any complaints received after the SUUSI programming week as soon as possible and/or at least 3 months prior to the next SUUSI programming week.

7. All reports, including those filed confidentially, shall be entrusted to the Risk Manager, who will be responsible for monitoring individuals with complaints against them. In the case of multiple or significant offenses by a single individual, the Risk Manager shall notify the Director and Board President.

Section 12: RULES FOR TEENS (AGE 14-17)

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

1. No weapons, violence, or destructive behavior.

2. No The use or possession of alcohol, illegal drugs, or nicotine and tobacco products is prohibited. This prohibition applies to all illegal substances and any misuse of legal substances.

3. Parents or guardians are responsible for ensuring that teens take prescribed medications only as directed by their healthcare provider. Misuse, abuse, sharing, or unauthorized use of legal medications is prohibited.

4. Teens may not leave the teen dorm between 1:00 a.m. and 6:00 a.m. unless accompanied by their parent or guardian. Teen staff may also accompany teens for pre-approved, scheduled activities listed in the SUUSI Catalog, Confirmation NUUS, or Sunday NUUS.

5. Any violation of the SUUSI anti-harassment policy may result in expulsion from the Teen program and SUUSI. The full wording of the anti-harassment policy will be presented to teens and their parents or guardians for signature.

6. Parents or legal guardians are responsible for any damages caused by their teen.

7. Parents or guardians will establish their own expectations for their teen and maintain daily communication with them. They will inform teen staff prior to removing their teen from campus.

8. Sexual intercourse and sexually explicitly behavior between participants under 18 is prohibited at SUUSI.

9. The Board recommends that parents or guardians of SUUSI teens discuss sexuality with their teen prior to attending SUUSI.

10. The Intergenerational Director shall present any changes to the youth rules and policies to the Board for approval.

11. If staff or leadership determine that a teen requires more supervision than the Teen Dorm can provide but may remain at SUUSI, the parent or guardian must accept the housing change and pay all associated fees.

12. These rules apply to all teens, whether or not they reside in the teen dorm.

13. In the event that a participant turns 18 during the SUUSI week, they shall be contacted before the beginning of the SUUSI week by SUUSI Staff and shall comply with one of the following policy options.

A. At midnight on the individual's 18th birthday they will update their registration materials to reflect their new adult status and transition either into YA housing or other adult housing.

    i. The individual will not be given any role in Teen programming that will require their presence in the Teen dorm.

    ii. The individual will remain in Teen housing up until 11:59 p.m. the day before their birthday.

    iii. Curfew will be removed for the individual and they will be allowed to participate in YA late night programming.

    iv. They will be recognized as an adult henceforth, understanding and respecting the intentional community within the Teen program.

    v. They may participate in Teen worship, TWOB, and the 17s Bridging Ceremony.

B. The individual shall be placed in a single room at the start of the week with any additional cost added to registration, and shall remain in the Teen dorm during the entire week of SUUSI.

    i. Upon their 18th birthday, the individual shall sign an updated covenant that recognizes their legal status as an adult, and the expectations placed upon them because of their legal status. Individuals will receive guidance from teen staff on appropriate conduct as an adult with minors.

    ii. The individual will remain under any and all rules regarding Teens for the duration of the SUUSI week, and shall be permitted to participate in all Teen programming.

    iii. The individual will not be permitted to participate in YA only programming, or in adult only programming.

14. All teens should be accompanied to SUUSI by a parent or a responsible adult. If a person who is recognized by law as the parent or legal guardian of the teen cannot attend SUUSI, then the teen must attend with a guardian who is responsible for their safety and well-being. SUUSI will accept a power of attorney executed according to the laws of the state in which the teen resides, or it will accept the SUUSI Guardianship Form (see form attached as Addendum A). One individual may not serve as a guardian for more than two youth or teens for whom you are not the legal guardian. Any person serving as a guardian using the SUUSI Guardianship Form must be at least 21 years old. If the teen is accompanied by a family member who will be designated as the guardian, that family member must be at least 21 years old.

Section 13: RULES FOR YOUTH (AGE 0-13)

VIOLATION OF THE FOLLOWING RULES MAY RESULT IN REMOVAL FROM YOUTH PROGRAMMING OR FROM SUUSI ENTIRELY:

1. No weapons, violence, or destructive behavior.

2. Use or possession of alcohol, illegal drugs, nicotine, or tobacco products is prohibited. This prohibition applies to all illegal substances and any misuse of legal substances.

3. Parents or guardians are responsible for ensuring that teens take prescribed medications only as directed by their healthcare provider. Misuse, abuse, sharing, or unauthorized use of legal medications is prohibited.

4. Youth may not engage in activity outside the dormitory between 9:30 p.m. and 6:00 a.m. except accompanied by their parent or guardian. Youth residing in dormitories must be under appropriate supervision at all times, including while asleep.

5. Behavior or activity that is unsafe or that severely disrupts Youth Program operations is prohibited.

6. Throwing objects out of windows is prohibited. Leaning out of or hanging out of windows is also prohibited.

7. Youth must be supervised at all times. The only exception is for individuals who have been approved to check themselves and their siblings out of youth programming; in those cases, they may be briefly unsupervised while going directly to meet a parent or guardian after youth programming ends. The Intergenerational Director will establish and maintain the approval procedures.

8. Parents or legal guardians are responsible for any damages caused by their youth.

9. The Intergenerational Director shall present any changes to the youth rules and policies to the Board for approval.

10. Violations of these rules can result in one or more disciplinary actions, at the discretion of the Youth Director, Intergenerational Director, and/or SUUSI Director. The Risk Manager will be involved as appropriate. Disciplinary actions may include:

A. Logical consequences, such as cleaning up messes or repairing damage caused by the behavior.
B. Contacting the participant's parent or guardian to discuss the situation; staff or the parent/guardian may involve the HeaRT Team as needed.
C. Suspension from youth programming for the remainder of the session or programming day.

D. Dismissal from youth programming for the remainder of the current SUUSI for severe offenses or if the behavior is not successfully corrected.

11. Parents or guardians who participate in, facilitate, or encourage behavior that violates Youth Program policies may be removed from SUUSI, in consultation with the SUUSI Director.

12. All youth should be accompanied to SUUSI by a parent or a responsible adult. If a person who is recognized by law as the parent or legal guardian of the youth cannot attend SUUSI, then the youth must attend with a guardian who is responsible for their safety and well-being. SUUSI will accept a power of attorney executed according to the laws of the state in which the youth resides, or it will accept the SUUSI Guardianship Form (see form attached as Addendum A). One individual may not serve as a guardian for more than two youth or teens for whom you are not the legal guardian. Any person serving as a guardian using the SUUSI Guardianship Form must be at least 21 years old. If the youth is accompanied by a family member who will be designated as the guardian, that family member must be at least 21 years old.

Section 14: SUUSI STAFF/BOARD EXPECTATIONS

Section 14.1: EXPECTATIONS AND CODE OF BEHAVIOR

1. 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:

A. Understanding, adhering to, and enforcing the Bylaws and Policies of SUUSI.

B. Upholding the governing laws and statutes of the state in which SUUSI is held.

C. Abiding by any and all rules and regulations of the institution where SUUSI is held.

2. 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 that 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.

3. 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.

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

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

6. For staff members working with youth and teens, there must at all times be at least two adults present while in the presence of a minor (age 0-17).

7. Members of SUUSI Staff who are over the age of 18 are considered to be mandated reporters of child abuse and/or neglect.

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

9. SUUSI Staff and Board will not allow the use of alcohol by anyone under the age of 21.

10. Staff members and trustees are expected to address inappropriate behavior or report it to the Director, Board President, or Minister on Duty.

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

Section 14.2: BACKGROUND CHECK POLICY

1. SUUSI is committed to working to ensure the safety of its community members. It is our practice, therefore, to have a transparent staff and volunteer background check policy that includes both a multi-state background check as well as background checks on the National Sex Offender Registry (NSOR).

2. We understand that there are many reasons an individual may have a criminal record, including participation in social action or witness, injustices present in the system, and offenses which are not relevant because they occurred so long ago or pose little to no threat to others. Each adult who wishes to work or volunteer with SUUSI and be involved in our community has inherent worth and dignity. Thus, each instance where a record is returned or disclosed will be carefully considered. A documented conviction is not a guaranteed exclusion from our community, but rather the beginning of a conversation. We acknowledge the fact that there is pervasive racism, homophobia, and transphobia in the United States' criminal justice system. People of color are disproportionately convicted of felonies, and holding an LGBTQ+ identity has itself been historically considered an offense in many states.

3. Each member of the SUUSI staff and adult member of the SUUSI Board of Trustees, adults participating in the Child Care Cooperative, and all volunteers who supervise minors (ages 0-17) shall be subject to a background check on the NSOR.

4. Each authorized user on SUUSI financial accounts (including SUUSI credit card holders), all staff and volunteers who supervise minors (ages 0-17), including but not limited to TWOB staff, and all adults participating in the Childcare Cooperative shall be subject to a multi-state criminal background check.

5. The Risk Manager will coordinate the facilitation of all background and NSOR checks, which will be performed at a frequency in accordance with the policy of the host facility, or more frequently.

6. If a person self-discloses or their name returns a positive result on the background check or the NSOR, it shall be immediately reported to the SUUSI Director and Risk Manager. The individual may supply additional information related to the incident. Once all information has been gathered, the Director, Risk Manager, and Nurture Coordinator shall meet to determine next steps.

7. If it is determined that the Board should take action, the Board shall hear the report of the Director, Risk Manager, and Nurture Coordinator at their next scheduled meeting.

> A. If requested and appropriate, the Board shall work with the Nurture Coordinator to appoint a minister to act as a liaison/support person for the individual.
>
> B. The Board shall determine what action is appropriate after considering all of the information, up to and including reporting the incident to the appropriate

authorities. The Board is empowered to take any action necessary to ensure the integrity of SUUSI and this policy, and to protect SUUSI from any future violations of this policy. This includes, but is not limited to, removing the person who violated the policy from SUUSI and prohibiting future participation in SUUSI.

8. Any criminal or child welfare history disclosed to SUUSI in the application process will remain strictly confidential, with the exception of when SUUSI is required to disclose information to the host facility based on contractual obligations.

Section 14.3: REQUIRED DISCLOSURES

1. In their applications for positions, each prospective staff member and/or volunteer shall be required to disclose the following information:

A. Any and all charges or convictions, whether for a misdemeanor or felony.

B. Any founded accusation of child abuse.

2. In order to protect against the misuse of monies belonging to SUUSI, or of credit or debit cards issued to SUUSI, each prospective staff member and/or volunteer seeking a position whereby they will have access to such monies and/or credit and debit cards shall be required to disclose the following information, in addition to the disclosures in Section 14.3.1:

A. Any and all administrative actions filed against them, whatever the outcome, wherein any allegation of fraud, embezzlement, or the misuse of the money or property of others was charged.

Section 14.4: CONFLICT OF INTEREST

1. The purpose of this policy is to protect the interests of SUUSI by: (a) preventing the personal interest of the Board, key staff, and independent contractors from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

2. 'Persons concerned' means members of the Board, Officers, and all staff who can influence the governance and actions of SUUSI. This includes anyone who makes financial decisions, might be referred to as "management personnel," or have proprietary information regarding SUUSI.

3. It is impossible to list all the possible circumstances that could present conflicts of interest. Potential conflicts of interest include situations in which a member of the Board, Officer, and/or key staff or that person's relative or business:

- has an ownership or investment interest in any third party that SUUSI deals with or is considering dealing with;
- serves on the board of, participates in the management of, or is otherwise employed by or volunteers with any third party that SUUSI deals with or is considering dealing with;
- receives or may receive compensation or other benefits in connection with a transaction into which the SUUSI enters;
- receives or may receive personal gifts or loans from third parties dealing with SUUSI;
- serves on the board of directors of another nonprofit organization that is competing with SUUSI for a grant or contract;
- has a close personal or business relationship with a participant in a transaction being considered by SUUSI;
- would like to pursue a transaction being considered by SUUSI for their personal benefit.

4. Procedures

A. Each member of the Board, key staff, and any other interested person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

B. When a potential Conflict of Interest is disclosed, the Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

C. If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating the individual's position with SUUSI.

Affected parties both within and outside of SUUSI, members of the Board, key staff, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

D. All conflicts of interest will be reviewed on a case-by-case basis. The Board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the Board reasonably believes a member of the Board or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual’s response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

E. The minutes of any board meeting at which a matter involving a conflict of interest or potential conflict of interest was discussed or voted upon shall include:

i. the name of the interested party and the nature of the interest;

ii. the decision as to whether the interest presented a conflict of interest.

iii. any alternatives to a proposed contract or transaction considered by the board; and

iv. if the transaction was approved, the basis for the approval.

F. Every member of the Board and any other key person must sign a Conflict of Interest Disclosure Statement upon said individual’s term of office, employment, or other relationship with SUUSI and must do so annually. Failure to sign does not nullify the policy.

Section 15: SUUSI CHILD CARE COOPERATIVE CODE OF BEHAVIOR

If the parents and/or guardians 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.

1. 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.

2. Statement of Expectations:

A. Members of the Child Care Cooperative will not engage in behavior with children which constitutes any sort of verbal, emotional, or physical abuse. This includes behavior or language which is personally threatening or demeaning.

B. Members of the Child Care Cooperative will neither indulge in sexually harassing behavior nor engage in sexual, seductive, or erotic behavior with children.

C. Members of the Child Care Cooperative will not allow the use of drugs or alcohol or any sort of illegal activities among children.

D. Members of the Child Care Cooperative shall not use alcohol or other intoxicating substances during the 6 hour period prior to their volunteer shift, nor at any time during their volunteer shift in the Child Care Cooperative. An intoxicating substance is any substance which, when used in sufficient quantities, ordinarily or commonly disturbs a person's mental or physical capacities, including but not limited to alcoholic beverages, drugs, controlled substances as defined by state law, certain prescription medications when not used in accordance with physician's orders, glue, paint or other substances.

E. At least two adults must be present when volunteers are supervising minors during their Co-op shift.

F. All adult Co-op members are expected to report suspected abuse or neglect of a minor in accordance with applicable state law and SUUSI reporting procedures.

G. While in the Co-op dorm, parents, legal guardians, and designated guardians e.g. another co-op parent who has agreed to supervise your child(ren), are responsible for supervising their children at all times—in private rooms, the lounge, and common areas—except when their children are officially signed in for supervision during designated co-op volunteer hours.

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

Section 16: REMOVAL OF INDIVIDUALS DURING THE SUUSI PROGRAMMING WEEK

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

    A. Breaking of any applicable local, state, or federal laws

    B. Breaking any rules or regulations of any facility or institution while attending SUUSI

    C. Possession, display, or use of firearms or other weapons

    D. Intentional destruction or damage to property owned or rented by SUUSI, the host facility, facilities visited by the participant during SUUSI, or another individual

    E. Violating SUUSI's Anti-Harassment Policy (Section 10.1 of this Policy Manual)

    F. Any behavior or activity which severely disrupts program operations and/or interferes with the rights of other participants to receive program services

    G. Unsafe behavior: behavior which endangers or threatens to endanger the well being of oneself or others

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

    A. Get another SUUSI staff member to accompany them to ask the violating individual to cease the offending behavior

    B. Contact and inform the Core Staff member in charge of the relevant department (if any) and/or the SUUSI Director

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

    A. Removal from the area where the violation is occurring/has occurred

    B. Dismissal from SUUSI (for severe offenses or subsequent violations)

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

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

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

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

Section 17: SUUSI HEALTH POLICY

1. 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.

2. 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.

3. 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.

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

5. 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 their physician before pre- registering for an activity and before attending SUUSI.

6. SUUSI participants shall 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.

Section 18: SUUSI LOGO AND NAME USAGE

1. The Institute's name and/or logo may not be used without prior specific written permission of the SUUSI Board.

2. Members of the SUUSI community may request to use the name and/or logo of SUUSI in the manufacturing and sale of items; SUUSI supports hand-crafting and cottage industries.

A. Each individual must apply to the SUUSI Board for approval, and it is not necessary for individuals to re-apply each year. However, the Board retains the right to refuse or revoke permission at any time if the items bearing the name/logo are deemed inappropriate for association with SUUSI (see Addendum).

B. The Board or its designee will process requests on a rolling basis within one week of the request being received, and if there is an issue or more discussion needed, will bring it to the attention of the Board.

C. Whether said items are sold at SUUSI or outside of SUUSI, a minimum of 10% of the proceeds from the sale of these items must be donated to SUUSI via an official SUUSI store such as the Books and Bazaar.



Family Name: _____

Participant Name: _____

SUUSI Guardianship Form

(for children **not** your own **and** under 18 years of age)

If you bring children to SUUSI for whom you are not the permanent legal guardian, this form must be signed by the child's legal guardian, notarized and submitted with registration forms. You may not serve as a guardian for more than two youth or teens for whom you are not the legal guardian. Any person serving as a guardian at SUUSI must be 21 years or older, including relatives of the child. Please return this form prior to attending SUUSI.

Parent/Legal Guardian: _____

I do hereby authorize (SUUSI guardian) _____ to

give permission for medical or surgical treatment and otherwise act as guardian for my child listed below

for the dates of _____,20_____ to _____, 20_____.

Child's name: _____Date of birth: _____

Parent/Legal Guardian Signature: _____

Relationship: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

_____ My commission expires _____

I agree to serve as guardian at SUUSI for the child listed above, and I certify that I am 21 years or older.

Temporary SUUSI Guardian Signature: _____

Relationship: _____

V 2/2026