



Ethical Society of St. Louis Policy Manual

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Section 1 - Introduction

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Leadership of the Society is a shared responsibility of the Congregation, the Board of Trustees, and the Ministry Team. Members of the Congregation share responsibility for discerning the Society's Mission and organizing to fulfill that Mission. Members do not "own" the Society for individual or collective benefit. Rather, members hold the Society in trust for those who benefit from its work now and in the future.

Although the Congregation reserves some duties for itself through the Bylaws, the members delegate the majority of the leadership responsibility to the Board of Trustees and the Ministry Team Leaders. This Policy Manual distinguishes two kinds of activity, Governance and Ministry, and it sets forth the policies that have been created to help perform both of these activities in a spirit of partnership. It also contains policies governing the conduct of all persons using the Society's building and resources.

These policies must abide by the provisions of the Society's Bylaws. Those to whom these policies delegate authority and accountability may establish their own administrative practices and procedures to regulate the delegated responsibilities, provided that the practices and procedures conform to these policies and the Bylaws.

These policies were adopted at the Board's regular meeting held August 11, 2014, and have been amended in succeeding years (see Appendix K - Version History). They replace all prior Board policies and/or guidelines. The Board of Trustees may change these policies. Any changes made by the Board to these policies will be reflected in the Board meeting minutes. A copy of the Policy Manual of the Ethical Society of St. Louis is maintained on the Society's website.

Section 2 - Society Membership

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The Ethical Society of St. Louis exists to serve its Mission, its Congregation, and the community at large. We invite individuals who share our values and who wish to serve our Mission to become members of the Ethical Society of St. Louis.

Our Society was established more than a century ago (1886), and generations of members have held it in trust, nourished it, and passed it on to us. We owe future generations no less. To meet this ethical obligation, members are encouraged to participate in our community, volunteer their time and talents, and contribute financially according to their means.

The Board of Trustees is responsible for establishing and publicizing membership expectations and for maintaining the membership roll, which includes active members, honorary members, and friends.

Section 3 - Leadership Expectations

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3.1 Board/Ministry Team Linkage

The Board's official connection to the Ministry Team, its achievements, and conduct is through the Ministry Team Leader. The Trustees and Ministry Team Leader work closely together in an atmosphere of mutual respect and trust. As shared leaders in the community, the Board and Ministry Team Leader keep each other informed of and engaged with key aspects of congregational life. The Ministry Team Leader is not a voting member of the Board but attends its meetings and retreats and may be invited to take part in executive sessions.

3.2 Reporting relationships

The Ministry Team Leader reports to the Board in operational areas and relies on the Board for constructive evaluations of performance. The Board is responsible for monitoring and evaluating Ministry Team performance in a systematic and rigorous manner. Performance will be measured to determine the extent to which:

- A. The Society's goals are being accomplished.
- B. The Ministry Team operates within the boundaries set by established policies.

3.3 Partnership

Partnership is the preferred style of leadership in the Ethical Society. All Society leaders, both professional and lay leaders, are expected to practice cooperative decision-making, healthy conflict management, and mutual support in their respective roles. Clearly defined roles, authority, and accountability will foster a harmonious, consultative, and collegial style and atmosphere. The Leader(s) and President of the Board have a special responsibility to demonstrate and foster a spirit of partnership in their own working relationship.

The Board and Ministry Team Leader work together as equal partners in matters of strategy, vision, and discernment. When it comes to matters that fall more narrowly within the Board's or Ministry Team Leader's purview, each makes themselves available to the other as a resource and advisor.

- A. Only decisions of the Board acting as a body are binding on the Ministry Team Leader.
- B. The Board will instruct the Ministry Team Leader through written policies that prescribe the goal to be achieved, allowing the Ministry Team Leader to use any reasonable interpretation of those policies.

Section 4 - Board Governance

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The Board's focus shall be on the long-term mission and well-being of the Congregation, not on administrative detail. It shall respect the distinction between Governance and Ministry, and it shall seek to make decisions that are broadly applicable.

4.1 Trustee Duties and Expectations

The Board represents and leads the Congregation in determining and monitoring appropriate organizational performance. The Trustees will:

- A. Discern and communicate the Mission and Vision of the Society in conversation with the Congregation and the Ministry Team.
- B. Engage in continuous planning practices to discern, develop, and communicate strategic direction and define initiatives to help the Congregation live its Mission and achieve its Vision.
- C. Develop practices of continuity, as set forth more completely in Section 8 Oversight, to monitor the Board's and the Society's success in living the Mission and achieving the Annual Goals.
- D. Monitor the Society's financial condition and intervene as necessary to assure that the Society is solvent and that its assets are protected.
- E. Direct and inspire the Society through the careful establishment of broadly written policies that reflect the Congregation's Foundational Principles, Mission, and Vision.
- F. Encourage individual members' involvement in Society activities.
- G. Promote Society well-being and growth.
- H. Monitor and evaluate the Congregation's leadership, including itself.
- I. Create written policies to guide itself, the Ministry Team, and the Congregation.
 - 1. The Board's primary policy focus shall be on the long-term effects that the Society has on the lives of the Congregation, the community, and the wider world, rather than on the administrative means of attaining those effects.
 - 2. To the extent possible, the Society's policies shall be constructed to define the outcomes (ends) to be achieved or the limitation on the means or methods that may be employed.
 - 3. No Board action shall be considered a policy unless the Board has taken formal action to incorporate that policy into the Policy Manual and has publicized that action including, but not limited to, by publishing the minutes of the meeting at which the Board approved the policy.
 - 4. The Board may actively solicit congregational input when developing new or significantly altered policies.
- J. Commit to:

1. Engage in prudent and lawful conduct that is consistent with the Society's Foundational Principles (see 5.2 Foundational Principles).
2. Adhere to a self-imposed discipline necessary to govern with excellence. During its annual self-review (see 8.2.2 Board Self-Evaluation), the Board will discuss its governance progress and performance to discover how it may improve.
3. Review the Board Commitment at least annually and update it as needed. (See Appendix A - Board Commitment).
4. Speak with one voice. The Board shall discern and deliberate with many voices, but shall govern with one voice. Trustees will support, regardless of their personal opinions or the vote that they cast on any matter, the legitimate decisions of the Board.
5. Provide orientation and training for new Trustees, as described in Section 4.3.
6. Create a safe and welcoming environment, built on trust, for all employees, visitors, and members of the Congregation.

4.2 Officer Roles and Responsibilities.

4.2.1 President

The President assumes office after serving one year as President-Elect, and upon completion of the one-year term as President, serves one year as Past-President. This practice is designed to provide maximum continuity in the functioning of the Board.

The President assures the integrity of the Board's process and represents the Board to the membership and to outside parties. Accordingly, the President will:

- A. Set the agenda for monthly Board meetings in consultation with the Ministry Team Leader, and coordinate the preparation of materials for review by Trustees before the meeting.
- B. Chair Board meetings and ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization. In particular:
 1. Limit meeting discussion content to those issues that, according to Society policy, clearly belong to the Board to decide, not to the Ministry Team.
 2. Deliberate in a fair, open, and thorough manner, but also timely, orderly, and directly.
 3. Reach decisions by consensus whenever possible, and take votes only when consensus cannot be reached (see Appendix B - Consensus Decision-Making).
 4. Delegate work, as appropriate, to different Trustees or task forces.
- C. Appoint a Treasurer, subject to confirmation by the Board.
- D. Appoint Chairs of committees or task forces, with input from the Board.
- E. Ensure that the Board maintains communication with the Congregation and seeks input on goals, issues, and projects under consideration.
- F. Organize and preside over the new Board member orientation, Opening Retreat, Mid-Year Planning Retreat, and Annual Membership Meeting, as well as any special membership meetings called by the Board.

- G. Conduct Board Mid-Year Check-in and End-of-Year Self Evaluation.
- H. Work in partnership with the Ministry Team Leader to ensure that new policies and decisions of the Board or Congregation are implemented.
- I. Lead a task force comprised of the President, Past-President, and President-Elect to carry out the annual evaluation of the Ministry Team Leader.
- J. Represent the Board to members and outside parties in announcing Board-stated positions.
- K. Communicate with the AEU office and staff as needed; nominate delegates to the Annual Assembly of the AEU; serve on the AEU Presidents' Council.
- L. Respond to members' questions, concerns, and ideas.
- M. At the end of the year, prepare a written report of the Board's work and accomplishments for the Ethical Society Annual Report and the AEU Annual Report.
- N. Serve as a signatory on the Society checking account(s).

4.2.2 President-Elect

The President-Elect serves on the Board of Trustees, prepares to serve as the President, and leads the Board's financial stewardship efforts. Accordingly, the President-elect will:

- A. Assume all duties of the President in the event of the President's absence or resignation.
- B. Serve as the Board representative on the Finance Committee.
- C. Coordinate the Board's involvement in the pledge campaign and serve as the Board's representative on any task force or team that may be formed to carry out the campaign.
- D. Serve on the task force conducting the annual evaluation of the Ministry Team Leader.
- E. Serve as a signatory on the Society checking account(s).

4.2.3 Past-President

The Past-President serves on the Board of Trustees, advises the President, supports the identification and development of Trustee candidates, and mentors new Trustees. The Past-president will:

- A. Serve as Chair of the Governance Committee. In this role, the Past-president will:
 - 1. Maintain the master copy of the Policy Manual.
 - 2. Be responsible for updating the manual with any policy revisions, additions, or deletions.
 - 3. Ensure that the updated manual is published on the website.
 - 4. Ensure the Board's adherence to applicable policies.
- B. Serve as the Board representative on the Lay Leadership Development Committee.
- C. Serve on the task force conducting the annual evaluation of the Ministry Team Leader.
- D. Serve on the Nominating Committee, unless the Past-President wishes to be considered for another term on the Board of Trustees.
- E. Serve as a signatory on the Society checking account(s).

4.2.4 Secretary

The Secretary ensures the integrity of the Board's records. The Secretary will:

- A. Record and distribute accurate minutes of Board meetings.
 - 1. Board meeting minutes shall include full documentation of major discussions; all motions and results of consensus decisions or votes; a list of persons present and the beginning and ending times of meetings; action items for follow-up; and copies of all reports submitted in advance or distributed at the meeting.
 - 2. Draft minutes shall be distributed to Board members electronically on a timely basis for review and feedback. Suggestions for revision will be incorporated into the draft minutes and redistributed as necessary via e-mail.
 - 3. When the revision process is complete, draft minutes will be forwarded to the Operations Manager and the Treasurer; staff or designee will be responsible for posting the revised draft minutes to the website. When the minutes have been approved at the next Board meeting, the document will be finalized and forwarded to the staff for filing and for replacement of the draft copy on the website.
- B. Prepare for Annual and Special Membership Meetings, and record minutes for these meetings.
 - 1. Annual Membership Meeting minutes and Special Membership Meeting minutes shall include full documentation of major discussions; all motions and results of votes; and copies of any written documents provided at the meeting that were not included in the Annual Report or, in the case of a Special Membership Meeting, in the meeting announcement.
 - 2. Draft minutes of Annual or Special Membership meetings will be distributed to the Board for review, and then to members of the Society for review and feedback. Suggestions for revisions will be noted in the draft copy of the minutes, which should be forwarded to the staff for posting on the website. The Annual Membership Meeting minutes will be included in the next year's Annual Report for discussion and approval at that meeting.
 - 3. Coordinate preparation of the Annual Report with the President, working with the staff to get it published and distributed with the meeting notice in the time frame specified in the Bylaws.
 - 4. Draft and format absentee ballots, for distribution by the staff.
 - 5. Coordinate the vote qualification process. This includes obtaining a list of active members to whom ballots or voting cards may be issued at meeting registration.
- C. Maintain the Board electronic document repository, if requested by the President. This includes posting Board meeting reports and documents for review prior to the meeting.
- D. Collect Board member Conflict of Interest forms (see 4.7 Conflict of Interest).
- E. Orient and transfer materials to new Secretary as needed.

F. Implement timely communication with the membership on significant Board actions or topics under consideration, as requested by the President.

G. Serve as a signatory on the Society checking account(s).

4.2.5 Treasurer

The President shall annually appoint, subject to confirmation by the Board, a member of the Society to serve as the Treasurer. The Treasurer shall be an officer of the Society, but need not be a member of the Board of Trustees. The job of the Treasurer is to fulfill the statutory and corporate requirements of the position; support the Board's responsibility for monitoring the management of the financial affairs of the Society on behalf of the Congregation; and provide the Leader(s) with guidance and support in the day-to-day running of the Society's finances. The Treasurer shall also be the Chair of the Board's Finance Committee. The Treasurer will:

A. Advise the Board about any emerging financial needs, concerns, or policy issues meriting the Board's attention or action.

B. Support the Board in its oversight role of assuring that accurate records of all financial transactions of the Society are kept and that all financial procedures are robust and verified.

C. Support the Board in monitoring the Ministry Team's implementation of policies whenever financial resources are involved.

D. Support and advise the Ministry Team Leader in the area of finance and in understanding of and compliance with established financial policies.

E. Serve as a signatory on the Society checking account(s).

F. Receive any reports of violation of financial policies/procedures or auditing matters and recommend appropriate controls to the Board.

G. Interview and recommend an external professional auditing firm to conduct periodic audits of the Society's financial condition and procedures; provide an estimated budget expense for the fiscal year in which the external audit will occur; and coordinate and oversee periodic audits as described in 7.5.2 Asset Protection.

H. Assist the Board in maintaining and updating the Investment Policy as needed (see Section 7.5.2.E.1), and help the Board to annually evaluate the performance of the Investment Manager.

I. Report on the status of endowments/funds, according to the Board monitoring policy.

J. Monitor monthly financial reports from the Ministry Team as part of the Board's oversight role in ensuring that the Society's policies are being followed.

K. Ensure that timely, clear, and helpful routine financial reports are prepared for the Board monthly.

L. Oversee development of the official year-end financial statement.

M. Advise the Board concerning the Ministry Leader(s) compensation arrangements.

N. Provide a written and oral financial report on oversight activities to the Congregation at the Annual Membership Meeting.

O. Provide guidance and support to staff and volunteers engaged in the financial affairs of the Society.

P. Review financial policies of the Board on a regular basis and make recommendations on policy changes.

Q. Hold educational sessions, as needed, to ensure that Board members have adequate understanding of the Congregation's financial status and goals, financial statements, and monitoring reports.

4.2.6 Investment Manager

The Investment Manager is selected by the Board with input from the Finance Committee and Treasurer. If the Investment Manager is an individual, then the person must be eligible to hold a regular staff position (see Appendix E – Employee Handbook 8.3 Employment Limitations) to hold the Investment Manager position. This is to ensure impartiality in all matters concerning our investments, including evaluating the performance of the Investment Manager. Alternatively, the Board could assign the role to an outside firm or to the Finance Committee as a group. The Investment Manager will:

A. Manage the investment portfolio of the Society, following the Investment Policy (see Section 7.5.2.E.1) put in place by the Board.

B. Prepare a quarterly performance report and provide it to the Treasurer. The performance report shall contain information about the composition of the portfolio and the performance of the portfolio, in a format acceptable to the Treasurer and the Board.

4.3 Orientation of New Board Members and Opening Retreat

4.3.1 Orientation of New Board Members

The orientation should be scheduled as soon as possible after the election of the new Trustees. The orientation must include the new Board members and may include the outgoing Past-President. Other continuing Board members are strongly encouraged to attend.

The incoming President plans, implements, and presides over the orientation with assistance from the Governance Committee. The goals of the orientation are to:

A. Prepare newly elected Trustees for their responsibilities on the Board.

B. Ensure that new Trustees are familiar with the policies as described in the Policy Manual. Prior to their orientation, new Trustees should be given a copy of the Policy Manual and the Bylaws.

C. Provide newly elected Trustees with a list of ministry goals for the year and provide context for these goals.

D. Acquaint the newly elected Trustees with any pending problems or issues that the Board will be confronting.

4.4. Board Meetings

The President compiles an electronic Board packet, which contains the Board agenda, all reports, and supporting materials. The President, working with the Secretary if desired, shall make the packet available to each member of the Board at least five days in advance of the Board meeting. All reports

should be sent to the President by the due date the President sets, usually 5-7 days before the Board meeting. A report should clearly indicate which portions of the report, if any, belong on the discussion agenda.

4.4.1 Agendas

The Board agenda shall consist of a consent agenda and a discussion agenda.

- A. The President, in consultation with the Ministry Team Leader, sets the agenda for Board meetings.
- B. The consent agenda shall appear as a single item near the beginning of the Board agenda and shall include items requiring Board action that do not require discussion or debate. The consent agenda should be crafted carefully, since the items are not discussed by the Board. Items like an auditor's report or the annual budget would not belong on the consent agenda. Possible consent agenda items include approval of minutes, reports from staff and committees, and contracts whose terms have previously been negotiated.
- C. Before approval of the consent agenda, the President will ask if any Board member wishes to move an item from the consent agenda to the discussion agenda. If any member requests it, an item is moved. As a courtesy, advance notice to move an item to the discussion agenda should be given to the President.
- D. The discussion agenda items will relate directly to the Board's discernment, strategy, and oversight roles.
- E. At the discretion of the President, a "No Staff Huddle" may be included at the end of the agenda. Only Trustees and persons invited by a majority vote of the Trustees shall be present. Unless otherwise decided by the Trustees, discussions from the No Staff Huddle are not included in the minutes.

4.4.2 Executive Sessions

Executive sessions are, by definition, meetings of voting members of the Board without staff present. There may be times, however, when the Ministry Team Leader, attorney, or other advisor may be invited to join for part or all of the executive session.

Possible reasons for executive sessions include:

- A. Lawsuits, complaints, or grievances from staff or former staff.
- B. Evaluation of Ministry Team Leader.
- C. Conflicts between Board members or serious criticism of a Board member by another.

The minutes of the meeting should indicate that the Board met in executive session and report on the topic(s) of discussion. If topics discussed during Executive Session require a decision, the decision must be made in open session.

4.4.3 Official Positions

Official discussions and decisions require a quorum as specified in the Society Bylaws. A consensus approach to decision making should be the initial basis of all decisions (see Appendix B - Consensus Decision-Making).

As outlined in Articles 2.7 and 2.9, the Bylaws of the Ethical Society allow the Board of Trustees to adopt, on behalf of the Society, positions on any public issue other than endorsement of candidates for political or public office. Prior to carrying out a vote to adopt a position on any issue, the Board shall publicize its intent to do so and request feedback from the general membership of the Society. Feedback from the membership will be requested for a period of not less than two weeks and will be considered during Board discussion of the issue. However, the Board reserves the right to make the final decision on any issue brought before it. For all official positions:

- A. Approval shall take place over the course of two consecutive Board meetings.
- B. The first of these meetings shall determine the intention to approve the position, and this intention shall be announced to the membership.
- C. Members of the Congregation will have the opportunity to express concerns about the Board's intention to approve during the month before the second Board meeting.
- D. The absence of members' expressed disagreement with the Board's position shall constitute tacit approval of the Board's intention.
- E. The decision to approve the position shall be finalized at the second Board meeting; the vote must be unanimous as required by Section 2.7 and defined by Section 2.9 of the Bylaws.
- F. The Board will take positions on no more than five public issues in a given year.
- G. All positions adopted by the Board during the fiscal year will be announced at the Annual Membership Meeting.

4.4.4 Decision-Making Between Meetings

When an issue arises that requires a decision before the next Board meeting, the President shall provide the information to all Board members stating the proposal in concrete terms. Following the principles of consensus decision making, Trustees will be given an opportunity to provide input. If consensus is blocked, the decision will be made by the Executive Committee.

4.4.5 Special Meetings

Special meetings of the Board may occur if there is an urgent issue that must be addressed. Recognizing that such issues may require immediate action, the Executive Committee or Board members shall make themselves available or promptly return documents requiring their signatures. Board members shall receive timely notification of such special meetings. Special meetings may be called by the Ministry Team Leader, Board President, or a group of three or more Trustees.

4.5 Committees

Committees are established by policy and are typically active continuously. The Board shall have the following committees:

4.5.1 Executive Committee

The Executive Committee, a subset of the Board, acts between meetings when the need arises.

A. Responsibilities

1. Act on matters that require action between regular meetings of the Board (see 4.4.4 Decision-Making Between Meetings).

2. Review staff discharge decisions (see 7.4.4 Discipline and Discharge of Staff).

B. Committee Makeup

1. The Executive Committee consists of the President, the President-Elect, the Past-President, the Secretary, and the Ministry Team Leader (non-voting).
2. The President chairs the Executive Committee.

4.5.2 Governance Committee

The Governance Committee, a subset of the Board, facilitates effective Board self-governance.

A. Responsibilities

1. Ensure the Board's and Ministry Team Leader's continued fidelity to applicable policies.
2. Facilitate the addition and amendment of policies as needed.
3. Assist the President in orienting new Trustees and ensuring that they receive a copy of the Policy Manual (see 4.3 Orientation of New Board Members and Opening Retreat).
4. Provide regular review of the Policy Manual, as described in 8.3 Board Monitoring and Evaluation Schedule.
5. Work to achieve fiscal year's Board committee goal, if applicable.

B. Committee Makeup

1. The Governance Committee consists of the Past-President and one or two other Trustees appointed by the President.
2. The Past-President chairs the Governance Committee.

4.5.3 Nominating Committee

The Nominating Committee nominates active members for service on the Board of Trustees.

A. Responsibilities

1. Nominate active members for all expiring and any vacated positions on the Board of Trustees in accordance with Article V of the Bylaws.
2. Provide candidates for nomination to the Board with copies of the Trustee Duties and Expectations Section 4.1 and Appendix A - Board Commitment prior to their accepting the nomination.
3. Provide candidates for Board President-Elect and Secretary with a copy of the Officer Roles and Responsibilities Section 4.2 prior to their accepting the nomination.
4. Answer questions posed by candidates for nomination to the Board or facilitate their communication with currently serving Board members.
5. Ensure that nominees' names, pictures, and bios are published in the Ethical Society newsletter and made available to the membership in preparation for voting at the Annual Membership Meeting.
6. Present nominees to the membership at the Annual Membership Meeting.

7. Once a year, the committee Chair may be asked to attend one Board meeting. The date would be mutually agreed upon by the committee Chair and President.

8. Work to achieve fiscal year's Board committee goal, if applicable.

B. Committee Makeup

1. The Past-President shall serve on the Nominating Committee unless they wish to be considered for reappointment to the Board, in which case the President will appoint another member of the Board to serve on the committee.

2. Additionally, the Board will appoint a Chair and one or two other Society members to serve on the Nominating Committee. No spouse, partner, parent, child, or sibling of a currently serving Trustee, nor any employee of the Society, shall be eligible to serve on the Nominating Committee.

3. Members are appointed to the Nominating Committee on an annual basis. The term of service for all Nominating Committee members shall be considered complete only after the election of new Trustees at the Annual Membership Meeting.

4. A member may serve no more than three consecutive one-year terms on the Nominating Committee.

4.5.4 Finance Committee

The Finance Committee assists in the oversight of the Society's finances. The Finance Committee has no management authority, and shall not participate in day-to-day operational decisions on finances.

A. Responsibilities

1. Advise the Treasurer in the implementation and decision-making associated with the Treasurer's responsibilities as described in Section 4.2.5 and as requested by the Treasurer.

2. The Finance Committee will meet monthly and provide a monthly report to the Board.

3. Regularly review the Society's investments and, when applicable, propose socially screened funds for consideration.

4. Once a year, the committee Chair will attend a Board meeting. The meeting date will be selected by the President and committee Chair.

5. Work to achieve fiscal year's Board committee goal, if applicable

B. Committee Makeup

1. The Finance Committee consists of the Treasurer, the President-Elect, and at least two other non-Trustee members.

2. The Treasurer serves as Chair of the committee.

3. Terms of service are for three years and may be renewed.

4. The Treasurer is appointed annually by the President subject to confirmation by the Board (see 4.2.5 Treasurer).

5. Members are appointed by the Board or chosen by the Treasurer and approved by the Board.

C. Legacy Committee

1. The Finance Committee may create a sub-committee called the Legacy Committee to promote the Society's gift annuity program.
2. All sub-committee members must be Society members in good standing, and they preferably would be Legacy Friends themselves.
3. The Board will name the chair of the sub-committee, in consultation with the Treasurer.

4.5.5 Lay Leadership Development Committee

The Lay Leadership Development Committee nurtures the long-term health and vitality of the Society's lay leadership pool.

A. Responsibilities

1. Speak with members about congregational needs and the opportunities and rewards of leadership service.
2. Familiarize members with the various leadership positions in the Society and describe opportunities for service.
3. Provide for regular leadership training opportunities focusing on the qualities of good leadership and the development of competencies.
4. Offer guidance to teams on developing goals, establishing metrics, assessing and documenting progress, and providing for smooth leadership transitions.
5. Provide monthly reports to the Board.
6. Once a year, the committee Chair will attend a Board meeting. The meeting date will be selected by the President and committee Chair.
7. Work to achieve fiscal year's Board committee goal, if applicable.

B. Committee Makeup

1. The Committee consists of a minimum of five persons: a Chair, the Leader, the Past-President of the Board, and at least two other members.
2. The Chair serves a three-year term and may be reappointed as Chair as long as they are on the committee.
3. The Chair of the committee is appointed by the Board.
4. Members are appointed by the Board or chosen by the Chair of the committee and approved by the Board.
5. Members are appointed for three-year terms, which may be renewed (with the exception of the Board Past-President, who serves for one year).

4.5.6 Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee monitors the Society's efforts to attain a membership more consistent with the ethnic/racial and age diversity of the St. Louis community.

A. Responsibilities

1. Monitor the Society's progress toward achieving greater diversity, equity, and inclusion in membership, programming, outreach, participation, and leadership.
2. Provide quarterly reports to the Board on Society's progress toward increasing diversity, equity, and inclusion.
3. Brainstorm broad stroke ways to increase diversity, equity, and inclusion within the Society, and include these suggestions in the quarterly Board reports.
4. Once a year, the committee Chair will attend a Board meeting. The meeting date will be selected by the President and committee Chair.
5. Work to achieve fiscal year's Board committee goal, if applicable.

B. Committee Makeup

1. The committee consists of three to five members, only one of whom may be a currently-serving member of the Board.
2. A Board member cannot serve as the committee Chair.
3. The Chair of the committee is appointed by the Board.
4. Committee members are appointed by the Board or chosen by the Chair of the committee and approved by the Board.
5. Members are appointed for three-year terms, which may be renewed with Board approval.

4.6 Task Forces

Task Forces are established by the Board for a defined period of time (typically a year or less) and are governed by a charge issued by the Board. A task force may be convened for any task. Each task force Chair will be expected to attend at least one Board meeting, at a mutually agreed upon date between the Chair and President.

4.7 Conflict of Interest

Trustees shall carry out their duties with the best interests of the Society and its Mission in mind. A conflict of interest exists whenever a Trustee or a person with a significant relationship with a Trustee has interests or duties that interfere with the Trustee's loyalty to the Society and its principles. The conflicting interest may be financial, moral, political, or otherwise.

Conflicts of interest arise when a Trustee:

- A. Stands to gain or lose because of a Board action.
- B. Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of Board action.

- C. Holds a substantial property interest in a corporation or business, or serves as an officer or Board member of another nonprofit organization that stands to gain or lose because of a Board action.
- D. Cannot set aside his or her personal preferences as an individual consumer of the Society's services to vote on behalf of the whole Society and its Mission.
- E. Faces any other situation that creates or appears to create divided or conflicting loyalties.

4.7.1 Disclosure of Conflicts of Interest

Trustees shall annually disclose in writing all existing or foreseeable conflicts of interest. Disclosure forms shall be gathered by the Board Secretary (see Appendix C - Conflict of Interest Policy and Disclosure Form). If a conflict of interest arises during the year, the Trustee has an obligation to immediately disclose it to the Board and submit a new disclosure form. If an item of business arises in which any Trustee reports that a conflict of interest may exist, the affected Trustee may withdraw or ask the Board for guidance. In the latter case, the Board (minus the affected parties) shall determine how to handle the situation. Depending on the seriousness of the conflict, some possible responses include:

- A. Disclosure: A supplemental disclosure form shall be filed by the affected Trustee, who may then participate and vote as usual.
- B. Recusal: The Trustee shall disclose the conflict and withdraw from the meeting while the item is under discussion or voted on.
- C. Resignation: The Trustee shall resign from the Board.

4.7.2 Undisclosed Conflicts of Interest

Should an undisclosed conflict of interest be discovered after an item of business is discussed or decided, the Board (minus the affected parties) shall determine how to handle the situation. Depending on the seriousness of the conflict, possible responses include:

- A. Education: A supplemental disclosure form shall be filed by the affected Trustee to avoid even the appearance of conflict of interest.
- B. Dismissal: The Trustee shall be removed from the Board.

4.7.3 Documentation

All Conflict of Interest Forms and decisions shall be documented in the Board's regular minutes. Forms signed outside a regular Board meeting should be handled as part of the consent agenda of the next regularly scheduled Board meeting.

Section 5 - Discernment

Approved: September 21, 2020

5.1 Mission Statement

The Ethical Society of St. Louis inspires ethical living in a humanist-centered congregation by affirming the worth of every person and advocating the primacy of ethical behavior above any creed.

5.2 Foundational Principles

The Ethical Society of St. Louis, in all its practices and endeavors, is guided by the following foundational principles:

- A. We recognize the importance and worth of every human being and value the unique qualities present within each individual.
- B. We seek to promote personal moral development and social responsibility.
- C. We foster a caring and supportive community, recognizing that our relationships bind us together.
- D. We are dedicated to the principle that respect, compassion, and integrity are the building blocks of personal and global harmony.
- E. We are committed to life-long learning and self-improvement, seeking truth and meaning in all that we do.

5.3 Vision Statement

The Ethical Society of St. Louis will be a large, welcoming, humanist community of diverse members, recognized throughout the region for its commitment and practices in support of ethical living, behavior, and action.

5.4 Document Review

The Mission and Vision statements and the Foundational Principles will be reviewed every five years, beginning in 2018. The Strategic Planning Task Force will conduct the review in conjunction with the planning process. Their findings and recommendations will be reported to the Board following the guidelines for the Strategic Planning process (see Section 6.5.5).

Section 6 - Planning and Goal Setting

Approved: January 9, 2024

6.1 Goal Setting

6.1.1 Goal Structure

Ethical Society of St. Louis Ministry Goals and Board Goals shall include:

- A. Statement of goal.
- B. Specific measurable outcomes.
- C. Suggested time frame; different time frames may be suggested for different measurable outcomes.
- D. (Optional) Suggested programs/strategies to address the goal.

6.1.2 Long-Term Goals

Long-term goals may have subsidiary short-term goals suitable for implementation and completion during a single year.

6.2 Annual Planning Process

6.2.1 Goal-Setting Retreat Timing

The President organizes the annual Opening Board Retreat as soon as is practical at the start of the new fiscal year. The President organizes the annual Mid-Year Planning Retreat to occur between November and January.

6.2.2 Goal-Setting Retreat Attendees

The Opening Board Retreat and Mid-Year Planning Retreat shall include the Trustees and the Leader(s). Other individuals whose responsibilities relate to the extant Ministry goals will either be asked to attend the Mid-Year Planning Retreat or submit written reports in advance of the retreat. The Board shall decide which individuals will be invited to the retreat and which will be asked to submit written reports.

6.2.3 Opening Board Retreat Actions

The tasks of the Opening Retreat include:

- A. Integrate newly elected Trustees and develop group rapport.
- B. Review and affirm, via signature, Board members' Commitment, if not completed prior (see Appendix A - Board Commitment).
- C. Identify any conflicts of interest, if not completed prior (see Appendix C - Conflict of Interest Policy and Disclosure Form).
- D. Assure the continuity of active Board business.
- E. Establish a calendar of tasks to be completed throughout the year, if not completed prior.
- F. Assign roles (committees, task forces, etc.), if not completed prior.
- G. Review Annual Ministry Goals and metrics for the fiscal year (set at the previous Mid-Year Retreat).

H. Establish Board Goals and metrics for the current fiscal year.

I. Establish Board Committee Goals and metrics for the current fiscal year.

6.2.4 Mid-Year Retreat Actions

The tasks of the Mid-Year Retreat include:

A. Evaluate progress in fulfilling the current fiscal year's Board and Ministry Goals.

B. Identify which, if any, Ministry Goals shall be continued for the next fiscal year, beginning roughly six months hence.

C. Determine what, if any, additional Ministry Goals should be established for the next fiscal year.

D. Conclude with the Trustee-only Mid-Year Check-In meeting (see 8.2.2.B).

6.2.5 Impact of Goals on Society's Annual Budget

The Ministry Team Leader shall use these goals to draft an annual financial plan as described in section 7.5.1. This plan and the goals upon which it is based will inform the Annual Pledge Campaign, which begins in February.

6.3 Process for Communicating Goals

A. At the Annual Membership meeting, the Ministry Team shall report on progress made on achieving that fiscal year's Ministry Goals, the Board shall report on progress made on achieving that fiscal year's Board Goals, and the Board shall announce the finalized Ministry Goals for the upcoming fiscal year.

B. The Board Goals and Ministry Goals shall be distributed in writing to all members. This may be done through the weekly e-mail blast, a special e-mail blast, the monthly newsletter, or any other communication that is likely to reach all members.

C. The Board Goals and Ministry Goals shall appear at the top of the agenda for all regular Board meetings.

6.4 Membership Input into Goals and Priorities

Periodically, the Board shall solicit member suggestions and ideas on goals and priorities for the future of the Society. The suggestions and ideas that are generated shall be considered by the Board in planning annual goals and shall be used by the Strategic Planning Task Force in developing a 5-year plan (see Section 6.5.1).

6.5 Strategic Planning - Long-Term Planning Process

Once every 5 years¹, beginning in July, 2018, the Society shall engage in a strategic planning process to establish long-term goals for the Society. The process should include a review of the Mission and Vision Statements and the Foundational Principles (see Sections 5.4 and 6.5.4).

¹ Initiation of a new long-term planning process, originally targeted for 2023, is deferred to 2025 on the expectation that a settled leader would be in place. The next planning process would commence five years later.

6.5.1 Strategic Planning Task Force Member Composition

A Strategic Planning Task Force and Task Force Chair shall be appointed by, and report back to, the Board. This task force should include, at a minimum, five people: at least one voting member of the Board, the Ministry Team Leader, one Society member who has been a longstanding member of the Society, and one Society member who has been a member for 5 years or less. If none of these five currently or previously had a child participating in SEEK, then the task force must include a minimum of six persons, one of whom currently or previously had a child participating in SEEK. The Board should be sensitive to creating a task force that represents diverse perspectives and experiences within the Society.

6.5.2 Strategic Planning Task Force Charge

Along with appointing the members of the Strategic Planning Task Force, the Board shall give this task force a clear charge.

Prior to embarking on the planning process, the Strategic Planning Task Force shall meet with the Board in order to:

- A. Discuss the charge given to the Task Force.
- B. Review the methods and timeline for the Task Force.
- C. Share the Board's perspective on the state of the Society and the progress made on recent and current annual Ministry Goals.

6.5.4 Congregational Input

Using diverse approaches, the Strategic Planning Task Force shall actively seek input from the congregation. Member suggestions for long-term goals and priorities obtained over the last four years should be taken into account.

6.5.5 Drafting the Strategic Plan

The Strategic Planning Task Force shall organize suggestions and feedback into areas of emphasis, and then synthesize these into a tentative plan with suggested goals for each area of emphasis. The Task Force will then provide diverse opportunities for the community to review and react to the tentative plan.

6.5.6 Strategic Planning Timetable

The following timetable shall be used for implementing the strategic planning process:

- A. Strategic Planning Task Force and Task Force Chair appointed in July-August, four years after the last strategic plan was adopted.
- B. Community input sought during September-October. This input is in addition to, and should be combined with, suggestions that were made over the past four years.
- C. Areas of emphasis, tentative plan, and suggested goals developed by Task Force and shared with the Board at least one week prior to the Mid-Year Planning Retreat.
- D. Input on tentative plan obtained by the Task Force from the congregation in January-February; this may be done in conjunction with the Annual Pledge Campaign.

E. Tentative plan revised by Task Force in response to community input and presented to the Board at its March meeting. Adjustments should then be made to the plan based on Board input. The Board should also ensure compatibility between long-term Strategic Plans and short-term goals.

F. Draft plan approved at the April Board meeting and shared with the congregation.

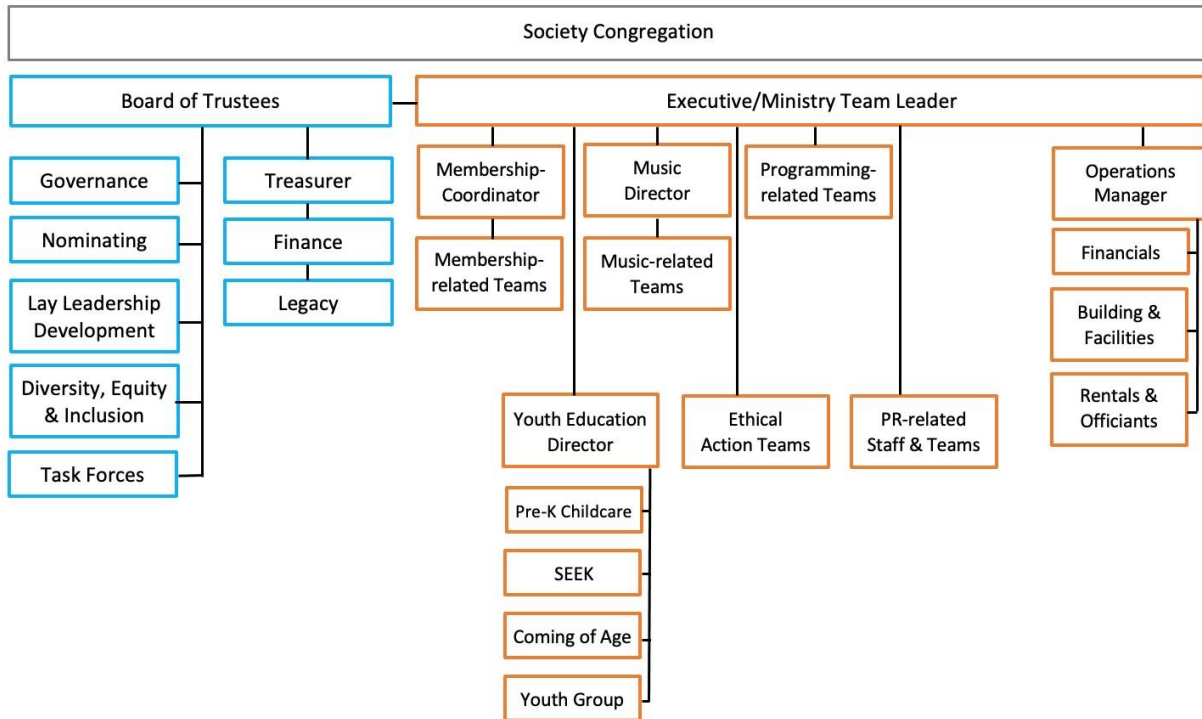
G. Final plan presented to the congregation for approval at the Annual Meeting, which is generally held in May.

Section 7 - Management

Approved: April 9, 2024

7.1 Organizational Structure

The following chart shows the organizational structure of the Society:



7.1.1 Ministry Team Leader

The Ministry Team Leader reports to the Board. The Ministry Team Leader shall:

- Lead and direct the programmatic and administrative work of the Society.
- Make day-to-day operational decisions, allocate resources (including financial, property, and human), delegate duties, and adopt administrative practices, all consistent with Ethical Society policies and approved budgets.
- Keep the Board apprised of any changes in the Leader's responsibilities.
- Create, modify, or eliminate non-Leader staff positions (see Section 7.4.2 Creating and Filling Staff Positions page 31), and make recommendations to the Board for changes to Leader employment status and/or areas of responsibility.
- Exercise reasonable prudence in doing this work and designate a substitute during absences.

7.1.2 Interim Ministry Team Leader

An Interim Leader may be appointed for a limited term, normally not more than 24 months. The Interim Leader reports to the Board and fulfills the role of a regular leader as noted in 7.1.1 with added oversight and guidance from the Board of Trustees. Areas of oversight may include, but are not limited to, staffing decisions, including staff compensation, finances and annual budgeting; and contractual obligations. In addition, a collegial relationship with the Board of Trustees will foster decision making regarding ethical education and community life.

7.1.3 Ministry Team Structure

The Ministry Team is established by the Ministry Team Leader and is composed of staff and volunteers who work collaboratively to achieve the Society's goals, administer its programs, and implement Ethical Society policy. Whenever multiple Leaders are employed, additional Leaders (although recruited by the Board and approved by the membership) report to the Ministry Team Leader.

7.1.4 Teams

Teams contribute to the functioning of the Ethical Society and its programming. Staff members are encouraged to form teams to help carry out the functions for which they are responsible. All teams and groups, with the exception of Board standing committees and Board-appointed task forces, are part of the Ministry Team and, depending on their function, report to the appropriate Ministry Team liaison. Ministry teams are created, overseen, and disbanded by the Leader(s) and staff. All requests for team funding shall be directed toward the appropriate Ministry Team liaison.

7.1.5 Activity Groups

For the purpose of social action or fostering community, activity groups may be formed with the approval of the Ministry Team Leader, who will maintain procedures and guidelines for group formation consistent with the following:

- A. Membership dues are not allowed.
- B. Independent financial accounts are not allowed. Any monies collected and expended must be handled through the Society office.
- C. Specific membership requirements need the approval of the Ministry Team Leader.
- D. Groups may not take positions as representatives of the Ethical Society.
- E. Individuals officially representing activity groups should precede any written or oral presentation with this disclaimer: "The ideas and opinions in this presentation do not necessarily express the thoughts or opinions of the Ethical Society of St. Louis or its leadership." (see Section 7.5.5 Fundraising Guidelines and Coordination)

7.1.6 Affiliate Groups

Affiliate groups are those that may be exempt from some of the requirements specified for activity groups in Section 7.1.4 and must be approved by the Board.

Current affiliate groups are:

- A. Tuesday Women's Association
 - 1. May maintain independent membership requirements.

2. May maintain an independent bank account.

B. Ethical Navigators

1. May maintain independent membership requirements.
2. May charge membership dues to cover supplies, uniforms, etc.
3. May maintain an independent bank account.

7.2 Ethical Society Nursery School

The Ethical Society Nursery School is a limited liability company and a legal subsidiary of the Ethical Society of St. Louis. The relationship between the Ethical Society and the Nursery School is defined in the operating agreement of the Ethical Society Nursery School (effective May 24, 2016, see Additional Documents, following the Appendices). The Ministry Team Leader is expected to maintain a good working relationship with the Nursery School Director.

7.3 Care for People

The Ministry Team Leader is responsible for taking care to prevent harm to members and guests who participate in Ethical Society activities or use Society property, and they have the power to take all necessary steps to deal with situations where such persons are at risk of harm.

7.3.1 Health and Safety

The Ministry Team Leader appoints a staff member as Health and Safety Coordinator to ensure that all facilities are maintained in a safe, sanitary, and secure condition, required licenses and inspections are kept up-to-date, and problems are corrected promptly. The Health and Safety Coordinator develops and maintains a collection of procedures outlining the requirements of this office and documenting the execution of such inspections, corrections, renewals, etc.

7.3.2 Emergency Planning

The Ministry Team Leader ensures that there is a written plan for responding to medical emergencies, fire, toxic conditions, weather problems, threatening communications, power outages, natural disasters, and other circumstances that create or threaten dangerous conditions. Up-to-date hard copies of the plan are kept in the office and the nursery school on the upper level and in the kitchen and the library on the lower level. The plan should be distributed in electronic or hard copy, on an annual basis, to all Ethical Society and Nursery School staff and Ethical Society Board members, and be made available to volunteers who frequent the building. Training for new staff should occur within one month of hiring. Training for all staff should occur on an annual basis. Drills should be carried out on an annual basis for both staff and congregants.

7.3.3 Gun Policy

The Ethical Society of St. Louis does not allow guns to be carried on the premises by anyone, including people licensed to carry concealed weapons under Missouri law. Signs to this effect are posted at the building entrances. Rental contract agreements state that armed security is not allowed without the written permission of the Leader of the Society. Guns are not allowed in vehicles on the Society grounds unless they are securely locked and out of sight.

7.3.4 Animal Policy

No animals except trained service dogs are allowed in the Ethical Society building unless approved by the Ministry Team Leader.

7.3.5 Sexual Harassment

Employees, volunteers, and agents of the Society are prohibited from acts of sexual harassment, as defined by the U.S. Equal Employment Opportunity Commission, against any member or participant in Society activities or any employee or applicant for employment. In response to violations of this policy, the Ministry Team Leader or Board, if necessary, shall take disciplinary actions, which may include termination of employment or membership and exclusion from Society property and programs. See Appendix L for the suggested Harassment and Grievance Resolution Procedure.

7.3.6 Child Protection

The Ministry Team Leader ensures that there are clear, written procedures for the selection, training, and supervision of all Ministry Team members who work with persons age eighteen and younger (see Appendix D - Child Protection Policy and Code of Conduct).

7.3.7 Nondiscrimination

Employees, volunteers, and agents of the Society shall not discriminate against any member or participant in Society activities or any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, disability, national origin or ancestry, economic status, union membership, or political affiliation.

7.3.8 Accessibility

The Society strives to make its premises accessible to persons with the widest possible variety of abilities and engages in periodic examination of its property and practices.

7.3.9 Information Collection and Use

The Ethical Society of St. Louis collects and processes information for purposes based on legitimate organizational interests, the fulfillment of the Society's contract with individuals, and compliance with legal obligations.

A. Information collected: The Ethical Society may collect personally identifiable information, which may include names, personal pronouns, postal addresses, email addresses, birthdates, family members, interests, participation, visual images, etc. The Society collects annual pledge amounts and legacy planning information, if applicable. The SEEK program collects attendance information and event participation permission forms for children. Individuals have the right to review the information collected about them and to have it corrected.

B. Information access: Information is available to staff and teams of the Ethical Society only as necessary for legitimate interests pursued by Ethical Society of St. Louis. Individuals may request that collected information not be used in certain circumstances. Name, address, contact, and visual image information is available to all members on the Ethical Society website in a simple password protected location.

C. Sharing of information: The information may be shared with the American Ethical Union. The Society will not share personal information with other third parties, unless required by law. The information will not be sold.

D. Security: The Society keeps personal information indefinitely. As such, the Society will protect personal information against loss or theft, safeguard the information from unauthorized access, disclosure, copying, use, or modification, and will protect personal information regardless of the format in which it is held.

E. Acceptance of policy: By providing the Ethical Society information, an individual accepts the practices described in this policy. These practices may be changed at any time.

7.4 Care for Staff

The Society respects the inherent worth and dignity of every person and provides a safe environment respecting the appropriate confidentiality and privacy of its staff and volunteers.

7.4.1 Compensation and Benefits

A. Paid Staff

In setting compensation and benefits, the Ministry Team Leader should consider the following: performance, fairness among staff, compensation for comparable skills in the geographic or professional market, and Unitarian Universalist Association compensation guidelines. The Ministry Team Leader annually reviews each staff person's salary and considers adjustments relative to current financial conditions. Annual adjustments for staff can be made in any or all of the following categories: cost of living increase, merit increase, and/or bonus.

B. Professional Leaders

The Board is responsible for determining the terms of the employment contract and the compensation for Society Leaders. (see Section 7.6 Powers Reserved to the Board of Trustees and Bylaws Article IV.1). The Board will consider recommendations from the Ministry Team Leader in regard to compensation for other Leaders. Consistent with the current employment contracts, the Board may annually review each Leader's salary and consider adjustments relative to the Society's current financial conditions. Annual adjustments may be made in any or all of the following categories: cost of living increase, merit increase, and/or bonus.

7.4.2 Creating and Filling Staff Positions

The Ministry Team Leader may modify, create, or eliminate staff positions to best achieve the Annual Ministry Goals. Guaranteed employment is never offered.

The Ministry Team Leader may hire new staff members for existing budgeted positions. The Ministry Team Leader must notify the Board when a new employee is hired. The Ministry Team Leader will collaborate with the Treasurer on the selection and retention of the staff who handle Ethical Society finances.

When filling any staff position, the Ministry Team Leader shall ensure practices for hiring that:

A. Establish a high degree of fairness in the hiring process.

B. Strive to develop a reasonable pool of candidates for each open staff position.

- C. Inform and engage stakeholders who will interact with the position.
- D. Provide a written job description.
- E. Evaluate candidates effectively and ensure appropriate background investigations and testing.
- F. Are within the funding limits set by the Board of Trustees.

7.4.3 Nepotism

The Ethical Society's customary policy is not to grant contracts or employment to persons who are concurrently members of its Board, relatives or domestic partners of such members, or relatives or domestic partners of other employees or Leaders.

7.4.4 Discipline and Discharge of Staff

Prior to discharging a paid staff member, the Ministry Team Leader shall consult with the Executive Committee of the Board to ensure that the proposed decision complies with applicable laws and Ethical Society policies. The Ministry Team Leader must notify the Board of staff discharge decisions in writing by the following scheduled Board meeting.

7.4.5 Whistle-Blower Policy

The Ethical Society is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its Board members, employees, or volunteers. This policy applies to any matter related to the Society's operations and does not apply to private acts of an individual not connected to the Society's operations.

- A. If an employee or volunteer has a reasonable belief that a Board member, employee, or volunteer functioning on behalf of the Society has engaged in any action that violates any applicable law, policy, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the individual is expected to immediately report such information to the Ministry Team Leader. If the person filing the report does not feel comfortable reporting the information to the Ministry Team Leader, the whistleblower is expected to report the information to the Board President.
- B. All reports will be acknowledged and acted upon promptly, and an investigation will be conducted. Those responsible for conducting the investigation will strive to keep the identity of the complaining individual as confidential as possible while conducting an adequate review and investigation.
- C. The Society will not retaliate against an employee, member, or volunteer because that individual:
 - 1. Reports to a supervisor, the Ministry Team Leader, the Board of Trustees, or a federal, state, or local agency that the individual believes in good faith to be a violation of the law.
 - 2. Participates in good faith in any resulting investigation or proceeding.
 - 3. Exercises their rights under any state or federal law(s) or regulations(s) to pursue a claim or take legal action to protect the individual's rights.

D. The Society may take disciplinary action, up to and including discharge, against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

7.4.6 Grievances

When the employee or volunteer alleges that law or Society policy has been violated to their detriment, that individual may present their grievance to the Board. Any such presentation to the Board, or notice thereof, shall not suspend any employee discharge. The employee or volunteer may present their grievance to the Board President when the grievance is directed at the Ministry Team Leader. See Appendix L for the suggested Harassment and Grievance Resolution Procedure.

7.4.7 Employee Handbook

The Ministry Team Leader is expected to maintain an up-to-date Employee Handbook that does not contradict Ethical Society policies. Any changes to the Employee Handbook require Board approval before taking effect. The Employee Handbook shall be an appendix to the Policy Manual (see Appendix E) and shall be subject to review by the Governance Committee.

7.5 Care for Resources

The Board, on behalf of the Congregation, retains direct responsibility for the financial integrity of the organization. The Board is assisted by the Treasurer (Chair of the Finance Committee), who is responsible for monitoring the financial affairs of the Society and the investment of its assets, and the Ministry Team Leader, who is responsible for budget planning, implementation, documentation, and day-to-day operations.

7.5.1 Financial Management

A. Budget Planning and Preparation

Following the Mid-Year Planning Retreat, the Ministry Team Leader, in consultation with the Finance Committee, drafts an annual budget informed by the priorities established at the retreat. A draft budget shall be presented to the Finance Committee no later than February 25, with initial Board review at the March Board meeting and second review at the April Board meeting. The Board reserves the right to make budgetary adjustments as they see fit. The Ministry Team Leader presents the Board-approved budget at the Annual Membership Meeting.

The budget proposed by the Ministry Team Leader shall:

1. Contain sufficient detail to enable reasonably accurate projection of revenues and expenses, separate capital and operational projections, and disclose planning assumptions and justifications.
2. Only propose expenditures in any fiscal year that are projected to be available in that period.
3. Be in line with Board-stated priorities and requirements in its allocation among competing fiscal needs.
4. Consider contingencies such as legal fees, long-range planning needs, and maintenance of the building, facilities, and grounds.

B. Capital Expenditures

The annual budget includes any capital expenditures needed outside of the normal operating

budget, as well as the means to pay for them. Capital expenditures include all repayments of debt, any building additions or large equipment purchases, and any expenses incurred as the result of a capital campaign. The annual budget also includes a non-binding list of capital expenditures for the next two fiscal years, although the source of funding need not be specified and cost estimates are subject to revision in future years.

C. Financial Monitoring and Operations

The Ministry Team Leader is responsible for day-to-day financial operations and is held accountable for following the spirit of the approved budget. The purpose of this section is to establish boundaries for indebtedness, prevention of financial jeopardy, and deviation from budgeted expenditures. Accordingly, the Ministry Team Leader shall:

1. Ensure that actual fiscal year-end revenues and expenditures do not deviate materially from the approved budget. Expenditures of unbudgeted funds in excess of \$1,000 must be approved by the Board.
2. Expend financial resources in a manner consistent with the broad expenditure categories in the approved budget.
 - a. Transfers between budget line items in the same category are acceptable as long as the category total is unaffected.
 - b. Transfers between categories in excess of \$1,000 must be approved in advance by the Board.
 - c. Transfers related to staff salaries and benefits must be approved in advance by the Board.
3. Provide the Board with accurate, complete, and clear financial and budgetary information, at a frequency specified in Section 8.3.
4. Settle payroll and financial obligations in a timely manner.
5. Ensure that AEU assessments, tax payments, and other government-ordered payments or filings are filed accurately and in a timely manner.
6. Provide reasonable access to financial records by the Finance Committee and authorized outside auditors, including proof of all receipts and disbursements, and all tax returns and government filings.
7. Appropriately pursue unpaid pledges and non-pledge receivables.
8. Obtain Board approval before seeking or authorizing a line of credit or any loan contract.

D. Contracts and Competitive Bids

Only the Board or the Ministry Team Leader (or designee) may execute a contract on behalf of the Society. The Ministry Team Leader shall:

1. Make purchases for the necessary repair and/or replacement of facilities or capital equipment in excess of \$3,000 only after obtaining competitive bids and prior Board approval. Board approval of all large non-emergency unbudgeted expenditures shall require discussion at two or more Board meetings.

- a. The Finance Committee shall be apprised of proposed expenditures prior to final Board approval so that it may recommend source(s) for the needed money.
- b. Bids should be solicited from at least three different vendors; this requirement may be waived by the Board in situations when the Society has an established relationship with a contractor who is available to complete the work at an acceptable cost.
- c. For emergencies that require immediate action, the Treasurer (or President-Elect if the Treasurer is unavailable) shall be notified in order to recommend a source of money by the next Board meeting.

2. Ensure there is Board review and approval prior to entering into any contracts that require the expenditure of unbudgeted amounts or the expenditure of financial resources in future fiscal years.

E. Debt

Only the Board may incur new debt or authorize refinancing of debt on behalf of the Society.

7.5.2 Asset Protection

The Ministry Team Leader, the Board, and the Treasurer shall not allow the assets of the Society (including cash, investment and endowment funds, the building and furnishings, and electronic equipment and peripherals) to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked. Accordingly:

A. Financial Controls

1. All checks require two signatures. The following persons are authorized to sign checks: Treasurer, President, Secretary, President-Elect, Past-President, and Ministry Team Leader.
2. Changes in Society investment firms and access to the safety deposit box require two signatures. The following persons are authorized to sign: Treasurer and every third President-Elect starting with the 2019-2020 position. The President-Elect is the second signatory while serving as President-Elect, President, and Past-President. At the end of that three-year period, the newly elected President-Elect will become the second signatory and follow the same three-year schedule.

B. The Ministry Team Leader will:

1. Receive, process, and disburse money under controls sufficient to meet the Board-appointed auditor's standards or other government standards.
2. Develop and maintain, in collaboration with the Treasurer, a clearly written collection of financial procedures and protections, including a sound cash-handling procedure.

C. The Board will:

1. Receive and review monthly Finance Committee reports and accompanying financial and investment documents.
2. Consult with the Treasurer regarding any finance questions.

3. Annually review the performance of the Treasurer and Investment Manager in managing the Society finances and assets.
4. Host an annual meeting (October) with the investment manager, Treasurer, and Finance Committee to discuss portfolio allocation, investment policy, and portfolio performance. In preparation for this meeting, the Finance Committee will prepare a written report of the past year's activities in time to provide the basis for productive discussion. The report may evaluate performance and include suggestions for the coming year.

D. The Treasurer will:

1. Ensure that the Society's banking, brokerage, and credit accounts have appropriate signing limits and credit limits, and that checks require dual signatures.
2. Consider an outside review or audit of the Society's finances on a five-year cycle or more frequently if a financial or staff situation warrants. The prior fiscal year will be the focus of the review or audit. The first audit was completed in fiscal year 2016 and that audit reviewed the full fiscal year 2014 – 15. The Board, in consultation with the Treasurer, will decide whether to seek a review, a full audit, or whether existing practices are sufficient.
3. Periodically review adherence to existing financial policies and procedures.

E. Real Property, Equipment, and Intellectual Property

The Ministry Team Leader shall:

1. Obtain Board authorization prior to purchasing, encumbering, or disposing of titled or real property. Only the Board can authorize the purchase or sale of real estate.
2. Ensure sufficient maintenance of facilities and equipment and protect them from excessive wear and tear.
3. Insure against theft and casualty losses at replacement value, less reasonable deductible and/or co-insurance limits.
4. Develop procedures to support policies on the use of Society facilities, name, and logo, that are consistent with the Society's Mission and Foundational Principles.
5. Protect the Society, its Board, and staff from claims of liability or risks to its nonprofit status; and ensure against corporate liability and personal liability of Board members and staff, taking into account pertinent statutory provisions for indemnification and exemptions applicable to Missouri non-profit organizations.
6. Take reasonable steps to protect historic assets, intellectual property, information, and files from loss or significant damage.

F. Capital Reserves and Endowments

1. Investment Policy

This policy is intended to guide the management of the financial assets of the Society.

- a. The Society's investment objective is to secure long-term growth in capital while providing a steady source of income, focusing on the diversification of

assets to minimize risk. All assets will be managed with prudence, discretion, intelligence, and regard for the safety and growth of capital as well as generation of income.

b. Establish a goal of using no more than 4% of the average fund balance (based on a 3-year rolling average) as income for the operating budget.

c. Operating budgets may use no more than 7% of the total value of the Operating Reserve Fund in any given year. Moreover, operating budgets should not use any money from the Operating Reserve Fund that would cause the fund to decline below a level of 25% of the previous year's total actual expenses. In the event of extenuating circumstances, the Board may approve an exception to this policy.

d. The assets of the Society's many funds, except as noted below, will be managed as a single entity in order to allow for the best efficiency. The exception occurs if funds are restricted by a donor to specified security types; such funds will be managed in accordance with the specified restrictions.

e. Stock investments will range between 40% and 75% of the total amount. Fixed-income investments will range between 25% and 60% of the total with a bias toward the lower end of the range, except when interest rates are abnormally high.

f. The equity portion will be invested in one or more mutual funds or exchange traded funds with strong consideration being given to low cost funds and the goal of having 90% or more in socially screened funds. Other criteria to be used in fund selection shall include long-term performance and the level of expenses associated with the fund.

g. The fixed-income portion may be invested in mutual funds, exchange traded funds, and individual bonds. Up to 10% of the fixed-income assets may be invested in individual bonds rated "BBB," with any additional individual bonds being rated "A" or higher and with various maturities, but none higher than 10 years. The expectation is that individual fixed-income securities will be held to maturity unless their credit rating falls below the "BBB" level. Purchase laddered bonds to hold until maturity as a cushion to market downturns and avoid bonds in ethically challenged areas. No single issuer, other than the U.S. government or agencies thereof, will account for more than 5% of total invested assets. Assets expected to be used within 6 months or awaiting longer term investment will be kept in a short-term, high-quality fund, such as a money market fund, as part of the fixed-income portion.

h. Securities acquired by donation will be sold and the proceeds kept in a short-term, high-quality fund, such as a money market fund, until a permanent investment decision is made. When individual stocks are gifted, they can be held for a period of up to one year before being sold and invested into one of the Society funds.

i. Unless expressly authorized by the Board, the Investment Manager is prohibited from purchasing securities on margin or executing short sales, purchasing or selling derivative securities for speculation or leverage, and engaging in investment strategies that have the potential to amplify the risk of loss beyond a level that is reasonably expected.

2. The Treasurer, along with the Board, is responsible for verifying that the Investment Manager adheres to the Investment Policy. The Treasurer and Finance Committee may make recommendations to the Board regarding the Investment Policy and the Investment Manager. The Board will make the final decision on the hiring and employment of an Investment Manager.

3. The performance of the Investment Manager may be judged (see Section 7.5.2.C.3) against the following standards:

- a. A market-based index appropriately selected or tailored to the agreed-upon investment objective and the normal investment characteristics of the portfolio.
- b. The performance of other investment managers having similar investment objectives.
- c. Adherence to the established Investment Policy (see Section 7.5.2.E.1).

4. The use of Restricted and Designated Funds (see Appendix I - Fund Descriptions) shall not deviate from the Ethical Society's policies and bylaws. Accordingly, the Treasurer and the Ministry Team Leader shall:

- a. Obtain Board approval prior to making transfers between funds.
- b. Utilize income or earnings on all funds in a fashion that is consistent with the Board's designation of these funds, as detailed in Appendix I.
- c. Obtain Board approval prior to utilizing the principal of any fund. The Board may approve such use by (a) approving the annual operating budget that specifically lists the applicable fund as a source of payment; (b) approving a capital spending item or project that specifically anticipates use of the applicable fund as a source of payment; or (c) expressly approving the use of the applicable fund.
- d. Strictly avoid using the principal of any Permanently Restricted Funds.
- e. Utilize income or earnings on Permanently Restricted Funds in a fashion that is consistent with the wishes of the Donor, as detailed in the documentation of the Donor's wishes or, if unavailable, as detailed in Appendix I or other Board documents that provide guidance or directives on Permanently Restricted Funds.

G. Documentation of Fund Specifications and Uses

1. The Ministry Team Leader, in conjunction with the Treasurer, shall maintain documentation on the donor specification associated with all Restricted Funds, and of the Board's intended use of and/or policies governing Unrestricted Funds.

2. The Treasurer will be familiar with all such specifications and will advise the Board regarding appropriate expenditures from such funds.
3. The Ministry Team Leader will consult with the Treasurer regarding the level of budgeted expenditures from those funds that support ongoing programs outside the operating budget and regarding unbudgeted funding requests for special programs.
4. The Governance Committee will be responsible for maintaining and updating a record of these funds in Appendix I.

7.5.3 Acceptance of Gifts

The Ethical Society of St. Louis solicits and accepts gifts that are consistent with its Mission and that support its core programs and special projects.

A. When considering whether to solicit or accept gifts, the Ethical Society will consider the following factors:

1. Values - whether the acceptance of the gift compromises any of the core values of the Society.
2. Compatibility - whether there is compatibility between the intent of the Donor and the Society's use of the gift.
3. Public Relationships - whether acceptance of the gift negatively impacts the reputation of the Society.
4. Form of the Gift - whether the gift is offered in a form that the Society can use without incurring substantial expense or difficulty.
5. Effect on Future Giving - whether the gift discourages future gifts.
6. Contingencies - whether the gift has restrictions that are unacceptable to the Society.

B. All decisions to solicit and/or accept potentially controversial gifts will be made by the Board in consultation with the Ministry Team Leader. The primary consideration will be the impact of the gift on the Ethical Society.

C. The Ethical Society accepts gifts in these forms:

1. Cash.
2. Marketable securities.
3. Retirement plan beneficiary designation.
4. Bequests.
5. Real estate (restricted). The Society accepts gifts of real estate on a case-by-case basis. The Board, in consultation with the Treasurer, will make the determination of whether to accept the gift.
6. Tangible Personal Property (restricted). The Society accepts gifts of tangible personal property on a case-by-case basis. Tangible items worth less than \$1,000 will be reviewed by the Ministry Team Leader, who will determine whether to accept the gift, and gifts that are independently appraised as worth \$1,000 or more will be considered for donation by the Board, which will make the determination of whether to accept the gift.

For gifts that are accepted, the Ministry Team Leader shall determine whether the items can be used by the Society and if not, shall arrange to sell them in consultation with the Finance Committee.

D. The Ethical Society of St. Louis appreciates its donors and recognizes them per the Recognition of Gifts plan (see Appendix F - Recognition of Gifts).

7.5.4 Disposition of Gifts

This policy is intended to guide the disposition of large, unrestricted donations to the Society. Guidelines for the disposition of gifts from member and non-member sources are applied accordingly:

A. Gifts from members who expect to continue as members indefinitely

1. An amount equal to 125% of their previous year's pledge would be assigned to pledge income for the current year.
2. If the 125% does not equal or exceed \$5,000, then the difference between 125% of the pledge and \$5,000 would go into the current year operating budget as part of gift and bequest income.
3. The Finance Committee will make a recommendation on the disposition of any amount over that assigned above, with a bias toward adding it to the Endowment Fund. The Board will make the final decision.

B. Gifts from non-members or members not expected to continue as members

1. Amounts less than \$5,000 would go into the current year operating budget as part of gift and bequest income.
2. The Finance Committee will make a recommendation on the disposition of any amount over \$5,000 with a bias toward adding it to the Endowment Fund. The Board will make the final decision.

7.5.5 Fundraising Guidelines and Coordination

The Board retains the authority and is responsible for the raising of funds except as otherwise delegated in the Fundraising Policy (Appendix G). Such reserved fundraising endeavors include, but are not limited to, pledge campaigns and capital campaigns.

A. Applying for Grants from Outside Funding Agencies

All grant proposals must serve the Society's Mission and Foundational Principles. Possible grant proposals must be discussed and approved by the Board before being pursued and submitted to an outside funding agency. If the grant proposal deadline does not allow for discussion by the entire Board, the matter should be referred to the Board President for consideration by the Executive Committee.

B. Other Fundraising Activities

Fundraising activities sponsored by staff, committees, teams, or other members shall be coordinated with the Ministry Team Leader and adhere to consistent and accessible guidelines that encourage and appropriately channel such efforts (see Appendix G - Fundraising Policy).

7.5.6 Society Sponsorship

The use of the name of the Ethical Society of St. Louis as an official sponsor of an outside activity or event must serve the Mission of the Society and shall be subject to approval by the Ministry Team Leader. External use of the Society's logo, banner, and other brand assets requires approval of the Ministry Team Leader, who will consider its consistency with the Society's Mission, strategic planning, and legal status. (See Appendix J - Brand Standards). Members may share the Society's Core Values and Foundational Principles with the world and identify themselves as members of the Ethical Society of St. Louis.

7.5.7 Advertising

Advertising for-profit businesses is not allowed on Ethical Society online platforms, including the Society's website and social media pages.

7.6 Powers Reserved to the Board of Trustees

- A. Responsible for defining, adopting, promulgating, monitoring, and managing the Governance of the Society. (see Section 4).
- B. Direct responsibility for the financial integrity of the Society (see Section 7.5).
- C. Acts for the Society in any legal matters.
- D. Approves new members and membership status changes.
- E. Affiliates with national, state, or local bodies and appoints representatives as appropriate.
- F. Develops employment policies and publishes the Employee Handbook. These policies are administered by the Ministry Team Leader. Recommendations for changes to personnel policies may be made by the Ministry Team Leader but must be approved by the Board (see Section 7.4).
- G. Supervises professional Leaders including contracting, evaluation, and discipline.
- H. Considers grievances and disciplinary action in cases that are not handled by the Ministry Team Leader (see Section 7.3.4).

7.7 Powers Reserved to the Membership

- A. Final approval of the Annual Budget as presented by the Board.
- B. Final approval of the appointment of Trustees and Board Officers as described in *Article V* of the Bylaws.
- C. Final approval of professional Leader appointments based on recommendations from the Board.

Section 8 - Oversight

Approved: January 9, 2024

8.1 Monitoring

Monitoring focuses on ensuring that all leaders adhere to Board policies and that those policies meet the needs of the Society and its members.

8.1.1 Timing and Reporting of Monitoring

The Board will monitor its policies and adherence to them on a regular basis. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

A. Monitoring reports will normally be provided in writing. Board agenda time will not be spent on monitoring reports unless a Board member raises a policy issue.

B. All monitoring reports will be made available to the Congregation on the Society's website as part of the Board meeting minutes.

8.1.2 Policy Compliance

In every case, the standard for compliance with Board policies shall be any reasonable interpretation by the Ministry Team Leader. The Board encourages the Ministry Team Leader to proactively discuss with the Board any area of the Policy Manual where there is uncertainty about "reasonable interpretation."

A. The source of concerns regarding "reasonable interpretation" can be the Board itself, the Ministry Team, or the Congregation.

B. When "reasonable interpretation" has been questioned, the Board, Ministry Team Leader, and any specific staff or volunteer involved will discuss the policy in question and reach agreement as to the best interpretation of the policy.

8.2 Evaluation

8.2.1 Program Evaluation

The Board and Ministry Team shall continually evaluate their activities and programs. The purpose of evaluation is to continuously improve the functioning of the Society to better meet its Mission and goals. Evaluation is best done with open communication and regular feedback to keep the focus on meeting the Society's and the Board's goals.

A. Formal evaluation shall start with the programs and goals in the Annual Ministry Goals. The Ministry Team will submit monthly reports to the Board documenting major activities. On a monthly basis, the Ministry Team Leader's report shall also focus on progress toward the Annual Ministry Goals.

B. In addition, the Board may call upon the Ministry Team Leader to report more fully on the Society's work in a given area, and to contribute expertise, information, and leadership. The purpose of these reports is to support the Board's learning and reflection on major areas of the Society's Mission, such as platforms, religious education, social justice, membership development, and stewardship of Congregational property and wealth. All evaluation reports

will be made available to the Congregation on the Society's website as part of the Board meeting minutes.

C. As much as is possible, all evaluations should contain both process and outcome data. Process measures are measures of what the program did. These are often the activities that are expected to lead to the desired outcome. Outcome measures are measures related to the desired goal of the program.

8.2.2 Board Self-Evaluation

The Board shall evaluate its own performance and functioning as Trustees against policies, the Board commitment, their defined duties, and Board goals.

A. Process checks may be requested by Trustees during the course of Board meetings; process/content issues can also be raised during Board-only huddles.

B. The Mid-Year Check-In is an extended Board-only huddle, during which the President facilitates a brief review of the Board's self-governance and its progress to date on its goals for the year.

C. The End-of-Year Self-Evaluation occurs during the last month of each Board year, coordinated by the President. Results are discussed at the final Board meeting of the year. The Board draws upon prominent lessons learned to update the Policy Manual as appropriate.

8.2.3 Board and Leader Evaluations

Annually, a task force of the three Presidents shall evaluate the Ministry Team Leader's performance and the Ministry Team Leader shall evaluate the Board's performance. The annual performance evaluation of all other members of the Ministry Team shall be conducted by the Ministry Team Leader or a supervisor designated by the Ministry Team Leader.

The Board's focus during this evaluation is to be on:

A. The effectiveness of the Ministry Team Leader's management of and relationships to staff and volunteers. This evaluation must include input gathered from the staff and volunteers that have been working closely with the Ministry Team Leader to provide a more comprehensive picture of the Ministry Team Leader's effectiveness.

B. Achievement of the annual Ministry goals and compliance with Board Policies.

C. The Board's evaluation of the Ministry Team Leader shall not extend into a review of ministerial duties.

The Ministry Team Leader's focus during this evaluation should be on:

A. The effectiveness of the Board in fulfilling its role.

B. The overall working relationship that exists between the Ministry Team Leader and the Board.

C. The effectiveness of how policies and feedback are communicated between the Board and Ministry Team Leader.

These evaluations will be written and discussed during a special meeting between the three Presidents and the Ministry Team Leader. They will be placed in the Ministry Team Leader's personnel file.

8.2.4 Staff Evaluations

All staff members, including other Leaders, shall be evaluated annually by either the Ministry Team Leader or a designated supervisor. The evaluation will focus on how each staff member has performed in relation to their job description and annual goals that were shared with them at the time of their previous evaluation (or at the time of their initial employment). The evaluation should include input from the membership and other sources and produce a written report for each staff member's personnel file.

8.2.5 Triennial Leader Evaluation

Once every three years, all Leaders of the Society will be evaluated using a process designed to achieve the following goals:

- A. Call the membership's attention to the mutual, relational nature of ministry and the respective responsibilities of all who contribute to its success.
- B. Help the Leaders remain motivated, creative, and flexible.
- C. Provide the Leaders and Board with information needed to correct any existing or anticipated problems and maintain an effective partnership in the future.

The Board and Ministry Team Leader shall together appoint an evaluation task force of at least three persons held in high esteem by the membership and mutually acceptable to the Board and the Leader being evaluated. The task force shall conduct an evaluation of each Leader's performance, gathering data from the membership and other sources, and produce a written report for the Board. Highlights of the report, together with a written response from the Leader, will be available to the membership.

8.3 Board Monitoring and Evaluation Schedule

Report	Frequency	Responsible	Description
Financial Activities	Monthly	Treasurer	Comparison of budgeted/actual income and expenses; adherence to fund restrictions and policy specifications
	As needed	Ministry Team Leader	Any financial/budgetary issues requiring Board action; any grant or contract activity
	Annual (Jun)	Treasurer	Document that new Board officers have signed up-to-date signature cards for bank accounts and safe deposit boxes
Leader Activities & Progress on Ministry Goals	Monthly	Ministry Team Leader	Leader activities; significant administrative and operational issues; issues arising in relation to policy governance; treatment of congregants (complaints and functioning of complaint policy); staffing/personnel updates; operations
	Monthly	Ministry Team Leader	Progress toward Ministry Goals (and on a schedule detailed in the goal)
	Annual (May)	Ministry Team Leader	Annual report on Ministry Goals
	Annual (Oct)	Ministry Team Leader	Submit changes to Organizational Chart to Governance Committee for inclusion in Section 7 revisions
	Annual (Feb)	Ministry Team Leader	Update Employee Handbook as needed and submit revised copy to Governance Committee for inclusion in the Policy Manual (Appendix E)
	Annual (Feb)	Ministry Team Leader	Update Emergency Preparedness and Response plan, post copies around building, and submit revised copy to Governance Committee for inclusion in the Policy Manual (Appendix TBD)
	Annual (Feb)	Ministry Team Leader	Update Emergency Preparedness and Response plan, post copies around building, and submit revised copy to Governance Committee for inclusion in the Policy Manual (Appendix TBD)
Facilities	Monthly	Facilities Coordinator	State of the building; repairs and repair schedule
Membership	Monthly	Operations Manager	Present status of membership, including new members and members to be dropped
Budget Preparation	Monthly (Feb-Mar); Final review in Apr	Ministry Team Leader (with input from the Finance Committee)	Present proposed budget and how it addresses Annual Ministry Goals
Ethical Society Nursery School	Annual (May)	ESNS Director	ESNS Report for the Annual Membership Meeting

Report	Frequency	Responsible	Description
SEEK	Monthly	Youth Education Director	Report on activities of note and attendance
Lay Leadership Development Committee	Monthly	Lay Leadership Development Chair	Report on monthly meeting
Diversity, Equity, & Inclusion Committee	Quarterly	Diversity, Equity, & Inclusion Chair	Report on quarterly meeting
Policy Manual Review and Revision	Annual (Sep)	Governance Committee Chair	Sections 1 (Introduction), 2 (Society Membership), 3 (Leadership Expectations), 5 (Discernment), and 6 (Planning)
	Annual (Oct)	Governance Committee Chair	Section 4 (Board Governance)
	Annual (Nov)	Governance Committee Chair	Section 7 (Management)
	Annual (Dec)	Governance Committee Chair	Section 8 (Oversight), Glossary
	Annual (Jan)	Governance Committee Chair	Appendix E (Employee Handbook)
	Annual (Feb)	Governance Committee Chair	Bylaws (timed to allow membership response before Annual Meeting)
	Annual (Mar-Apr)	Governance Committee Chair	Appendices
Mid-Year Check-In	Annual (coincide with Mid-Year Retreat)	President	Board-only huddle: brief review of the Board's self-governance and its progress to-date on its goals for the year
Staff Evaluation	Annual (Jan)	Ministry Team Leader	Performance in relation to job description and annual goals
Board Self-Evaluation	Annual (May)	President	Board-only huddle: brief review of the Board's self-governance and its performance relative to its goals for the year
Ministry Team Leader Evaluation	Annual (May/Jun)	Three Presidents	Focus on management and goal attainment
Board Evaluation (by Ministry Team Leader)	Annual (May/Jun)	Ministry Team Leader	Focus on Board's effectiveness and working relationship between Board and Ministry Team Leader
Triennial Leader Evaluation	Triennial (Feb-Mar; different Leaders may be evaluated in	Leader Evaluation Task Force	Ministerial responsibilities include such activities as platforms, visitation, and care of members

Report	Frequency	Responsible	Description
	different years) ²		
Treasurer and Investment Manager Evaluation	Annually (sometime Sep-Dec)	Board of Trustees	Evaluate and review the overall performance of the positions
Audit or Review	As Needed – see 7.5.2.D.2 ³	Independent auditor	Independent audit or review of Society's finances

² Most recent Leader evaluation was in 2020.

³ Most recent audit was in 2015.

Glossary

Approved: December 14, 2020

Activity Group: A collection of members coming together for social interaction or to work collectively on a particular issue of importance to them. Activity groups are typically grass-roots in origin, rather than being assembled by the Ministry Team Leader or designees, but they must have the approval of the Ministry Team Leader and report to a Ministry Team Liaison on their activities.

Affiliate Group: A group that is associated with the Ethical Society in some way, but has been approved by the Board to manage its own affairs within the bounds described by these policies.

Annual Ministry Goals: The annual Ministry goals are the Board's short-list of priorities to be arrived at during the Mid-Year Planning Retreat with Leader(s), senior staff, and lay leaders. It is the short-term product of the Board's strategic planning process. The Ministry Team then translates these into goals and objectives for the next one to three years.

Committees: Are established by Board policy and are typically active continuously.

Congregation: Is the highest governing authority in the Society. It is comprised of those members who are eligible to vote. That eligibility is set forth in the Society's Bylaws. In these policies it is synonymous with the word Membership.

Foundational Principles: Values and behaviors that the Society intends to honor in all its endeavors. The question, "What principles do we intend to observe, no matter what?" helps lead to the discovery of Foundational Principles.

Governance: Governance is a collective and representative process that produces policies and structures to guide individual and group decisions within the framework of the Congregation's Mission. Governance of the Ethical Society is guided by our efforts to bring out the best in each other in all interactions. The Board is responsible for the Governance of the Society.

Leader: Certified by the American Ethical Union and elected by the members, a Leader provides inspiration for the ethical and spiritual well-being of the Society. In this document, Leader (with a capital L) refers to a professional Leader as defined here. References to leaders or leadership (with a small "l") connote lay leaders.

Mid-Year Check-in: An extended Board-only huddle, during which the President facilitates a brief review of the Board's self-governance and its progress to date on the goals for the year.

Mid-Year Planning Retreat: Led by the President of the Board, this retreat evaluates the progress in fulfilling the current year's annual Ministry goals and selects the next year's annual Ministry goals.

Ministry: Ministry is the practical work of the Society and consists of continually choosing means and methods, allocating resources, hiring staff, recruiting volunteers, and providing leadership and support that will enable members and staff to serve the Mission of the Society effectively. Ministry is best accomplished by teams of people who share an interest in particular forms of service.

Ministry Team: The Ministry Team includes the professional Leaders, staff, and volunteers who are responsible for implementing the annual Ministry goals of the Society.

Ministry Team Leader: The Leader who serves as head of the Ministry Team. This position is termed the Executive Leader in the Bylaws.

Mission: The Society's Mission is the good that the Congregation means to do, who it hopes to benefit, and how. It answers the question, "Whose lives do we intend to change, and in what way?"

SEEK: Sunday Ethical Education for Kids program (formerly known as Sunday School).

Society: The Ethical Society of St. Louis is a non-profit, religious organization founded in 1886. The Society operates according to the terms of its Bylaws and the policies stated in its Policy Manual.

Staff: Paid employees of the Society.

Strategic Planning: Strategic planning addresses the Society's longest-range plans. It answers the question, "What major choices have we made about how we will fulfill our Mission?"

Task Force: A group established for a defined period of time (typically a year or less) and governed by a charge issued by the Board. At the discretion of the Board, task force leader(s) will be designated or the task force members will be allowed to select their own leader(s).

Team: A group of volunteers and/or staff implementing the specific tasks and projects needed to accomplish one or more goals of the Society. Teams are responsible for the bulk of the work that makes the Society function. All teams are under the supervision of the Ministry Team Leader or their designee. They are only created and disbanded by the Ministry Team Leader and their staff and have defined roles and durations.

Vision: A vision is a statement about what the Society wants to become. It is a star to guide by, an imagined future state of the Society as it becomes a better vehicle to serve our Mission. It answers the question, "What will our Society look like if we serve our Mission well?"

Appendix A - Board Commitment

Approved: March 8, 2021

Board Commitment*

We, the Board of the Ethical Society of St. Louis, promise to serve the Society's Mission and its Congregation. We shall:

- A. Create an atmosphere of compassionate candor by presuming good faith, actively listening, and staying in relationship with one another, even in conflict.
- B. Respect our time together by honoring our commitment, being prepared for meetings, and handling non-meeting business outside of Board meetings.
- C. Be familiar with the Society's Bylaws, policies, traditions, and finances.
- D. Focus on the work of the Board, participate actively and thoughtfully, and stand by our group's decisions.
- E. Serve as role models to each other and the Congregation in commitment and stewardship, by actively participating in the organizational and communal life of the Congregation and by financially supporting the Congregation to the best of our ability.
- F. Actively engage in fundraising for the Society in whatever ways are best suited to each individual.
- G. Assume a fair share of work on special committees or task forces as needed.
- H. Refrain from discussing or voting on issues from which we as individuals may benefit, either personally or through a close relationship.
- I. Set aside any and all partial loyalties in favor of the whole.

*The Board Commitment shall be shared by the Nominating Committee with any candidates being recruited for Board membership.

Appendix B - Consensus Decision-Making

Approved: June 18, 2024

Consensus decision-making is inclusive and participatory, embodying the deepest values of the Ethical Culture movement—the inherent worth and dignity of each individual. At its heart it involves a group of individuals thinking about an issue together, exploring the important underlying needs involved, and crafting joint solutions to satisfy those needs. The recommendation to use consensus is based on a desire to fully honor Ethical Culture values while continuing to be practical and effective. It honors our beliefs that:

- A. Every person's voice matters
- B. Our differences can be honored when working towards a common goal
- C. Relationships are at the heart of what matters
- D. It is worth investing work to honor our values

The underlying framework for the process of consensus decision-making is dependent upon:

Responsibility: Participants are responsible for voicing their opinions by participating in the discussion, listening to others, and actively implementing the agreement.

Self-discipline: Blocking consensus should only be done for objections based on principle. Objections should be stated clearly, to the point, without putdowns or speeches, and made in the interest of finding an alternative solution.

Respect: Participants should respect others and trust them to make responsible input.

Cooperation: Participants should look for and build upon areas of agreement and common ground; they should avoid competitive, right/wrong, or win/lose thinking.

Persistence: Participants should appreciate that consensus building can be difficult, but that its value often lies in the process of overcoming that difficulty. Participants should work hard to build unity in the group, but not at the expense of the individuals who compose the group.

The Process

In the *Call for Consensus*, there are three possible positions for voting members to take:

In Consensus: In favor of the proposal.

Out of Consensus (aka Standing Aside): Not in favor, owing to reservations, but not so opposed as to prevent the group from approving the proposal.

Blocking consensus: So firmly opposed that even if the overwhelming sentiment of the group is in favor, one believes, for deeply held reasons, that it cannot be supported.

When it is time for a vote on a motion, the President (or presider) asks if anyone blocks consensus. If no one blocks consensus, the President will ask if anyone stands aside from consensus, after which the President declares that the motion has passed.

If even one person blocks consensus, then further limited discussion is held and consensus is again sought. If one or more persons still block, then a traditional vote is held with the majority opinion prevailing.

Reporting the Results

If consensus was achieved, the number of people standing aside is recorded. Those standing aside may choose to write out their reservations, which become a part of the official record.

If consensus is not reached, the number blocking is reported, as well as the result of the subsequent vote. Those who block consensus may choose to write out their reservations, which will become a part of the official record.

Appendix C - Conflict of Interest Policy and Disclosure Form

Approved: June 18, 2024

Conflicts of Interest

As a member of the Board of Trustees, I recognize that I owe a fiduciary duty of loyalty to the Ethical Society of St. Louis. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of the Society. The purpose of the Conflict of Interest Policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced as described below:

- A. Board members have a fiduciary duty to conduct themselves such that their actions and communications are not in conflict with the interests of the Ethical Society of St. Louis. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Society.
- B. A conflict of interest is conduct, a transaction, or a relationship that presents or might present a conflict between a Board member's obligations owed to the Society and the Board member's personal, business, or other interests.
- C. All conflicts of interest are not necessarily prohibited or harmful. However, full disclosure of all actual and potential conflicts and a determination by the disinterested Board members—with the interested Board member(s) recused from participating in debates and voting on the matter—are required.
- D. All actual and potential conflicts of interests shall be disclosed by Board members to the Ethical Society of St. Louis Board of Trustees through the annual disclosure form and/or whenever a conflict arises. Disinterested members of the Board shall decide if a prohibited conflict exists and what subsequent action is appropriate (if any) and shall inform the Board member of such determination and action. The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
- E. On an annual basis, all Board members shall be provided with a copy of this policy and be required to complete and sign the acknowledgment and disclosure form below. All completed forms, as well as all other conflict information, if any, shall be provided to and reviewed by the Ethical Society of St. Louis Board of Trustees. Signed forms should be submitted to the Board Secretary and retained, in hard copy and/or digital form, at the Society office.

Conflicts of Interest Acknowledgement and Disclosure Form

I have read the Conflict of Interest Policy set forth in the Policy Manual and agree to comply fully with its terms and conditions at all times during my service as an Ethical Society of St. Louis Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Board of Trustees in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Signature: _____

Name: _____

Date: _____

Appendix D - Child Protection Policy and Code of Conduct

Approved: May 7, 2024

Children and youth must experience physical, emotional, psychological, and sexual safety while participating in all Ethical Society of St. Louis activities. Therefore, the Society has committed to the following procedures to prevent and respond to abuse with sound training and appropriate accountability. In addition, any disclosures of abuse will be met with support and appropriate advocacy.

Key Commitments

A. The Society has a zero-tolerance policy for child abuse.

B. The Society staffs the spaces and programs reserved for children as follows:

1. Nursery/Preschool: two staff members will be in each room at all times when any child/ren is/are present. Staff/child ratios and group sizes should be compliant with state childcare rules and regulations (<https://www.sos.mo.gov/CMSImages/AdRules/csr/current/5csr/5c25-500.pdf>). Staff should keep the bathroom door open during diaper changes and when monitoring potty-trained children in the restroom (assisting children three and under as appropriate). Screened adult volunteers may substitute for staff or provide additional classroom support with approval from the Youth Education Director.
2. SEEK (K – 5: at least one staff member, and preferably, one screened adult volunteer will be present in each classroom. If there is only one staff member or one screened adult volunteer in the classroom, the accordion door should be left open the width of a standard door. At no time should one adult be alone with one SEEK student unless it is in a public, visible area and another adult is informed beforehand (see Mentoring.) A screened adult should escort SEEK students to the restroom and monitor from the hall/restroom doorway.
3. Coming of Age: at least one screened staff member and, preferably, one screened adult volunteer will be present in the classroom. If there is only one screened adult available for the COA classroom, the door should be left open. At no time should one adult be alone with one COA, unless it is in a public, visible area and another adult is informed beforehand (see Mentoring).
4. Youth Group: it is preferred that two screened adult volunteers are present with the Youth Group during meetings. If there is only one screened adult in the Youth Group room, the door should be left open. At no time should one adult be alone with one Youth Group member, unless it is in a public, visible area and another adult is informed beforehand (see Mentoring).
5. Activity Hour and Special Event Volunteers: secondary adult volunteers working with children during larger programs or events are not required to undergo screening or background checks; however, they must sign and are subject to the Society's Code of Conduct Toward Children and may not, under any circumstances, supervise children alone. A staff member or screened adult volunteer must always be present.

C. Any employee or volunteer accused of child abuse or related misconduct will be immediately suspended from serving children (if applicable). While the situation is being investigated, the alleged perpetrator will not be granted access to the building, to the extent possible, when children are present (see Incident Response and Internal Investigation).

D. Any employee or volunteer who does not abide by our child protection procedures and our Code of Conduct will not be allowed to work with children or youth.

Definitions

Child: Any person under the age of 18 years old, or any person whose mental capacity is that of a minor.

Adult: Any person at least 18 years of age.

Youth Volunteer: Any person under the age of 18 who supervises children at a Society-sponsored activity or program.

Employee/Staff: Any adult paid for their work at the Ethical Society of St. Louis.

Screened Volunteer: Any adult (or, in some situations, youth) who has been screened according to the requirements set forth in this policy (see Screening and Eligibility for Service).

Child Abuse: Any action (or lack of action) that endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes, but is not limited to, the following:

Physical Abuse: Any physical action that causes injury to a child that is not accidental, such as beating, shaking, burning, and biting.

Emotional Abuse: Emotional injury when a child is not nurtured or provided with love and security, but instead endures an environment of excessive criticism, belittling, persistent threatening, teasing, or bullying.

Sexual Abuse: Any sexual act between a child and an adult, or between a child and another child when one exerts power over the other; forcing, coercing, or persuading a child to engage in any type of sexual act. Sexual abuse also includes non-contact acts such as exhibitionism, exposure to pornography, voyeurism, and communicating in a sexual manner by phone or electronic means.

Neglect: Depriving a child of essential needs, such as adequate food, water, shelter, or medical care.

Mandated Reporter: Any person who is required by law to report when they have a reason to believe child abuse has occurred; in Missouri, physicians, nurses, social workers, day care staff, teachers, clergy, and law enforcement officials are mandated reporters. Mandated reporters also include any other persons with responsibility for the care of children. However, for the sake of vulnerable children who cannot protect themselves, all adults are morally obligated to report abuse.

Missouri legal requirements for mandated reporters at religious organizations are defined at <https://revisor.mo.gov/main/OneSection.aspx?section=352.400>.

Screening and Eligibility for Service

Three Tier System:

1. All staff who work directly with and/or in proximity to children will be screened via Family Care Safety Registry background checks conducted by the Missouri Department of Health and Senior Services and fingerprinted through the Missouri (MO) Volunteer and Employee Criminal History Service (VECHS) program.
2. Volunteers who may be unattended for any portion of time with youth under the age of 18 will be screened via Family Care Safety Registry background checks conducted by the Missouri Department of Health and Senior Services.
3. Volunteers who are infrequent and will not be unattended with youth do not need to be formally screened, though they must review and sign the Code of Conduct.

Information gathered during the background check process is shared only with Society staff on a need-to-know basis.

Any adult who is known to have been convicted of child abuse or other violent crimes is not eligible for employment or volunteer service with the Society's youth programs. No person who is on the National Sex Offender Registry will be permitted to be involved in any direct activities with children or youth unless the Ministry Team Leader grants an exception.

Volunteers age 18 and younger should have experience caring for children. The Youth Education Director will review the volunteer's background and experience to ensure suitability for working with children. Youth Group and Coming of Age members may provide child-care at Society events when approved by the Ministry Team Leader or Youth Education Director. When children are entrusted to the care of teens, there must always be at least two designated teens responsible. Children are not permitted to ride in cars or leave ESSL premises with teens.

All Society staff and screened volunteers who work directly with children and/or youth are expected to complete child sexual abuse prevention training (for example, Stewards of Children: www.d2l.org). All Society staff and volunteers who work directly with children and/or youth are expected to review and sign the Society Code of Conduct Toward Children.

Special Considerations and Procedures

Nursery/Preschool and SEEK Sign-in/Sign-out

In the Sunday Nursery/Preschool and in SEEK, all children must be signed in by and released to an authorized adult only.

Mentoring

One-on-one meetings may occasionally be necessary (e.g. when Coming of Age students meet with a volunteer to write their graduation speeches). In such cases, those meetings must be held in an open public space and a screened adult must be informed prior to the meeting.

Off-Premises Activities

The Society must obtain a permission form and emergency medical information before any screened volunteer or staff member transports a minor in a vehicle.

Overnight Activities

For all SEEK-sponsored overnight activities, at least one screened adult must always be designated and the ratio of screened adults to minors must never be greater than 6 minors to 1 adult. The Society must have a permission form and emergency medical information for any minor attending an overnight or off-site activity (see the end of this appendix for a copy of this form). After overnight activities, a screened adult must be designated to stay with minors until they are picked up by an authorized adult.

Reporting

Any concerns, observations, or suspicions of child abuse should be reported to the Youth Education Director or the Ministry Team Leader and then together the Youth Education Director, the Ministry Team Leader, and person(s) who observed/suspect the abuse will consult to the Missouri Children's Division Child Abuse and Neglect Hotline for further action, including reporting to the civil authorities as mandated by state law. Report of child abuse should be made in the following situations:

- A. Witness or discovery of an act of abuse.
- B. Disclosure by a child of abuse they have experienced, regardless of the setting or the perpetrator of the abuse.
- C. Reasonable cause that child abuse has occurred. Reasonable cause does not require absolute proof; it means that one or more signs of child abuse are present.

For more information about reporting, please refer to the following page of the Missouri Department of Social Services' website: <https://dss.mo.gov/cd/keeping-kids-safe/can.htm>

When abuse is suspected within the context of a SEEK-sponsored activity, a staff member must be informed immediately. A staff member must immediately and respectfully remove the accused person from direct contact with minors and must then inform them that abuse has been reported. The accused individual may be an adult or a peer. The Ministry Team Leader must be informed as soon as possible of any cases of alleged abuse. The Leader must then take whatever steps are necessary to ensure the safety of children in our care.

Incident Response and Documentation

When a report is made about suspected child abuse, all employees and volunteers of the Ethical Society will cooperate fully with any legal investigation.

If an incident of abuse is alleged to have occurred at the Society or during Society-sponsored programs or activities, the following procedures will be carried out:

- A. A parent or guardian of the child will be notified by the Youth Education Director or the Ministry Team Leader.
- B. The staff person, volunteer, or Society member alleged to be the perpetrator of the abuse or misconduct will immediately be suspended from serving children (if applicable). While the situation is being investigated, the alleged perpetrator will not be granted access to the building, to the extent possible, when children are present, and will be instructed to refrain from contact with the victim, the victim's family, or with witnesses. The same policy will be used if the alleged perpetrator is not a member of the Society (including children, youth, or adult non-members).

C. All allegations of abuse will be reported to the proper civil authorities and the Society will comply with all Missouri requirements regarding mandatory reporting of abuse (see Reporting). The Society will fully cooperate with the investigation of the incident.

D. After the civil authorities have been contacted, those involved should document their actions and knowledge using the Knowledge of Suspected Child Abuse Form, and turn the form in to the Society office in a sealed envelope.

E. The Ministry Team Leader will offer pastoral care to all who desire it, providing support during the time of crisis.

F. Any person who is found guilty of the alleged abuse or misconduct will be removed from working with children and youth.

Internal Investigation

After suspected abuse has been reported to the civil authorities, the Ministry Team Leader (with the help of legal counsel) will carry out an internal investigation of the incident in order to determine the following:

A. Did the staff and volunteers follow all of the Society's child protection policies?

B. If not, what caused the failure to follow the policy?

C. Is there an area of the Society's policies that needs to be revised so that such an incident is less likely in the future?

If a report of child abuse or related misconduct is made and the civil authorities do not file charges, the Youth Education Director and/or Ministry Team Leader shall conduct their own investigation to determine whether the person(s) involved shall be allowed to continue working with children and whether or not their presence in the building around children is appropriate. The Society recognizes that just because there is not enough evidence to file charges does not mean that the person is exonerated completely or is well-suited to work with children, or be in their presence.

Boundary Violations

The Ethical Society of St. Louis takes any violations of our Child Protection Policy very seriously. Abusers are rarely caught in the act of harming a child, but are often seen breaking the rules and crossing boundaries. Not every incident of boundary and rule violation necessarily signals that child abuse has occurred. However, every incident of boundary violation requires responsible action to ensure children's safety.

Adults and youth volunteers should ensure all children are safe, intervene when they see anyone violating the Child Protection Policy, and remind the violator of appropriate behavior around children. Boundary violations that require intervention include but are not limited to:

A. Observation of an adult or youth volunteer alone in an isolated area with a child. This requirement may be waived in cases when there is a single SEEK teacher in a classroom with children, the classroom door is open, and a screened adult floater is designated and nearby.

B. The use of sexual humor around children.

C. Physical affection of any nature with a child that seems to make the child uncomfortable (e.g., hugs, even in a visible area).

Ethical Society of St. Louis Code of Conduct Toward Children

Statement of Purpose

Children are vulnerable and need protection. All Society staff and volunteers who work directly with children and/or youth are expected to review and sign this Society Code of Conduct Toward Children.

Accountability

When it comes to protecting children, we are accountable to one another for our actions. Our individual and collective choices determine whether the Society is a safe environment for children. Every Society activity should be open and interruptible. All adults, whether staff or volunteer, and all youth volunteers are subject to this code of conduct.

Visibility

To the extent possible, all activities with children and youth should occur in highly visible areas; utilize open spaces, such as classrooms with big windows, and avoid isolated areas.

Restricting One Adult-One Child Situations

Most abuse happens in situations with one adult and one child. The Society strives to eliminate these situations because they are high risk. Private conversation between an adult and a child should take place in an open and observable area. All activities involving children should have at least two adults supervising at all times, except as noted elsewhere in this policy.

Appropriate and Inappropriate Touch

Appropriate touch is observable by other adults. Only touch welcomed by the child is acceptable and any resistance by the child should be immediately respected. Because healthy, caring touch is valuable to children but unhealthy touch is abusive, the following guidelines apply. Touch should:

- A. Be open rather than secretive
- B. Show care for the child rather than meet a need in the adult
- C. Be age and developmentally appropriate
- D. Normally be initiated by the child rather than the adult
- E. Always communicate respect for the child
- F. Immediately cease if the child is in any way uncomfortable.

Adults and other youth or children should not hit, slap, push, hold against their will, or otherwise assault children. The following signs of affection are generally appropriate within the guidelines above:

- A. Verbal praise
- B. Side hugs and shoulder-to-shoulder hugs
- C. High fives and fist bumps
- D. Pats on the shoulder, back, or head (when culturally appropriate)

For smaller children, the following are generally appropriate with other adults around and within the guidelines above:

- A. Touching hands, shoulders, and arms

B. Hugs

C. Holding the child when others are present

The following behaviors between employees or volunteers and children are inappropriate, or may at least be perceived as inappropriate. Please refrain from:

A. Touching buttocks, chests, genital areas, or thighs

B. Full body hugs

C. Kissing

D. Tickling

E. Showing affection in isolated areas or when alone with a child

F. Sleeping in bed with a child

G. Inappropriate comments that relate to physique or body development

H. Flirtatious or seductive looks

I. Showing sexually suggestive content or playing sexually suggestive games

J. Any form of affection that is unwanted by the child

K. Any behavior that could be interpreted as sexual in nature

Adults shall monitor each other, youth, and older children in the area of physical contact, helping each other follow these guidelines and pointing out anything that could be misinterpreted.

Appropriate and Inappropriate Speech

The Society is committed to refraining from inappropriate verbal interactions such as: shaming, belittling, name calling, cursing, making derogatory remarks about a child, or using harsh language that may frighten, threaten, or humiliate a child. Inappropriate verbal interaction also includes telling off-color or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or inappropriately discussing sexual encounters or desires with children.

Discipline

Discipline of children should be corrective and not punitive. The Society does not permit or condone corporal punishment, yelling, shaming, or in any way belittling a child. If there is a serious incident that requires discipline, it is always wise to involve the child's parent and/or staff member.

Technology

Any staff member or volunteer working with children or youth is responsible for ensuring that technology is used appropriately. All pornography and other sexually explicit or suggestive content is strictly prohibited. Any bullying, online or otherwise, will not be tolerated and should be reported to parents and appropriate staff. Adults should refrain from developing a relationship with a child or youth primarily over electronic media, since the interactions are not open and observable. For Society-related correspondence with minors such as email or text, staff and advisors should include a parent and/or additional staff members in any communications. Any sexual conversation between an adult and a child over electronic media is abusive and is strictly prohibited.

Parental Involvement

Parents are responsible for knowing where their children are at all times. The Society encourages parents to drop by unannounced to observe any activity in which their child is participating. Along with other adults, parents have a key role to play in keeping their children safe. The involvement of watchful parents who make unannounced visits leads to a safer environment for all children. Parents are encouraged to be educated in our procedures and code of conduct and to help with their enforcement.

Visitors and families of children engaged in any of our SEEK programming are always welcome to sit in on SEEK activities. The only exceptions to this policy may be for Coming of Age and Youth Group sessions that include discussions that cover sensitive content the youth participants may not be comfortable disclosing. In such cases, a screened adult will always be present.

Reporting Boundary Violations

For the safety of the children in our care, all staff, volunteers, and members are responsible to help ensure the boundaries set forth in this Code of Conduct are adhered to. Any boundary violation requires responsible action from adults. When a boundary is crossed, kindly but firmly remind the person of the boundary and make sure the situation is safe.

In some cases, it may be appropriate to report boundary violations to the Youth Education Director or Ministry Team Leader. Such cases include but are not limited to repeated boundary violations and attitudes of resistance to boundaries. These can be difficult decisions, but if something is not right it is better to speak to someone about it. Abusers are rarely caught in the act of abuse, but they are often caught crossing boundaries.

Reporting Child Abuse

Anyone with knowledge of child abuse within the scope of the Society's programming must report it to the Youth Education Director or the Ministry Team Leader. The Youth Education Director, the Ministry Team Leader, and/or the person with direct knowledge of the incident is responsible for reporting to the Missouri Department of Social Services (see Child Protection Policy, Reporting).

Ethical Society of St. Louis Child Protection Consent Form

I acknowledge that I have received and read a copy of the Society's Child Protection and Abuse Response Policy and Code of Conduct Toward Children.

I understand these documents and agree to abide by them. Furthermore, I agree to hold others accountable to following them.

Signature

Print Name

Date

**Ethical Society of Saint Louis Parent/Guardian
Consent Form for Youth Travel, Field Trips, and Overnights**

Date of event: _____ **Time of event:** _____
Event: _____ **Location:** _____
Cost: _____ **Method of Transportation:** _____

I give permission for my child, (name) _____, to attend the Ethical Society SEEK sponsored event listed above. I understand that it is my child's responsibility to wear appropriate clothing, comply with the supervisor's instructions, and to display appropriate behavior while traveling to and from the location and while participating in the activity.

Transportation - please check all that apply:

___ My teen may drive to/from this event and may take a maximum of _____ passengers.
___ My teen may ride with other youth group members who are licensed drivers.
___ My child may ride with adult advisors or chaperones.

If you or your teen will be a driver for this event, please share the following:

Insurance Co: _____ Policy Holder's Name: _____
Group #: _____ Policy #: _____

Drivers must leave a copy of their license and insurance card at the Ethical Society.

Overnight

My child has permission to spend the night on: (date) _____.

I understand that my child may not leave alone, and that my child will be supervised by adult chaperones throughout this trip.

Emergency Contact Information

Name: _____ Phone/Text: _____

Emergency Authorization

In an emergency, the Ethical Society, its SEEK program, and all event supervisors are authorized to pursue emergency medical treatment as necessary. I also authorize the hospital, physician, dentist, and/or medical staff to administer necessary treatment and/or perform necessary procedures. Financial responsibility for ambulance and/or treatment is to be assumed by the parent or legal guardian.

Support Needs and Medical Information

(This information will be shared only with ESSL employees and event chaperones as needed.)

It's very important to us that our programs and activities are welcoming, inclusive, and beneficial to every participant. Please share any unique support needs that we should take into consideration.

Would you like to meet with us to ensure that your child's unique needs are addressed appropriately?

☐ Yes

☐ No

List your child's allergies or medical conditions:

List any medications your child is taking:

Please complete this section and then sign, date, and provide phone number below.

☐ Yes Initials I give permission for my child to attend this event.

☐ No _____

☐ Yes Initials I give permission for my child to ride with designee listed above.

☐ No _____

☐ Yes Initials I gave my or my child's license and insurance information if applicable.

☐ No _____

☐ Yes Initials I give emergency authorization and have listed emergency contacts.

☐ No _____

☐ Yes Initials I give the Ethical Society of St Louis permission to use my child's name,
☐ No _____ image, and voice to promote its mission.

Parent/Guardian Signature: _____

Date: _____ **Phone Number:** _____

Ethical Society of St. Louis Knowledge of Suspected Child Abuse Form

Name of staff or volunteer observing or receiving disclosure of child abuse:

Victim's name and age: _____

Date/place of incident: _____

Name of person accused of abuse: _____

Relationship of accused to victim: _____

Date/time civil authorities were notified: _____

Name of person who notified civil authorities: _____

Society officials notified: _____

Date/time of notification: _____

Date/time child's parent/guardian was notified: _____

Person who contacted family: _____

Family member contacted: _____

Summary of incident:

Other action taken:

Appendix E - Employee Handbook

Approved: September 10, 2024

1. Introductory Statement

This handbook is designed to provide all employees with information about working conditions, employee benefits, employee responsibilities, and the policies and programs affecting employment at the Ethical Society of St. Louis (the Society). All employees should read, understand, and comply with all provisions of the handbook. Failure to abide by the policies as described will have disciplinary consequences, up to and including discharge. One of the objectives of employee policies is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the need may arise, the Society reserves the right to revise, supplement, or rescind any policies or portions of the handbook at any time it deems appropriate. The Society will inform all employees of any such changes when they occur, at which time employees will be asked to sign an Employee Handbook Update Acknowledgement Form.

2. Staff Mission

Staff members:

- A. Provide professional leadership for Society programs
- B. Facilitate member participation in the community
- C. Carry out those functions that cannot be effectively handled by volunteers

See the Policy Manual of the Society, Section 7, for additional details about the organization of staff and volunteers at the Society.

3. Organization of Staff

The Ministry Team Leader reports to the Board of Trustees. All other employees report to the Ministry Team Leader, with the following exceptions:

- A. The Youth Education Director reports to the Ministry Team Leader or designee, all other employees in the SEEK program report to the Youth Education Director
- B. The custodian (if one is employed directly by the Society) reports to the Building Manager
- C. The Building Manager and Event Coordinator report to the Operations Manager
- D. Event workers report to the Event Coordinator

The organizational structure is subject to change as the needs of the Society change.

EMPLOYMENT POLICIES

4. Equal Opportunity Employment

The Society is an equal opportunity employer whose policy is to not discriminate on the basis of race, age, color, sex, sexual orientation, gender identity, national origin, ancestry, marital status, military service or veteran status, genetic information, citizenship status, or disability, and to comply with all applicable laws prohibiting discrimination on all bases with the exception of those relating to religion.

This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, demotion, termination, layoff, recall, transfer, leave of absence, compensation, training, and general treatment during employment.

The Society will provide reasonable accommodations to qualified job applicants and employees with known physical or mental disabilities to perform their jobs, unless doing so would cause undue hardship or pose a direct threat of substantial harm to the employees or others. An applicant or employee who believes they need a reasonable accommodation should submit a request to the Ministry Team Leader. Once a request is submitted, the Society will engage in a flexible, interactive dialogue with the applicant or employee regarding a reasonable accommodation.

The Society reserves the right to require drug testing, credit checks, or background checks (collectively, “Background Checks”) for all of its employees including those who do not work directly with children. Successful passing of Background Checks is required of all regular staff and regular Coming of Age and Youth Group volunteer advisors. Information gathered during any Background Check is shared only with Society staff and only on a need-to-know basis. The Society will evaluate the information provided in a Background Check on an individualized case-by-case basis in accordance with the applicable law and EEOC guidance. For more information, please refer to the Society’s Child Protection Policy in the Policy Manual (Appendix D).

5. Immigration Law Compliance

The Immigration Reform & Control Act (IRCA) affects all employees hired after November 6, 1986. The Society’s policy is to comply with the IRCA and any other applicable immigration law.

Federal regulations require that (1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and (2) all applicants who are hired need to present documents of proof of identity and eligibility to work in the U.S. For more information about documents proving identity and eligibility to work in the United States, please refer to the U.S. Citizenship and Immigration Services (USCIS) website: <https://www.uscis.gov/i-9-central/acceptable-documents>.

6. Outside Employment

For a regular full-time employee, it is expected that the position at the Society is the primary employment of the individual. Any other employment must not interfere with the ability to properly perform job duties at the Society and must be approved in accordance with this policy.

Other employment may present a conflict of interest for employees, either full-time or part-time. To avoid a conflict or the appearance of such a conflict, before undertaking other employment, all full-time and part-time employees (except for event workers) should consult with and obtain the approval of their supervisor. Those employed as Leaders must disclose and seek approval of outside employment with the Board.

7. Conflicts of Interest

Employees should avoid engaging in any activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest. A conflict of interest is conduct, a transaction, or a relationship that presents or might present a conflict between the employee’s obligations to the Society and the employee’s personal, business, or other interests. Examples of such conflicts include, but are

not limited to, working for a customer or vendor; owning an interest in a customer, vendor, or any other entity that seeks to do business with the Society; and using the resources of or position at the Society for personal gain.

Full disclosure of all actual and potential conflicts of interest is required. Employees should complete a Conflict of Interest Acknowledgement and Disclosure Form at the beginning of their employment and update it as soon as any additional potential conflicts arise.

8. Employment Status and Categories

8.1 At-Will Employment

All employment with the Society, unless superseded by a written employment contract executed by the Ministry Team Leader or Board of Trustees, is “at will,” in that employees can be terminated with or without reason or cause, and with or without notice, at any time, at the option of either the Society or the employee (see Section 40).

8.2 Employment Categories

The Society classifies staff positions as exempt or non-exempt as defined by the Fair Labor Standards Act. Employees fall into the following categories:

A. Exempt salaried employees are paid for the job rather than the hours worked. Each position will have a nominal time commitment assigned in the job description that will be part of the basis for determining compensation. Exempt employees do not receive overtime payment.

B. Non-exempt hourly employees are paid according to the number of hours worked multiplied by their hourly rate. Non-exempt hourly regular full-time employees are eligible for overtime pay (see Section 12).

In addition to exempt or non-exempt status, for benefit administration purposes, employees also fall into these categories:

C. Regular full-time employees are those who are regularly scheduled to work at least 30 or more hours per week.

D. Regular part-time employees are those who are regularly scheduled to work less than 30 hours a week.

E. Contract employees are employees working under the terms of a written contract.

F. Temporary employees are those who are hired for a specific task or project or someone who is temporarily filling in to meet a short-term need.

8.3 Employment Limitations

To prevent conflicts of interest for the management staff and Board of Trustees of the Society, no current or former member of the Society is eligible to hold non-ministerial, non-executive, regular full-time or regular part-time staff positions. This restriction does not apply to event workers or employees hired before October 16, 2018.

9. Payroll, Timekeeping, and Payroll Deductions

Employees of the Society must be paid by direct deposit or electronically. Wages are paid on the 15th of each month and on the last business day of each month, or if either of those days falls on a weekend, on the last Friday before the 15th and last weekday of each month. No payroll advances may be given.

Non-exempt employees are required to turn in a timesheet for all 24 pay periods in the calendar year. Timesheets are to be turned in to the employee's immediate supervisor no later than seven days following the end of a pay period; that is, by the 22nd of every month for pay periods ending on the 15th, and the 7th of every month for pay periods ending on the last day of the preceding month. Failure to submit a timesheet by the due date will result in disciplinary consequences.

Employees are responsible for informing the Society Office of any changes to their tax exemptions, deductions, or withholding for income tax purposes.

The Society is legally required to comply with wage garnishment orders issued by a court or government agency. Any employee subject to a wage garnishment order will be notified immediately. Any disputes about wage garnishment orders should be pursued with the court or agency that issued the order.

10. Discipline Policy

Employees should read, understand, and comply with all provisions of the handbook. Failure to abide by the policies as described will have disciplinary consequences. Depending on the severity of the offense, the disciplinary consequence may include a verbal warning, write-up in personnel file, suspension, or discharge.

EMPLOYMENT BENEFITS

11. Allocation of Benefits

Eligible employees are provided benefits as described herein.

- A. Regular full-time employees receive the full range of benefits provided as part of the job compensation package.
- B. Regular part-time employees receive pro-rated benefits if they work 20 or more hours per week on an ongoing basis for a minimum of six (6) months. Benefits such as holiday, sick leave, and vacation pay are awarded on a pro-rated basis (for example, a 20-hour/week employee receives half a day's pay for a holiday and one-half of the allocated vacation). Insurance benefits are not available for part-time employees.
- C. Contract employees receive the benefits identified in the written contract.
- D. Temporary employees are not eligible for benefits.

12. Overtime

Only non-exempt hourly regular full-time employees are eligible for overtime pay under all applicable state and federal laws; overtime pay must be approved by the supervisor in advance. Failure to receive advance supervisory approval for overtime hours may result in disciplinary consequences, up to and including discharge.

13. Holidays

Approved: July 11, 2023

The Society normally observes 11 paid holidays each year:

- A. New Year's Day..... January 1
- B. Martin Luther King Jr. Day.....Third Monday in January
- C. Presidents' Day.....Third Monday in February
- D. Memorial Day..... Last Monday in May
- E. Juneteenth..... June 19
- F. Independence Day.....July 4
- G. Labor Day.....First Monday in September
- H. Thanksgiving Day.....Fourth Thursday in November
- I. Thanksgiving Holiday.....Friday after Thanksgiving
- J. Christmas Day.....December 25
- K. Christmas Holiday..... Day before or after Christmas as appropriate

When a holiday falls on a weekend, it will be observed either on the previous Friday or the following Monday.

The Society encourages employees to exercise their right to vote. Employees whose work schedules would make it difficult for them to get to the polls while polls are open are entitled to take their appropriate leave as specified by state statute. Employees who require time off from work to vote must request it from their supervisors at least one day in advance. Employees are expected to work with their supervisors to ensure that their absence does not negatively impact Society operations. Time off to vote is paid only for regular employees, according to the guidelines below.

Only regular employees are eligible for paid holidays; temporary employees are not eligible for holiday pay. Full-time employees are paid for the eleven holidays listed above, and part-time employees are paid for these holidays on a pro-rated basis (hours worked/40 * 8 hours) per holiday if it falls on one of their normally scheduled workdays. Any regular employee who is required to work on a scheduled holiday may take another day off in lieu.

14. Vacation

Only regular full-time and part-time employees who work 20 or more hours a week are eligible for paid vacation; temporary employees are not eligible for paid vacation. Vacation leave may not be taken until the employee has been employed for three (3) continuous months. Scheduling of vacation is subject to the approval of the supervisor.

Full-time employees accrue vacation at 6.6 hours per full month. Starting with an employee's fifth year of service, vacation time will accrue at the rate of 10 hours each full month. Part-time employees accrue vacation at a pro-rated rate (hours worked/40 * 6.6 hours) per full month worked. A regular employee beginning on or before the 15th of the month will receive credit for a full month; an employee beginning after the 15th receives no vacation credit for that month. Earned vacation time will not accrue during any Leave of Absence without Pay (see Section 21.1).

Up to five (5) days of vacation earned by an employee per year will be considered as vested in that employee. Upon ending employment with the Society, all accrued and unused vacation will be paid, regardless of the cause of the employee's leaving.

Up to, but no more than, five (5) days of vacation can be carried forward to the next year. Any earned vacation above this amount will be lost, effective the first day of each calendar year. Employees will not be permitted to remain on the job and receive additional pay in lieu of vacation time.

15. Medical, Long-term Disability, and Life Insurance

Regular full-time employees are eligible for Society-provided health benefits through an insurance carrier. Benefits currently include medical, dental, and hospitalization coverage, disability insurance, and a death benefit (as outlined by the terms of the insurance policy or policies). These programs are explained fully in the information employees receive upon hiring. While the Society intends to maintain these employee benefits, it reserves the right to modify, amend, or terminate these benefits at any time. In the event of any of these changes, the Society will provide as much notice as is practical. Medical and hospitalization insurance is not vested in the employee and additions to pay will not be made in lieu of insurance premiums.

It is the responsibility of the employee to ensure that they are enrolled in the insurance programs within the allotted timeframes of the policies and to see that beneficiary changes are communicated to the policy provider.

16. Retirement Benefits

The Society pays Social Security and Medicare Benefit payments as required by law. The Society is required to withhold and submit to the government the employee's share of those payments from their paycheck.

The IRS has an allowable tax-sheltered mechanism available for employees of religious organizations described in section 501(c)3 of the Internal Revenue Code. The Society provides payment to a self-administered 403(b) retirement plan for regular full-time employees. The amount is equal to 5% of the employee's base earnings (not including overtime). This benefit begins after one year of employment.

16.1 Voluntary 403(b) Accounts

Regular employees of the Society may participate in their 403(b) accounts in accordance with applicable state and federal laws and regulations. In practice, the employee's pay is reduced by the amount of the employee's contribution and the amount is transferred to a custodial account of the employee's choosing.

17. Housing Benefit for Clergy

Section 107 of the Internal Revenue Code permits clergy to exclude a designated housing allowance from their taxable income so long as the allowance is used for the costs of owning or renting a home, and not exceeding the fair rental/market value of the home. Any such designation must meet the requirements of the IRS.

18. Professional Development

Approved: October 10, 2022

The Society encourages all employees to continue to develop their professional skills. If an employee seeks additional training in a skill set that relates to their job duties, they are encouraged to speak with their supervisor to see if there is the possibility that the Society can support them in that pursuit.

A sabbatical leave promotes additional study by Leader(s) for the benefit of the Society. A sabbatical leave may be granted for planned travel, formal or informal education, research, writing, or other experience of professional value. Should a Leader be continuously employed by the Society for at least six (6) years in the same position, they shall be entitled to a sabbatical leave of absence for up to six (6) consecutive months without a reduction in their current salary. Sabbatical time is accrued at the rate of one month of sabbatical for each year a Leader is continuously employed in their current position.

The Leader must submit a sabbatical plan to the Board of Trustees at least six (6) months prior for approval. The sabbatical plan shall describe the purpose, objectives, and intended activities for the sabbatical leave period. The timing of the sabbatical shall be at the mutual agreement of the Leader and the Board. The Leader and Board will work together to ensure the smooth running of the Society during the sabbatical period. No sabbatical may be taken in the final year of a Leader contract. The Leader is obligated to return to the Society for a minimum of one year of employment after the conclusion of the sabbatical.

During the sabbatical, the Leader will continue to participate in the Society's employee benefit programs with benefits being calculated and accrued at full-time rates.

19. Sick Leave

In the event of personal illness, employees are encouraged to stay home from work in order to recuperate and to avoid passing the illness on to others.

Paid sick leave is available to regular employees who normally work 20 or more hours per week. It is to be used only during periods of personal illness, medical or dental appointments, or illness of a family member. Sick leave used for a family member is limited to five (5) days per calendar year.

19.1 Accrual

Sick leave is accrued at the rate of eight (8) hours per full month worked by employees working 40 hours a week. For regular part-time employees working 20 or more hours per week, sick leave is pro-rated. Each day is accrued at 1/5 of normal weekly hours. Sick leave can be accumulated up to 528 hours (66 days). Sick leave is credited from the first full month of employment. Employment commencing on or before the 15th of the month counts for a full month. Employment commencing after the 15th begins the following month.

19.2 Unused Sick Leave Time

Sick leave is not a vested benefit; unused sick leave will not be paid upon ending employment with the Society.

19.3 Notification of Supervisor

The supervisor or Ministry Team Leader is to be notified when an individual cannot report for work due to illness. The supervisor should be given an estimated length of time the employee expects to be out. Approval of paid sick leave is dependent upon such notice. The Ministry Team Leader or supervisor may request a note from a doctor for any amount of sick leave.

20. Workers' Compensation Insurance: Work-Related Injuries or Illness

If an employee is injured or becomes sick as a result of conditions on the job, to such an extent that they cannot carry out their normal work, the Society's workers' compensation insurance is available to cover lost pay as a result of the injury or illness. This insurance begins after three (3) days and pays a standard amount set by Missouri State Law. In order for an employee to remain eligible for such insurance, all work-related injuries or illness must be reported promptly to the Ministry Team Leader. Failure to report work-related injuries or illness, even if not considered significant at the time, violates Society work rules and is considered a disciplinary matter, and may lead to situations in which insurance benefits are not awarded.

21. Absence

When an individual cannot report for work, they must notify their supervisors or Ministry Team Leader and verify acknowledgment of the notification. Failure to do so may result in disciplinary action. If an employee fails to notify their supervisor of their absences for three consecutive work days, the employee may be considered to have voluntarily terminated employment with the Society.

21.1 Leave of Absence Without Pay

All regular employees are eligible for a leave of absence without pay in some applicable situations, as listed below. Reinstatement after leave of absence without pay is subject to availability of the position. Situations under which a leave of absence without pay may be authorized include, but are not limited to, the following:

- A. Medical Leave
- B. Emergency Leave
- C. Continuing Education
- D. Family/Parental Leave

21.2 Application

Requests for a leave of absence without pay should be made in writing to the Ministry Team Leader. Leaders' applications are to be submitted to the Board of Trustees for their consideration.

21.3 Restrictions

Any approved leave of absence will generally include that an employee must first exhaust their unused vacation and sick leave.

- A. Should a Society-observed holiday occur during a leave of absence without pay, no holiday time or holiday pay will be given to the employee.
- B. Paid vacation benefits will not accrue during any leave of absence without pay.
- C. The accrual of benefits, including group life and medical insurance, will cease after 30 days of unpaid leave. The employee can elect to pay all insurance premiums to keep the insurance active if allowed by the existing insurance plan.
- D. A leave of absence without pay is never to exceed six months.

21.4 Situations: Medical Leave, Personal Emergency Leave, Continuing Education, Family/Parental Leave

Medical Leave

In certain circumstances, after sick leave benefits have been exhausted and the employee is still unable to perform their job due to illness or injury, the Ministry Team Leader may choose to approval a leave of absence without pay. The leave of absence without pay should only be applied for after examining the current requirements and provisions of the Long-term Disability Insurance program. Reinstatement of an employee after medical leave depends upon medical clearance granted by the employee's personal physician and whether there is an open position for which the employee is qualified. The granting of such leave is at the discretion of the Ministry Team Leader and is not a right of employment.

Personal Emergency Leave

Employees may be granted leave of absence without pay subject to the advance approval of the Ministry Team Leader. When the emergency precludes obtaining approval in advance, telephone or verbal approval should be secured prior to the departure of the employee for leave and written application and confirmation obtained after the fact. The granting of such leave is at the discretion of the Ministry Team Leader and is not a right of employment.

Continuing Education

A request for continuing education leave must include the following information:

- A. Planned starting date
- B. Name of the school
- C. Course of study
- D. Planned probable duration of the course
- E. Anticipated date of return to employment

The granting of such leave is at the discretion of the Ministry Team Leader and is not a right of employment.

Family/Parental Leave

In certain circumstances, with approval of the Ministry Team Leader, a family leave of absence without pay may be granted to regular employees with at least one (1) year of service, who wish to take time off to fulfill family obligations relating directly to the birth, adoption, or placement of a foster child, or to care for an immediate family member with a serious health condition.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. Employees requesting family leave related to the serious health condition of an immediate family member may be required to submit a health care provider's statement verifying the need for family leave to provide care, along with beginning and expected end dates.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum. An employee who has accrued paid time off (including sick leave and vacation) may use these benefits to receive pay for all or a portion of a family leave of absence.

22. Bereavement Leave

In the event of a death in the family of an employee, the employee will be given time off from work, without loss of pay or utilization of paid leave, to prepare for and attend the funeral. Should this situation arise, the employee should make arrangements with their supervisor. Should a Society-observed holiday occur during the funeral leave period, no holiday time or holiday pay will be given. Employees on vacation or a leave of absence are not entitled to bereavement leave.

23. Special Leave with Differential Pay

The Society will compensate its employees in certain instances to include the following:

23.1 Jury Duty

All employees will be allowed time off to perform such civic service as required by law. All regular employees receiving notice of selection for jury duty and serving on such duty will be paid the base pay regularly received for work, for a period normally not to exceed 20 working days each calendar year.

23.2 Military Leave

If an employee is called to active military duty or enlists in the uniformed services, the employee is eligible for unpaid military leave of absence in accordance with state and federal law. The employee should present their supervisor with a copy of their service papers as soon as they receive them. To be eligible for military leave, an employee must provide their supervisor with advance notice of their service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for them to provide such notice.

During an employee's absence, their length of service accumulates and their benefits will continue as required by applicable law. Provided their absence does not exceed applicable statutory limitations, the employee will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

If an employee is required to attend yearly Reserves or National Guard duty, they may apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). However, if an employee prefers, they may use any accrued vacation time for this purpose. Employees who are members of the active reserve unit of one of the armed forces of the United States will be granted leave with differential pay for a period not to exceed two weeks per year, after completing one year of employment with the Society.

An employee should give their supervisor as much advance notice as possible so the Society can ensure proper coverage while the employee is away. Employees should ask their supervisor for further information about their eligibility for military leave.

24. The Society Rental Discount

Employees may rent Society facility resources, including rooms and on-site equipment, at a discounted rate of 50%. Employees should coordinate with and submit rental requests to the Operations Manager.

EMPLOYEE POLICIES AND PROCEDURES

25. Office Hours

The Society is generally closed to the public except for events and Sunday morning activities. A staff member is on site Monday through Friday from 9:30 a.m. to 3:00 p.m. Office coverage is scheduled in advance. Each employee may be asked to cover the office regularly or occasionally.

26. Inclement Weather

Society offices will close during inclement weather at the discretion of the Ministry Team Leader. Regular employees scheduled to work that day will be paid as if they worked a normal day. If the Society remains open but employees are unable to come to work due to weather conditions, time may be charged to vacation or sick time or may be made up on another day with the approval of the Ministry Team Leader.

27. Personnel Files

The Society maintains a personnel file for each employee. The files are the property of the Society and are kept confidential, with access granted only on a need-to-know basis. The personnel file includes all official personnel actions including, but not limited to, employee status notices, performance evaluations, disciplinary actions, and grievances. It does not include informal notes, correspondence from members, and other similar matters. Physical files are maintained by the Operations Manager; employees who have any questions should contact the Ministry Team Leader.

Any change in one of the following items should be reported to the Administrative Office as soon as possible:

- A. Legal name
- B. Home address
- C. Telephone number
- D. Person to call in case of emergency
- E. Number of dependents
- F. Marital status
- G. Beneficiary
- H. Driver's license restrictions
- I. Military or draft status
- J. Exemptions on W-4 tax form

28. Non-Harassment

The harassment of any person who is an employee, applicant, guest, or visitor, based upon that person's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, disability, or any other factor prohibited by applicable law, is prohibited. Violation of this policy shall subject an employee to disciplinary action, up to and including discharge.

Harassment may take many forms, including slurs, jokes, cartoons, comments, or other graphic or physical conduct concerning a person's race, religion, color, sex, sexual orientation, gender identity, national origin, citizenship status, age, or disability.

Conduct is considered sexual harassment when it involves unwelcome sexual advances, requests for sexual favors, uninvited touching, sexually related comments, or other comments or physical conduct of a sexual nature, if (a) such conduct is sufficiently severe or persistent enough to interfere with a person's work performance or creates an intimidating, hostile, or offensive work environment; (b) submitting to or tolerating any such conduct is an expressed or implied condition of employment; or (c) a person's employment, evaluation, pay, or other condition of employment is affected because he or she submits to or tolerates, or refuses to submit to or tolerate, any such conduct. Sexual harassment may also include unwelcome sexually oriented jokes, jokes about gender-specific traits or traits which are gender-based, or the display of obscene material.

Any person who feels they have witnessed any harassment prohibited by this policy or is being harassed by an employee or non-employee in violation of this policy should communicate such to the Ministry Team Leader, either in writing or verbally. If a complainant does not feel the matter can be discussed with the Ministry Team Leader, the employee should speak to the President of the Board of Trustees. The interests of all will be best served by written, signed complaints. Anonymous complaints are not encouraged because of the serious implications of harassment charges, the difficulties associated with their investigation, and questions of credibility.

The complaint will be investigated, and the merits of the complaint will be evaluated based upon the results of the investigation and the particular circumstances. Appropriate disciplinary and/or corrective action will be taken, as necessary. See Appendix L for the suggested Harassment and Grievance Resolution Procedure. The Society will consider a variety of factors, including, but not limited to, the nature of the complaint, the form of the complaint (i.e., verbal, written, signed, anonymous), the existence of similar complaints, the existence of credible supporting evidence, prior record, surrounding circumstances, and the explanations provided; these factors will all impact the conclusions reached and the action taken.

The Society will endeavor to preserve confidentiality to the extent it does not interfere with the investigation or impair anyone's rights. Employees are expected to cooperate in any investigation, including submitting to an interview and providing a written statement, if requested. The complainant will be given a general description of the results, subject to appropriate restrictions of confidentiality.

The Society treats complaints of harassment seriously and expects its employees to act responsibly in raising these issues, recognizing the sensitivity of such matters for all concerned and the possible consequences. The Society prohibits retaliation against anyone for reporting harassment that is judged to be in good faith according to the process specified in Appendix L.

29. Complaints and Grievances

Any employee who witnesses or is subject to inappropriate conduct in the workplace may make a complaint to their supervisor. Inappropriate conduct includes any conduct prohibited by the policies outlined in this Handbook or the Society's Policy Manual, although employees are encouraged to come forward even if their complaint is not explicitly covered by these written policies. All complaints will be handled as confidentially as possible, and employees are expected to cooperate fully with related investigations. Retaliation against any employee who makes a good-faith complaint or participates in an

investigation is prohibited. See Appendix L for the suggested Harassment and Grievance Resolution Procedure.

29.1 Whistle-Blower Policy

The Society is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules, and regulations, including those concerning accounting and auditing. Fraudulent practices by any employees, Board members, or volunteers are prohibited. If an employee has a reason to believe that another employee, Board member, or volunteer functioning on behalf of the Society has engaged in any action that violates any applicable law, policy, or regulation, or constitutes a fraudulent practice, they are expected to immediately report such information to the Ministry Team Leader. If the person filing the report does not feel comfortable reporting the information to the Ministry Team Leader, they are expected to report it to the President of the Board of Trustees. The Society prohibits retaliation for any such report made in good faith. For more information, please see the Whistle-Blower Policy in the Policy Manual Section 7.4.5.

30. Intellectual Property Policy

Approved: October 10, 2022

Approved: May 8, 2023

The Society owns all intellectual property (programming, Platform talks, graphics, curriculum, writing, multimedia, and the like) created for the Society by employees of the Society. All title and interest for those works created by employees shall be deemed to be “works made for hire” and “made in the course of the services rendered” by the employee to the Society, thereby satisfying the legal requirements that the Society owns all intellectual property rights.

30.1 Publication of Material

Intellectual property in the form of lectures and Platform material presented by members of the ministry team, including interim leaders and leaders in training, shall require Board approval for publications via a third-party publisher.

If Board approval is not obtained, the Society has a right to prevent publication or to require remittance of any proceeds resulting from publication of lectures, Platform materials, or other materials that were presented or posted by any member of the ministry team during employment at the Society.

The Society will not claim copyright on intellectual property that was created by an employee before the employment began, even if referred to in a Platform address. The Society will not claim copyright on intellectual property for which the rights already have been assigned to another party, for example if a Leader Intern created a Platform address while under a contract with the AEU that already assigned ownership to the AEU.

30.2 Creative Commons License

In the spirit of fostering the Ethical Humanist movement, employees of the Society may wish to share intellectual property with the American Ethical Union and other societies. Creative Commons (CC) licenses enable the free distribution of an otherwise copyrighted "work." A CC license is used when an author wants to give others the right to share, use, and build upon work that the author has created. There are a variety of CC licenses, but when sharing work externally, the Society should choose one of the following:

A. Attribution-NonCommercial-ShareAlike (CC BY-NC-SA): This license lets others remix, adapt, and build upon the author's work non-commercially, as long as they credit the author and license their new creations under the identical terms.

B. Attribution-NonCommercial-NoDerivs (CC BY-NC-ND): This license is the most restrictive of the CC licenses, only allowing others to obtain the author's work and share it with others as long as they credit the author, but not allowing the work to be changed in any way or used commercially for profit.

31. Use of Society Property and Supplies

The Society's supplies and equipment, including copying machines, audio-visual equipment, tools, etc., are reserved for the Society use and not for personal use by employees or members.

All employees are expected to take good care of any Society property that they use to do their jobs. Such property should only be used in the manner for which it is intended. Any problems with the Society property should be reported immediately to the Operations Manager or the employee's immediate supervisor.

When employment with the Society ends, employees are expected to promptly return all Society property in good condition. This includes computers, equipment, keys, and tools, and all related manuals and guides. If a piece of property is not returned, returned in a state of disrepair, or returned in an unusable or inaccessible condition, the Society may delay the final paycheck and/or withhold from the final paycheck the amount necessary to repair or replace that item.

31.1 Telephones

Employees are expected to keep personal calls and texting to a minimum and, if such communications are necessary, to keep such conversations brief.

32. Access to the Society Building

It is every employee's responsibility to help keep the workplace secure. Each regular full-time and regular part-time employee is issued a key to the Society building. This key is to be used solely by the employee and should not be loaned or given to any other person. If an employee is the last person to leave the building, they are responsible for making sure the building is securely locked.

Employees are allowed to have an occasional visitor in the workplace, but workplace visits should be the exception rather than the rule. After-hours access to the building is limited to employees and those attending scheduled events and activities.

Files, desk drawers, and other places where confidential or valuable materials are kept should be locked, if a lock is available, when no one is in the office.

33. Computer, Email, and Internet Use

33.1 Email

The Society email system is for official Society business only. Email messages and attachments sent and received on Society equipment are the property of the Society. The Society reserves the right to access, monitor, read, and/or copy such messages at any time for any reason. All Society policies and rules of conduct apply to employee use of the email system. This means, for example, that the email system may

not be used to send harassing or discriminatory messages, including messages with explicit sexual content or images, to send threatening messages, or to reveal confidential information.

Employees should not use their own personal email accounts to transact Society business. Prohibited actions include storing work-related documents and email messages in personal email accounts, sending work to personal email accounts, engaging in work-related communications using personal email accounts, or “bouncing” messages from Society email accounts to personal ones when they are out of the office. Although such practices may seem convenient, they can create significant security problems, expose confidential information, and compromise the Society’s record-keeping obligations. In addition, accessing personal email accounts from workplace computers creates security risks for the Society network. Therefore, employees should refrain from using Society-owned computers to access their personal email accounts.

To avoid computer viruses and other threats, employees should not open email attachments or click on links in email messages from people and businesses they don’t recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. If an employee believes their computer has been infected by a virus, worm, or other security threat, the Operations Manager should be informed immediately. Employees may not share email passwords with anyone, including coworkers or family members, as doing so could allow an outsider to access the Society’s network.

33.2 Internet

The Society network and internet access are intended for official Society business only. Employees are expected to keep their personal internet use at a reasonable level.

The Society reserves the right to monitor employee use of the internet at any time. Employees should not expect that their use of the internet—including, but not limited to, the sites visited, the amount of time spent online, and any online communications—will be private.

Employees may not, at any time, access the internet using Society equipment for any of the following purposes:

- A. To view websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in the workplace.
- B. To operate an outside business, online auction, or other sales site; solicit money for personal purposes; or otherwise act for personal financial gain or profit.
- C. To download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws.
- D. To stream, run, or download any non-company-licensed software program without the express consent of the Ministry Team Leader.
- E. To read, open, or download any file from the internet without first screening that file for viruses using the Society’s virus detection software.

Employees who believe that their jobs may require them to do something that would otherwise be prohibited by this policy should ask their supervisors how to proceed.

33.3 Software

It is the Society's policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is unethical and illegal and can subject the Society to criminal prosecution and substantial monetary penalties. To ensure adherence to this policy, employees may not do any of the following without permission from the Ministry Team Leader:

- A. Copy any Society-owned software program, for any reason
- B. Install a Society-owned software program on a personal computer
- C. Install a personal software program on any Society-owned computer
- D. Download any software program from the internet to a Society computer

The Society may audit Society-owned computers at any time to ensure compliance with this policy.

33.4 Social Media and Online Posting

Employees may not use Society resources (computers, internet access, etc.) to create or maintain a personal blog, personal website, or personal page on a social media site, or to upload content or make personal posting online.

Employees are legally responsible for content that they post online and are liable for adhering to Society policies when doing so. If an employee identifies themselves as an affiliate of the Society in a personal post, either explicitly or implicitly, they must clearly state that the views expressed in the post are their own and do not reflect the views of the Society. The Society's logo, branding, copyrighted material, and other intellectual property must not be used in any way that violates intellectual property law.

Further, posts that are malicious, obscene, threatening or intimidating, might constitute harassment, or otherwise violate the Society's policies are prohibited. Examples of such conduct might include offensive posts meant intentionally to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, or any other status protected by law. Posts that fall into this category or any other posts that violate the Society's policies will subject the employee to discipline, up to and including discharge.

34. Health and Safety

The safety of employees, as well as members and visitors, is of paramount concern. All employees should abide by accepted safety standards at all times, be familiar with the Society's Emergency Plan, and know the locations of the fire extinguishers, first aid kits, and the automated external defibrillator (AED).

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to their supervisor or Ministry Team Leader. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Ministry Team Leader or Operations Manager.

In the event of a fire or other emergency causing serious injuries, immediately call 911 to alert the fire department and/or police. In the case of a fire alarm or other situation that requires evacuation, all staff and members of the congregation should quickly and calmly leave the premises and gather either in the north parking lot or on the hill to the south of the building. The Society will hold periodic drills to familiarize everyone with the routes they should take.

34.1 Smoking

Smoking (including the use of electronic cigarettes) is prohibited at all times inside the Society building. Employees who wish to smoke may use the ashtrays located at the north entrances to the building, adjacent to the parking lot. The Society does not discriminate against any applicant or employee based on that person's choice to smoke.

34.2 Workplace Threats and Violence

The Society does not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing and shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously and may result in disciplinary action up to and including discharge. Employees should refrain from joking or making offhand remarks about violence.

Individuals who observe an incident or threat of violence that is immediate and serious should immediately call 911 and report it to the police. If the incident or threat does not appear to require immediate police intervention, please contact the Ministry Team Leader and report it as soon as possible. All complaints will be investigated, and appropriate action will be taken (see Section 29 for complaint procedures).

34.3 Weapons

Weapons of any type, including firearms and explosives, are strictly prohibited on the Society property. The Society does not allow guns to be carried on the premises by anyone, including people licensed to carry concealed weapons under Missouri law (although guns may be allowed in vehicles on the Society grounds if the weapons are securely locked and out of sight). Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including discharge.

34.4 Child Protection

The Society is particularly concerned for the welfare of the children in its care and has a Child Protection Policy, which applies to staff and member volunteers and may be found in the Policy Manual Appendix D.

35. Confidentiality

Employees may have access to confidential information about the Society, including but not limited to information about members, friends, or other staff members. Such information must remain confidential and may not be released, removed from the premises, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment with the Society. All requests for information concerning past or present employees or members received from organizations or individuals should be directed to the Ministry Team Leader.

36. Media Inquiries

Responses to requests for information about the Society from newspapers, television, radio, and other media should be coordinated with an authorized employee approved by the Ministry Team Leader. If contacted with a media inquiry, an unauthorized employee should relay the media contact information immediately to the Ministry Team Leader. An appropriate response to a media inquiry would be "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

37. Breaks

Employees are entitled to one hour-long lunch break and two additional 15-minute breaks each full workday. Employees are encouraged to take advantage of these breaks.

37.1 Nursing Employees

The Society recognizes the value and importance of breast-feeding and supports employees' desire to breastfeed their infants. Employees who are currently nursing will be provided a reasonable amount of break time to express breast milk during the workday whenever the need arises. The Society will provide a private area for nursing employees to express breast milk and space in shared refrigerators for storage. Employees must bring their own storage containers.

38. Reimbursable Expenses

On occasion, staff or members of the Society may travel on Society business. The Society will reimburse those employees or individuals for reasonable and documented travel expenses incurred while on assignments away from their normal work location. All business travel on behalf of the Society must be approved in advance.

Upon completion of travel, employees should submit travel expense reports with a Check Request Form to the Operations Manager within 30 days. Check Request Forms are available at the end of this Handbook, on the Society website, and from the Administrative Office. Receipts for all individual expenses of ten dollars or more should accompany reports. Expenses incurred by Society employees on the Society's behalf shall be reimbursed at cost when a receipt is presented. Only expenses for items covered in the budget or specifically approved by the Board shall be reimbursed. Expenses will be reimbursed in the employee's next paycheck following submission and approval of the expense report.

39. Performance Evaluations and Compensation

This section of the manual covers staff evaluations conducted under the authority of the Ministry Team Leader. Refer to the Policy Manual Section 8 for Board evaluation of the Ministry Team Leader.

The purpose of the annual performance review is four-fold:

- A. To ensure that all Society employees have a clear understanding of their jobs and responsibilities
- B. To respond to changing job responsibilities
- C. To aid employees in doing their jobs by providing feedback regarding performance
- D. To aid the Ministry Team Leader in equitable salary planning and administration

Each job will have a written description, which may be modified by the Ministry Team Leader during the annual performance appraisal and review process. The individual's performance is evaluated in light of many factors, including but not limited to, their job description, attendance, initiative and effort, knowledge of work, skills, quality, and quantity of work performed.

An employee's compensation is influenced by many factors, including their skills, experience, pay history, education, nature and scope of the job, performance, and the Society's budgetary needs. Raises are determined in the sole discretion of the Society. A good performance evaluation neither guarantees a raise nor continued employment with the Society. The Ministry Team Leader must approve any pay

adjustments within the budgetary guidelines approved by the Board. Employees are encouraged to speak with their supervisor with regard to compensation issues.

Any action resulting in an employee's change in status should be made in writing with a copy placed in the employee's personnel file. This includes, but is not limited to, notices of employment, termination, and pay changes.

40. Ending Employment

As noted in Section 8.1, all employment at the Society is on an at-will basis. The following policies outline the requirements and expectations surrounding ending employment with the Society.

Circumstances may arise which may require the termination of employment. An employee may be discharged for any serious violation of policies or procedures, continued unsatisfactory performance, reduction in staff, changes in staffing requirements, reorganization, or any other reason that the Society determines is appropriate. Any employee who is absent for three consecutive days without notifying their supervisor will be deemed to have resigned.

At least two weeks in advance of their intended end date, employees should notify the Ministry Team Leader in writing of their plans to leave. Additional advance notice is always appreciated to provide time to calculate the final paycheck and any accrued overtime, vacation pay, and other money that is owed. Please see below for information about final paychecks.

Employees must return all Society property in good condition. Please see Section 31 for more information about Society property. Any confidential information entrusted to employees of the Society must continue to be kept confidential after the end of employment. Please see Section 35 for more information about this obligation.

Employees who resign from their position and employees who are terminated involuntarily will receive their final paycheck at the conclusion of the next pay period, provided all keys, devices, materials, and passwords have been returned (see Section 31). Final paychecks will include all vested compensation earned but not paid through the date of termination, including unused paid vacation but not unused sick leave (see Sections 14 and 19.2).

40.1 Severance Pay

The decision on whether to grant an employee severance pay is a matter of discretion of the Board of Trustees, although generally severance pay will only be considered in instances of termination by position elimination or reduction in staff.

40.2 Continuance of Insurance

The Society offers employees group health insurance coverage as a benefit of employment. If an employee is no longer eligible for insurance coverage because of a reduction in hours, resignation, or discharge for reasons other than serious misconduct, they have the right to continue their health insurance coverage for up to 18 months at their own expense. Dependents covered by their insurance also have the right to continue coverage for up to 18 months if they are no longer eligible because of the employee's termination or reduction in hours and up to 36 months if no longer eligible because of divorce from or the death of the primary insured, but the dependents must pay the cost of this coverage.

Employees will receive an initial notice of the right to continued health insurance coverage when they first become eligible for health insurance under the Society's group plan, and an additional notice if their hours are reduced, they resign, or their employment is terminated. This second notice will explain how to choose continuation coverage, what the obligations will be, whether they are entitled to a partial subsidy, and how much they will have to pay for coverage.

Employees must notify the Society if any family members become eligible for continued coverage due to divorce, separation, or reaching the age of majority.

40.3 Exit Interviews

Prior to departure, the Ministry Team Leader and immediate supervisor (if applicable) may request to meet with each employee for an exit interview. On the final day of employment, all building keys, credit cards, and other Society property in the employee's possession should be turned in to the Operations Manager.

40.4 References

When the Society is contacted by prospective employers seeking information about former employees, it will release the following data only: the position(s) of the employee held, the dates of employment, and the employee's salary or rate of pay. If an employee would like a more detailed reference to be given, they must provide a written consent form giving permission to respond to a reference request. The Society will respond only to written reference requests and will respond only in writing. Please direct all reference requests to the Ministry Team Leader.

ETHICAL SOCIETY OF SAINT LOUIS EMPLOYEE HANDBOOK FORMS

Employee Handbook Acknowledgment Forms

The Employee Handbook describes important information about the Ethical Society of St. Louis. I acknowledge that I have received and read a copy of the Employee Handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur at any time.

Employee's Signature: _____

Date: _____

Employee's Name (typed or printed): _____

§ To be completed by each employee at the beginning of employment and again at the beginning of each fiscal year thereafter.

Employee Handbook Update Acknowledgment Form

The following updates have been made to the Employee Handbook of the Ethical Society of St. Louis. I acknowledge that I have been informed of these changes and have familiarized myself with them.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur at any time.

Updates:

Section: _____

Description: _____

Section: _____

Description: _____

Section: _____

Description: _____

Employee's Signature: _____

Date: _____

Employee's Name (typed or printed): _____

Conflict of Interest Acknowledgement and Disclosure Form

I have read the Conflict of Interest Policy set forth in Section 7 and agree to comply fully with its terms and conditions at all times during my employment with the Ethical Society of St. Louis. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Ministry Team Leader in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Employee's Signature: _____

Date: _____

Employee's Name (typed or printed): _____

Check Request/Expense Report Form

Date	Item/Service	Reason	Cost	Receipt attached?
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TOTAL: _____

Employee Signature

Date submitted

Employee Name (Print)

Supervisor's Signature

Date approved

Appendix F - Recognition of Gifts

Approved: April 12, 2021

The Ethical Society of Saint Louis appreciates its donors and recognizes them and their gifts in the following ways.

Note: adding the donor's email address to the list of those who receive the monthly newsletter will be done only with the permission of the donor.

Collection Basket and Other Monetary Donations (separate from pledge, tribute, or bequest)

- A. For anonymous cash donations via the collection basket, a verbal thank-you will be included in the platform script and read during Sunday platform.
- B. For non-anonymous donations of \$25 or more, a thank-you letter written by the Board President will be sent by the Operations Manager (if donor contact information is available).
- C. Donor's email will be added to the email list for the monthly newsletter.

Website Donations

- A. For donations of \$25 or more, a thank-you letter written by the Board President will be sent by the Operations Manager, if donor contact information is available.
- B. The donor's email will be added to the listing for the monthly newsletter.

Flowers

- A. The donor and the honored person for whom the flowers were donated will be included in the platform program.
- B. The platform chair will note the donation during the platform.

Extraordinary Gifts (\$5000 or more, separate from the pledge)

- A. A personalized thank-you letter, written by the Board President in consultation with the Leader and co-signed by the Leader, will be sent within two weeks of receipt; the letter will ask what information can be shared with the membership about the individual and the donation. If the donor approves, the Board President will mention the individual and donation at platform or in an article in the newsletter. If it is known at the time of the announcement what the donation funded, that information should be included.
- B. After the Board has decided how to use the funds, the Board President will send another personalized thank-you letter to share how the extraordinary gift was spent or budgeted.
- C. Donor will receive membership in the Legacy Friends group and invitations to its annual events.
- D. Donor's email will be added to the email list for the monthly newsletter.

Gifts of Tangible Items

- A. Gifts accepted for designated fundraisers will receive thank-you letters from the fundraising chair.
- B. A thank-you letter written by the Board President will be sent for accepted gifts worth \$1000 or more.
- C. The donor's email will be added to the email list for the monthly newsletter.

Annual Pledge

- A. A thank-you letter written by the Pledge Campaign Chair will be sent by the Operations Manager within two weeks of receipt of the pledge.
- B. The donor's email will be added to the weekly email blast and monthly newsletter listing, if not already included.

Bequests: Notice of Intent

(includes retirement plan and life insurance beneficiary status)

- A. A thank-you letter written by the Legacy Committee Chair will be sent by the Operations Manager within two weeks of receipt.
- B. The donor will be asked how they prefer to be recognized, with an attempt to meet this desire.
- C. The donor will receive membership in the Legacy Friends group and invitations to its events.
- D. The donor's email address will be added to the listing for the monthly newsletter.

Bequests: Receipt of Funds

- A. A thank-you letter written by the Board President in consultation with the Leader will be sent within two weeks of receipt.
- B. Later, after the Board has decided on the use of funds, the Board President will send a thank-you letter to share how the legacy gift was spent or budgeted.
- C. The Operations Manager will communicate with the family to determine what information can be shared with the membership about the individual and the bequest. If the family approves:
 - 1. The Board President will mention the bequest and loss of the individual at platform.
 - 2. An article will be written for the newsletter about the individual/family who gave the donation.
 - 3. An article will be written for the newsletter detailing what the bequest was and what it has funded.
 - 4. If the gift is \$5000 or more, the individual's memory will be honored by the Ethical Society with an engraved brick in the Celebration and Memory Garden.
- D. The bequest will be included in the Annual Report.

Memorial or Tribute Gifts (including bricks in the Celebration and Memory Garden)

Approved: September 12, 2022

A. Engraved bricks for installation in the Celebration and Memory Garden may be purchased as tributes by donors at any time. Donors may contact the Ethical Society office staff for information about procedures and donation minimum amount.

B. A memorial or tribute thank-you card will be sent within two weeks of receipt. Additionally, if the gift is \$100 or more, a thank-you letter written by the Board President will be sent within two weeks of receipt.

C. A letter will be sent or phone call placed to the honoree or their family about the donation in the honoree's name.

D. The honorees and donors for all gifts above \$25 are recognized quarterly in the newsletter.

E. All gifts will be consolidated under the name of the honoree in the Annual Report.

Charitable Gift Annuity or Lifetime Gift

A. The Chair of the Legacy Team will assist the individual through the process of connecting with the Operations Manager.

B. A cover letter that includes a thank-you and information about the Legacy Friends will be sent with the charitable annuity contract by the Legacy Team Chair and Operations Manager.

C. The donor's email will be added to the email list for the monthly newsletter.

D. The donor will receive membership in the Legacy Friends group and invitations to its events.

Capital Campaign Contributions

A. A thank-you letter written by the Board President or Capital Campaign Chair will be sent within two weeks of receipt.

B. Depending on the size of the gift, the Board President or Campaign Chair will make a follow-up phone call to thank the donor.

C. The donor will be asked how they prefer to be recognized, with attempt to meet this desire; possible naming opportunities will be provided.

D. The Board of Trustees and Capital Campaign Chair will determine specific recognition opportunities.

E. The donor's email will be added to the listing for the monthly newsletter.

F. The donor will receive an invitation to join Capital Campaign thank-you parties and other campaign-related events.

E. The donor and donation will be included in the Annual Report. If the donor wishes to remain anonymous, then the source of the donation will be listed as "anonymous."

Appendix G - Fundraising Policy

Approved: June 18, 2024

This administrative policy establishes a process for approving all fundraising activities that occur at the Ethical Society of St. Louis, or which use affiliation with or through the Society as part of the fundraising effort. This policy applies to all fundraising activities targeted toward the Society, or otherwise uses its name or its facilities.

Exemptions

Certain fundraising activities that would otherwise fall within the definition of fundraising are exempt from the requirements of this policy. Specifically, this policy does not apply to:

- A. Fundraising activities initiated or implemented by the Board of Trustees.
- B. Appearances of musicians, artists, and writers who wish to sell their work and whose appearance is otherwise approved by the Ministry Team Leader.
- C. Activities undertaken pursuant to a rental agreement, including by way of example and without limitation, rental use of the building and facilities for weddings and other events approved by the Rental Coordinator.
- D. Activities aimed at fundraising for the education of children and youth of the Society, or activities which are otherwise approved by the Ministry Team Leader or the Youth Education Director.
- E. Other activities, appearances, or uses of the Society building and facilities that, in the combined judgment of the Ministry Team Leader and the President of the Board of Trustees, do not require full approval.

Policy Provisions

General Provisions

As used in this policy, the term “fundraising” means the organized activity of soliciting and collecting money or material goods. It includes outright requests for cash or cash equivalents (stocks, gift certificates, etc.); raffles; the sale of goods (e.g. coffee, cookies, T-shirts, etc.) and auctions, the proceeds of which are applied toward nonprofit purposes; and similar activities. It also includes the collection of material goods, such as clothing and food.

- A. No fundraising will be conducted without the prior approval of the Ministry Team Leader in accordance with this policy.
- B. Fundraising activities at the Society will be in accordance with Society principles.
- C. Fundraising not sponsored by Society members, fundraising of indefinite duration, and fundraising contrary to Society principles will not be approved.

Application Procedure

A completed, signed application will serve as the official request for approval to implement fundraising or the collection of material goods. The application is attached to this policy statement. To be guaranteed consideration by a particular date, a completed application must be submitted at least two weeks prior to the date when collection will begin.

Social Justice Fundraising Approval

A member of a Society team that seeks to fundraise on behalf of or to further the broader interests of social justice or community outreach must submit a completed fundraising application to the Ministry Team Leader. The Ministry Team Leader may approve or disapprove the application after considering, without limitation, the organization's adherence to Society principles; the social justice or community outreach initiative being served and its relation to Society principles and values; the history of the fundraising organization and any intended recipients of funds to be generated by the effort; the fundraising organization's willingness, ability, and commitment to distribute any collections as advertised; the timing of the fundraising efforts aimed at the same issue or issues; and any other factors the Ministry Team leader deems relevant.

The Ministry Team Leader may elect to bring the fundraising request to the Board of Trustees for its consideration and conclusions regarding the request.

Other Fundraising Approvals

A member or team of the Society that seeks to raise funds for Society groups and activities (for example, music, library acquisitions, etc.); or for causes of primary interest to individual members (for example, Girl Scout cookie sales, local school activities, walk-a-thons, etc.); or for any other purpose, must submit a completed fundraising application to the Ministry Team Leader.

The Ministry Team Leader may approve or disapprove the application after considering the appropriateness of the activity, the duration of the effort, the complexity of the event, any conflicting, repetitive, or overlapping fundraising, and other factors, as appropriate.

The Ministry Team Leader may elect to bring the fundraising request to the Board of Trustees for their consideration and conclusions regarding the request.

Recurring Fundraising

Some fundraising occurs annually or periodically. These recurring drives may receive approval for a period of time up to five years. The Ministry Team Leader will maintain a current list of approved recurring fund drives and will ensure that recurring drives obtain renewed approval as appropriate. Requirement of Sponsors: All fundraising requests must be sponsored by a member or team of the Society.

Reporting Requirements

The Ministry Team Leader will inform the Society office of all approvals as soon as possible. The approval and disapproval of new, non-recurring fundraising requests will be reported to the Board of Trustees as part of the Ministry Team Leader's monthly activity report.

Application for Approval of Fundraising and Collection of Material Goods

Today's Date: _____

Name of the Society Member (or Team) sponsoring the activity:

Phone Number of Contact Person: _____ Email: _____

Brief narrative description of the activity: _____

Activity Name (if any): _____

Beneficiary of activity: _____

Purpose of activity: _____

Proposed date(s) and time(s) of activity: _____

Location of activity: _____

Special requirements: _____

Other Considerations (optional): _____

Appendix H - Cash Handling Policy

Approved: April 12, 2021

The Cash Handling Policy of the Ethical Society, as set forth below, is intended to define rules and procedures with respect to the handling of cash. Such cash includes money received from events, groups, individuals, Platform and special collections, and all other sources of revenue in the form of currency and checks. This policy shall be administered by the Ministry Team Leader and is subject to future revision by the Board of Trustees if deemed necessary.

Introduction

The Society office is the primary cash handling agent. Ideally, from a control perspective, the collection and controlling of cash should always be done by the Operations Manager. However, this is not always possible or practical, as it is necessary for Society members and volunteers to be involved in the collection of money at Society events. Those situations and the procedures to be followed are explained in this document.

This policy supersedes all previous policies and procedures regarding the handling of cash which may have been followed by Society committees and/or groups. It is the responsibility of all staff members, organizations, committees, and event coordinators to comply with this policy. Finance Committee members are available for consultation and review of these procedures.

Policy

For each collection, event, or fundraiser, an individual must be designated as the person responsible for compliance with this policy and associated procedures.

The use of personal checking or other bank accounts by Society volunteers or staff for the depositing of and safekeeping of Society funds is strictly prohibited.

Society funds must not be taken off the premises. All forms of cash (currency and checks) should be physically protected through the use of locked boxes, safes, etc. Cash boxes are available at the Society office. Under no circumstances should cash be retained in staff members' offices, desk drawers, or file cabinets, since they are easily accessed with minimal forcing or readily available keys. When the Operations Manager is not available to put cash in the office safe, it should be bundled, sealed in an appropriately labeled envelope with a Cash Accounting Form, and deposited in the wall safe in the reception area (the Cash Accounting Form is available from the Society office or on the Society website). This form should be filled out and signed by two unrelated individuals. This procedure applies to Sunday Platform collections, SEEK collections and commitment fees, and all proceeds from events, with the exception of deposits totaling less than \$100. In those cases, the deposit should be secured in an envelope and clearly labeled with: the name of the person making the deposit; the name of the organization that collected the funds; and the total dollar amount.

One exception to this rule involves a lockable cash box (referred to as the Till) for making change at an event. If necessary, the event coordinator may accept responsibility for the amount of the Till and take the locked cash box off the premises as follows:

1. For the period between when the Till is picked up from the office and when the event is to take place.

2. Overnight during a multi-day event, when change will be required the next day. The receipts from that day should still be deposited in the wall safe as outlined above.

All money collected should be turned in for accounting purposes. Under no circumstances are expenses for events to be paid from the proceeds before the money has been turned in to the office. Requests for expense reimbursement shall be made to the Operations Manager via a Check Request Form, along with all receipts for such expenses. Check Request Forms can be found on the Society website or obtained from the Society office.

All money raised at the event will be used for the general operations of the Society, unless otherwise approved in advance by the Ministry Team Leader. To request approval for a fundraising activity with all or part of the proceeds designated for a targeted cause or account, contact the Ministry Team Leader at least 15 days in advance of the event to request approval. (Note: for events like First Sunday Lunches, which are regularly conducted by a particular group for the benefit of their organization, a “standing” request will be in effect to allocate the proceeds to that group’s account rather than general operations.)

Appendix I - Fund Descriptions

Approved: Hune 18, 2024

UNRESTRICTED FUNDS – Designated by the Board

Building and Grounds Maintenance Fund (108)

Description / History This fund was established in December 1983 to be used for maintenance items not covered by the operating budget (e.g., larger repairs). Since the establishment of the Kundermann Fund, income from that fund is added to this fund. (2/9/2000 Fund Descriptions)

\$15,000 was added via a bequest from Marion Brooks. (2010-11)

Guidelines Annual limit: none.
Approval: < \$3,000 Ministry Team Leader; ≥ \$3,000 Board of Trustees.

Comments

Dicke Ethical Action Fund (103)

Description / History This fund was established by the Board of Trustees by a \$25,000 gift from the Dicke Fund. Until 2014, the Ethical Action Committee controlled the disbursement of funds. (2/9/2000 Fund Descriptions)

From the Revocable Trust Indenture of Frank E. Nutt: "...Five Thousand Dollars (\$5,000) to the Ethical Action Fund (or its successor), to be administered by the Ethical Action Committee...provided that only income may be used, with no invasions of the principal contributed..." (July 2010) The \$5,000 principal is held in the Nutt Fund Principal and earnings are transferred to this fund. (July 2010)

\$5,000 was added via a bequest from Marion Brooks. (2010-11)

Guidelines Annual limit: 4% of the beginning year balance.
Approval: ≤ \$250 Ministry Team Leader; > \$250 Board of Trustees.

Comments After 2014 the Ethical Action Committee was disbanded; since that time, this function has been assumed by the Ministry Team Leader.

Finance Committee Holding Fund (118)

Description / History This fund was set up as a holding account for major unrestricted bequests or donations until the Board of Trustees has decided how to allocate the funds (based on recommendations from the Finance Committee). (Chery Green)

Guidelines Annual limit: none.

Approval: Board of Trustees.

Comments

Kramer Children's Education Fund (112)

Description / History This fund was established as the Children's Ethical Education Fund in April 1993 as an endowment for the Ethical Society Sunday School. Income goes to the operating budget to cover part of SEEK expenses. (2/9/2000 Fund Descriptions). The fund was renamed in memory of Barbara Kramer at the April 4, 1994, Board Meeting. (April 1994 Board Meeting minutes)

"Resolved that the Ethical Society of St. Louis establish an endowment fund to be named the Children's Ethical Education Fund to provide for the development and updating of curriculum for the Sunday School and for the training and education of the Sunday School staff, both volunteers and paid professionals. Use of the fund is to be restricted to the actual income earned by the fund or in the alternative to an average of the total return generated by the fund over the prior three-year period ending with the Society's fiscal year end less the average increase in the Consumer Price Index (or some other reasonable measure of the rate of inflation) for the same period. *At the bottom of the document containing this Resolution, handwritten (by Pam Knobeloch?) with no indication of when the note was added -- Note: Later amended to read "provide funds for expenses of the Sunday School."* (4/1993 Board Minutes)

Guidelines Income goes to the operating budget to cover part of SEEK expenses. No expenditures from the principal are allowed.
Annual limit: 4% of the previous December 31st balance.
Approval: Board of Trustees.

Comments To cover the fiscal year 2003-2004 deficit of over \$70,000, several discretionary funds were depleted. \$13,197 was taken from this fund to cover the Sunday School Director salary.

Music Fund (117)

Description / History These are funds set aside to endow the Sunday Platform music programs. (2/9/2000 Fund Descriptions)

According to a memo from Joe Corrigan, this is an internal account which ... was created in 1996 by an initial grant of \$7,500. Other tributes were added to this since the mid-90's, and market appreciation has caused the account to grow. ... Per an 11/8/96 memo from R. A. Lockard to Ted Loucks (Chair of the Music Committee), this "internal Fern Kelly Fund" was created "to augment the monies received from the Foundation." This "fund carries no restrictions, meaning it could cover any of the general expenses of the music program." (10/3/2004)

Guidelines Annual limit: 4% of the previous December 31st balance.

Comments

Operating Reserve Fund (119)

Description / History	This fund was created in 2008–2009 to hold assets in order to cover deficits in the operating budget. (Steve Harris)
Guidelines	Annual limit: none. Approval: Board of Trustees.
Comments	The Operating Reserve Fund is intended to cover actual operating deficits. It is a goal that future operating budgets not use any money from the Operating Reserve Fund that would cause it to decline below a level of 25% of the previous year's total expenses.

Stuckenberg Program and Development Fund (113)

Description / History	This fund was established by the Board of Trustees when the Stuckenberg 20-year Fund “matured” and principal became available for general purposes of the Society on 1/1/2002. The fund is for support of the internal programming and development of the Ethical Society of St. Louis and is ‘restricted’ in the sense that the capital will be preserved and the ‘purchasing power’ preserved to the extent possible. Thus, it will act as a permanent fund for its stated purpose. (12/12/2001 Stuckenberg Grant Funds)
Guidelines	Annual limit: No more than 4% of the 3-year average balance may be used to help fund the operating budget. Approval: Board of Trustees.
Comments	

TEMPORARILY RESTRICTED FUNDS – Restricted by Donor

Becker Fund (212)

Description / History	This fund was established in December 2009 with municipal bonds donated by Bernard and Janet Becker. The donors specified that it should be used for emergencies. The Leader called to seek clarification and to ask if using it for a major renovation of the heating/cooling system to a “greener” system would be an acceptable use, to which they reacted favorably.
Guidelines	
Comments	Funds were used for major renovation of the HVAC system. (2011-13)

Bullock Scholarship Fund Income (202)

Description / History	This fund is to be used toward the education and ethical motivation of young people. It receives income from the permanently restricted Bullock Fund principal. (2/9/2000 Fund Descriptions)
	“The Leader of the Ethical Society, in consultation with the Executive Committee, may award the income each year to the young person, or persons, deemed most worthy of aid toward tuition, books, or other training costs. Tuition and other costs of the Encampment for

Citizenship, or of leadership training institutes of the American Ethical Union, may be paid from such income. In case there is no conspicuously worthy candidate, and no pressing need, for the Bullock Scholarship in any given year, the income may be held for a larger grant or grants in subsequent years.” (Letter of Terms)

Guidelines	The funds may not be used for SEEK operating costs or for adult advisors. Annual limit: \$2,000 Approval: Ministry Team Leader plus the Executive Committee (by indenture).
Comments	SEEK staff / Youth Group Advisors may propose candidates for these funds for consideration by the Leader and Executive Committee.

Harris YES Fund (213)

Description / History	This fund was established in January 2010 with a donation by Steve Harris. “The principal is to be restricted, and the income is to be used to help pay for the cost of transportation to the annual YES [Youth of Ethical Societies] conference. The fund should be managed as part of the general investment pool with no special restrictions as to investible securities. In the event that the YES conference would be discontinued, the income should be used to help support activities of the Sunday School, with preference being given to activities conducted for the benefit of the Youth Group or the Coming of Age class, and with decisions in this matter being made by the Board of Trustees.” (Letter of Transmission)
Guidelines	Annual limit: income only may be spent. Income goes to the operating budget to cover part of YES expenses. No expenditure of the principal is allowed.
Comments	

Instrument Preservation Fund (208)

Description / History	This fund was established in 2008-09 to hold the funds donated by members to the Adopt-A-Key program, for the purpose of repairing the Baldwin Grand Piano. If the full contract amount <i>[for the repairs]</i> plus the amount for the extra tunings is not raised by the Adopt-A-Key campaign, the Music Committee is willing to make up the shortfall from the Music Fund (Trust), which is currently valued at about \$10,000. They would consider this a “loan” from the Music Fund (Trust), and additional donations to Adopt-A-Key would be used to restore the balance of that Fund which would, in effect, be depleted by the amount of any shortfall of Adopt-A-Key from the estimated \$9,800 required. (May 2009 Board Minutes) The fund was initially intended to be temporary, but in May 2011 the Board approved a request from the Music Committee to ‘maintain the Instrument Preservation Fund (IPF) as an Unrestricted (Designated by Board) fund, for the purpose of accumulating money to be used in the event that a major repair is needed for the grand piano and/or the organ.’
Guidelines	Annual limit: none, but the funds must be used for piano or organ repairs. Approval: Ministry Team Leader.

Comments

JFH Humanist Fund (205)

Description / History	<p>This fund was established in October, 1976, to fund the Ethical Humanist of the Year (now called the Ethics in Action) award and program. (2/9/2000)</p> <p>“This endowment will result in an annual income slightly in excess of \$1,000 which is to be used in connection with the subject award. Possible uses of the income, at the Ethical Society’s sole discretion, may be for presentation of a cash honorarium to award recipients, and/or travel expenses if any, and/or partial payment of banquet costs, etc.” (Letter from Donor)</p>
Guidelines	Annual limit: Income only may be spent. No expenditures of principal allowed.
Comments	<p>Sometime between 1976 and 2005, the terms were forgotten, and principal was used for expenses. According to our accountant, the opening balance of the fund in 1976 was \$10,717.</p> <p>In November 2006, the Board approved restoring principal to \$10,000, taking the balance from the Finance Committee Holding Fund.</p> <p>In 2009, the fund was re-capitalized with an additional \$10,000 from the Clarence Richards bequest, due to loss of value as a result of the recession.</p> <p>Since the annual expenses for the Ethics in Action Award have grown to the point where the JFH Humanist Fund would be depleted in a fairly short time, we now just use the earnings from that fund as income for the operating budget. (Steve Harris, 2021)</p>

Kornblum Concert Fund Income (209)

Description / History	<p>This fund was established on 8/12/99 “to help fund an annual chamber music concert. The program for the annual concert should note the support of the David and Beatrice Kornblum Endowment.” The fund was established with a gift valued at \$103,485. (8/1999 Letter from Beatrice Kornblum)</p> <p>In 2010, the Board of Trustees approved the establishment of a separate Income Fund. The fund receives income from the permanently restricted Kornblum Concert Fund Principal. (July 2010 Board Minutes)</p>
Guidelines	<p>Annual limit: none, but the funds must be used for annual or less frequent chamber music concerts. Tickets may be sold to cover part of the cost. Performers are expected to be well known and respected. The money would be available for a Kornblum concert whenever there was enough to engage musicians of the quality commensurate with the tradition of those concerts.</p> <p>Approval: Ministry Team Leader.</p>

Comments	In October 2016, the Board voted to make this fund available to support chamber music at the Ethical Society. The expectation is that some of this music may be performed at Sunday Platform meetings.
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Member Relief Fund (203)

Description / History	This fund was established in 1952 with a \$5,000 donation from Anna Marguerite DuBois who directed that it be used for members of long standing who, "on account of illness, misfortune or otherwise, are in need of assistance." She requested that determination of need and disbursements be confidentially managed by a committee consisting of the Leader of the Society and the Treasurer and that disbursements be reported to the Board of Trustees without naming the recipients. She instructed that the monies were to be invested and the income be allowed to accumulate for continued use as described above.
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In 1959, additional money was added from "B. Waldo Trustee" though the amount is not immediately identifiable in our current records.

Paula Wilhelmi Moody willed the Society \$10,000 in 1983 instructing that the amount be set aside for member relief. The bequest included conditions similar to those set forth in 1952 by DuBois, but Moody additionally instructed that the Leader, President, and a woman chosen by them should be the committee determining disbursements. It was decided at that time that the money would be added to the existing Members' Relief Fund with a controlling committee of the Leader, the Board president, the Treasurer and the TWA president.

From the Revocable Trust Indenture of Frank E. Nutt: "...Five Thousand Dollars (\$5,000) to the Leader's Relief Fund (a discretionary fund); provided that only income may be used, with no invasions of the principal contributed..." (July 2010)

The \$5,000 principal is held in the Nutt Fund Principal and earnings are transferred to this fund.

Guidelines	Annual limit: 4% of the beginning year balance. During each fiscal year, support for any individual member shall be limited to 50% of the annual available draw. Approval: Ministry Team Leader and Board President.
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Comments

Memory/Celebration Garden Fund (204)

Description / History	This fund was established by a member in December 2008 for the purpose of creating a Memorial Garden at the Society. (2/9/2000 Fund Descriptions) Other donations and bequests have since been added.
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Guidelines	Annual limit: a balance of at least \$2,000 shall be kept to cover any needed repairs. Amounts above that are available to pay for brick inscriptions and repayment of the Ranford Loan. Approval: Ministry Team Leader.
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Comments	The Board approved repayment of the Ranford Loan balance of \$2,500 in June 2014. The original amount was \$3,000, and the loan was made in August 2011. (11-16-2017)
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Nelson Fund (206)

Description / History	This fund was established with money left to the Society in Genevieve Nelson's will. The understanding was that 1/3 was to go to TWA, 1/3 to kitchen, and 1/3 for hearing assistance. (2/9/2000 Fund Descriptions)
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As of 2021, the portions for TWA and the kitchen have been dispersed, and the current balance is to be used only for hearing assistance.

Guidelines

Comments

Nutt Platform Music Fund Income (215)

Description / History	This fund is to be used for Sunday Platform musicians. It must be matched annually by operating budget funds allocated for the same purpose. The fund receives income from the permanently restricted Nutt Fund Principal.
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From Revocable Trust Indenture of Barbara C. Nutt:

"... (3) Ten Thousand Dollars (\$10,000) to THE ETHICAL SOCIETY OF ST. LOUIS, whose present address is 9001 Clayton Road, St. Louis, MO 63117, to be used for the establishment of a Platform Music Fund (or, if such a fund shall already have been established, to be used for its continuation), such Fund to be administered by the Music Committee (or its successor) and the Music Director; provided that only income may be used, with no invasions of the Fund's principal; provided further that no part of such Fund shall be used to pay any portion of the salary of the Music director; and it is Grantor's wish that the Board of Trustees of the Ethical Society of St. Louis shall appropriate in its annual budget an amount equal to or greater than any amounts used from such Fund, such appropriation to be used for this same purpose as the Platform Music Fund." (January 2010)

Guidelines	Annual limit: none, but must be used for Sunday platform guest musicians and cannot cover more than half of such payments per year.
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Approval: Ministry Team Leader and Treasurer.

Comments	The Treasurer shares approval of expenditures from this fund in order to monitor the financial stipulations in the bequest.
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Pacino Lecture Fund (207)

Description / History	This fund was established in 1996 by a gift of \$30,000 to honor the memory of Nick Pacino. It is to be used to fund speakers requested by Eileen Pacino and the Leader. (2/9/2000 Fund Descriptions)
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Guidelines	Annual limit: 4% of the beginning year balance. Approval: Ministry Team Leader and Eileen Pacino.
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Comments

Prather Fund Income (201)

Description / History Established in 1938, this was the first endowment received by the Ethical Society of St. Louis. It is traditionally used for guest speakers from outside of the Ethical Movement, but this is not a mandatory restriction. The fund receives income from the permanently restricted Prather Fund Principal. (2/9/2000 Fund Descriptions)

“...This fund shall be kept on record and administered as the ‘John M. Prather Fund for Education in Ethics,’ the annual income or interest only to be used for this purpose. I direct that the annual income therefrom shall be used to pay for lectures or a series of lectures by eminent publicists, men or women, with a powerful ethical message and with a magnetism and manner of delivery that will attract large numbers of thinking people. Such lectures shall be free to the public and may be in the fields of sociology, politics, business, religion, science, economics, etc., so long as they have a decidedly ethical import and are free from creed or dogma. It is my hope that these lectures will widen the influence of the Ethical Society in St. Louis and community and stimulate many people to the habit of right thinking and ethical conduct. If, in the judgment of the Board of Trustees, the time ever comes when the income from said fund, when used for the purposes designated is no longer being profitably expended, or is no longer needed for such purposes, then the Trustees shall be authorized to apply the said income to education in ethics in such other manner as in their discretion seems advisable, provided, however, that any educational work so conducted shall at all times be identified with the ‘John M. Prather Fund for Education in Ethics.’”

Guidelines Annual limit: the greater of \$5,000 or half of the beginning year balance.
Approval: < \$2,000 (within a fiscal year) Ministry Team Leader; ≥ \$2,000 (within a fiscal year) Ministry Team Leader plus the Treasurer.

Comments

Staff Relief Fund (214)

Description / History This fund was established to provide financial assistance for staff members of the Ethical Society. Funding will come from member donations, bequests and occasional targeted fundraising efforts.

Policy for Staff Assistance with Financial Emergencies and Hardships

Regular full-time and part-time staff members of the Ethical Society of St. Louis may request financial assistance from the Ethical Society for specific emergency needs and in times of great financial hardship. Financial relief may be provided at the discretion of the Leader, in consultation with Board President when appropriate.

Monies may be distributed for financial emergencies or hardships that are of an occasional, non-recurring and/or short-term nature; funds are not to be allocated for regular, long-term,

ongoing expenses. Distributions may be made either as grants or as short-term (6-month maximum) interest-free loans, as circumstances dictate. Multiple loans may be made to a staff member in a given fiscal year, but there may only be one outstanding loan per person at a time.

Monies shall come from a special Staff Relief fund established for this purpose. Funding of the Staff Relief fund will come from member donations, bequests and occasional targeted fundraising efforts. (September 2010 Board Minutes)

Guidelines	Annual limit: \$500 per person. Approval: Ministry Team Leader and Board President.
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Comments

Stuckenberg Growth 50 Year Fund (211)

Description / History This fund was established in December 1982 to promote the growth and development of Ethical Humanist traditions through projects approved by a majority vote of the Board of Trustees. After 50 years, may be used for general purposes of the Society. (2/9/2000 Fund Descriptions)

“The net income from said Fund shall be used to promote the growth and development of Ethical Humanist traditions through projects approved by a majority vote of all Donee’s trustees. Donee may in its discretion, by vote of a majority of all its trustees, also use each year not to exceed 5% of the principal of said Fund valued as of the beginning of each fiscal year of Donee, for said purposes. Typical projects may include, but are not limited to, experimental programs in teaching and promoting ethical education, such as seminars and workshops, publicity, training of leaders of Ethical Societies, assistance in organizing new Ethical Societies and fellowships, the improvement of Donee’s platform meetings and similar activities, consistent with Sec. 501(c)3 of the Internal Revenue Code as now in effect of hereafter amended, but not for the usual operating expenses of Donee.” (1982 Document Establishing Fund)

Guidelines	Annual limit: income + 5% of the beginning year balance. Approval: Board of Trustees.
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Comments From 2005 through 2008 investment income was transferred monthly to the current operating fund. This practice was discontinued in April 2009 because it is not in keeping with the terms of the bequest.

TWA Madden Fund (216)

Description / History Genevieve Madden was a long time member of the Ethical Society and an active TWA member. She died in the mid-1980s. Among her bequests was one to the Tuesday Women’s Association. She specified that it was for transportation; she did not want older and/or disabled members to be prevented from attending TWA meetings because they could no longer drive and/or lacked transportation. At one time, TWA sought an interpretation from Ethical Society member Harold Hanke, who was an attorney, concerning the use of funds for bus trips. Although Mr. Hanke did not feel that this use was clearly forbidden, the consensus of TWA at that time was that the funds were to be used for transportation to and from the meetings. Because the terms of the bequest were not specific, the TWA Special Funds Committee has adopted a Madden

Transportation Fund Use Policy (below). (Summary provided by Kayla Vaughan, co-President of TWA, on 11/17/2015).

Guidelines	The Madden Transportation Fund was established to provide transportation to TWA meetings for longtime TWA members who become unable to handle their own transportation due to mobility or financial limitations. In order for a member to have access to use the Madden Fund for transportation to meetings, she must be a member in good standing of both TWA and the Ethical Society or be approved by the executive committee of TWA to receive the benefit of transportation as described above. Any long standing member is free to utilize this resource. Members not presently using this resource but who wish to should contact the President(s), who will consult with the executive committee, which will grant or deny permission to the member.
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Comments

TWA Scholl Fund (217)

Description / History	Norma Scholl was a long time member of the Ethical Society and an active TWA member. She died on May 25, 2016. In addition to the \$1,000 she left to TWA to be used for a trip or a party in her memory, Norma Scholl left 5% of her estate to the TWA. She left 6% of it to the Ethical Society. Her gift to the TWA is "to be used for speakers or other programs either for the Tuesday Women's Association's Tuesday meetings or for Sunday morning Ethical society programs, to be determined by the Tuesday Women's Association." (Fifth Amendment to Norma A. Scholl Revocable Trust, page 3.)
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Guidelines

Comments

PERMANENTLY (FULLY) RESTRICTED FUNDS

Bullock Scholarship Fund Principal (302)

Description / History	Established in 1963, this fund is to be used toward the education and ethical motivation of young people. Income from this fund is disbursed to the Bullock Scholarship Fund Income. (2/9/2000 Fund Descriptions)
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"The Leader of the Ethical Society, in consultation with the Executive Committee, may award the income each year to the young person, or persons, deemed most worthy of aid toward tuition, books, or other training costs. Tuition and other costs of the Encampment for Citizenship, or of leadership training institutes of the American Ethical Union, may be paid from such income. In case there is no conspicuously worthy candidate, and no pressing need, for the Bullock Scholarship in any given year, the income may be held for a larger grant or grants in subsequent years." (Letter of Terms)

Guidelines	Income only may be disbursed. The principal may not be touched.
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Comments

Endowment Fund (303)

Description / History The Endowment Fund was established by an amendment to the Bylaws, approved at the Annual Membership Meeting on May 28, 1952.

Guidelines At the beginning of a new fiscal year, the average of the Endowment Fund balance for six prior semi-annual periods (ending with the fund balance as of the previous fiscal year end) shall be computed. **Four percent** (4%) of this number is the maximum amount which shall be contributed by the Endowment Fund to current operations of the Society in the new fiscal year. This amount will first be drawn from Endowment Fund income. If the fund income in the new fiscal year is less than the calculated four percent draw, the remainder will be contributed through principal encroachment. If the fund income in the new fiscal year is more than the calculated **four percent** draw, the overage will be re-invested in Endowment Fund principal. (Bylaws, Article VIII, 8.6)

Comments \$50,000 was added via a bequest from Roland Burke, and \$2,000 via a bequest from Marion Brooks. (2010-11)

Many additions have been made to the Endowment Fund since the bequests from Roland Burke and Marion Brooks, most recently \$416,800 from the Ed Schmidt bequest. (Steve Harris, 2021)

Kornblum Concert Fund Principal (307)

Description / History This fund was established on 8/12/99 "to help fund an annual chamber music concert. The program for the annual concert should note the support of the David and Beatrice Kornblum Endowment." The fund was established with a gift valued at \$103,485.

In 2010, the Board of Trustees approved the establishment of a separate Income Fund. The fund provides income to the Kornblum Concert Fund Income. (July 2010 Board Minutes)

Guidelines Income only may be disbursed. The principal may not be touched.

Comments

Kundermann Fund (304)

Description / History This fund was established in July 1986 for the purpose of providing income to the Building and Grounds Maintenance Fund (or a successor fund of comparable purpose). (2/9/2000 Fund Descriptions)

Guidelines Income only may be disbursed. The principal may not be touched.

Comments

Metzger Fund (305)

Description / History	This fund was established in May 2006 for the purpose of providing income for general operations of the Society. (Finance Committee Minutes)
Guidelines	The fund must be invested in Treasuries, Agencies, or insured CDs. Interest earned by this fund will accrue based on the average coupon rate of the CDs in our portfolio. Income only may be disbursed. The principal may not be touched.
Comments	

Nutt Platform Music Fund Principal (306)

Description / History	<p>This fund provides income for the Dicke Ethical Action Fund (25%), the Member Relief Fund (25%) and the Nutt Platform Music Fund (50%), with the restrictions as stated.</p> <p>From Revocable Trust Indenture of Barbara C. Nutt:</p> <p>“... (3) Ten Thousand Dollars (\$10,000) to THE ETHICAL SOCIETY OF ST. LOUIS, whose present address is 9001 Clayton Road, St. Louis, MO 63117, to be used for the establishment of a Platform Music Fund (or, if such a fund shall already have been established, to be used for its continuation), such Fund to be administered by the Music Committee (or its successor) and the Music Director; provided that only income may be used, with no invasions of the Fund’s principal; provided further that no part of such Fund shall be used to pay any portion of the salary of the Music director; and it is Grantor’s wish that the Board of Trustees of the Ethical Society of St. Louis shall appropriate in its annual budget an amount equal to or greater than any amounts used from such Fund, such appropriation to be used for this same purpose as the Platform Music Fund.” (January 2010)</p> <p>From Revocable Trust Indenture of Frank E. Nutt:</p> <p>“... (2) Ten Thousand Dollars (\$10,000) to THE ETHICAL SOCIETY OF ST. LOUIS, whose present address is 9001 Clayton Road, St. Louis, MO 63117, in equal shares of Five Thousand Dollars (\$5,000) to the Ethical Action Fund (or its successor), to be administered by the Ethical Action Committee, and Five Thousand Dollars (\$5,000) to the Leader’s Relief Fund (a discretionary fund); provided that only income may be used, with no invasions of the principal contributed to either such Fund. (July 2010)</p>
Guidelines	Income only may be disbursed. The principal may not be touched.
Comments	

Prather Fund Principal (301)

Description / History	<p>This fund is to be used for lectures by ‘eminent publicists with a powerful ethical message.’ It is traditionally used for guest speakers from outside of the Ethical Movement, but this is not a mandatory restriction. (2/9/2000 Fund Descriptions)</p> <p>Income from this fund is disbursed to the Prather Fund Income.</p>
Guidelines	Income only may be disbursed. The principal may not be touched.

Comments

ARCHIVED FUNDS**Annabelle Bernard Fund (122)**

Description / History This fund was established in November 2011 with a bequest from the estate of Annabelle Bernard. It was created as a temporary fund to be used for the HVAC upgrade project.

Guidelines

Comments In March 2017, the Board voted to fund the Evolution Exhibit from the fund and, once that was complete, to transfer 25% of the fund to the Endowment Fund and 75% to the Building and Grounds Maintenance Fund. This fund was archived at the end of the fiscal year 2017-2018.

Boiler Chiller Fund (106)

Description / History The purpose of this fund was to cover major repairs and/or the replacement of the boiler or chiller. It was established in October 1999 by the Board of Trustees with seed money of \$10,000 taken from the Building and Grounds Maintenance Fund. (2/9/2000 Fund Descriptions)

Guidelines

Comments The fund was depleted in April 2014 to pay for the HVAC repair project.

Capital Campaign Fund (101)

Description / History This fund was established to hold the proceeds of a capital campaign carried out in 2004.

“The Board approved a \$500,000 capital campaign, the major portion of which was for replacement of the roof, which was estimated to cost approximately \$325,000. As of April 1, 2004, total pledges to the capital campaign is \$353,521. Of this amount, the amount received as of October, 2006, was \$339,781. A \$200,000 line-of-credit at an interest rate of 3.8% was taken out with the Bank of America to cover the expense portion of the roof that is not covered by actual member pledge receipts.” (April 2004 Annual Meeting Minutes)

Guidelines

Comments August 2006: The line of credit was paid off. Balance due to unpaid pledges.

Dicke Fund

Description / History This was a fund established by the Dicke bequest. Any amount of income or principal could be used, at the discretion of the Board of Trustees. (2/9/2000 Fund Descriptions)

Guidelines

Comments The fund was depleted after it was used to cover operating deficits from 1988 through 2005.

HVAC Refurbishment Fund (110)

Description / History This fund was established by the Board of Trustees in August 2011 in order to pay expenses for the HVAC refurbishment project. Expenses are sourced from the Becker fund, and the fund will be closed when all expenses for the project have been paid.

Guidelines Annual limit: none.
Approval: Board of Trustees.

Comments This fund was archived at the end of the 2017-2018 fiscal year.

Insurance Fund (109)

Description / History This fund was created in 2001 due to the distribution or sale of proceeds from some Society-owned insurance-related instrument. Insurance payments were made from this fund until it was depleted. (Nancy Jelinek)

Guidelines

Comments The fund was depleted in fiscal year 2003-04.

Library Fund (104)

Description / History This is a fund to preserve the Sheldon Library and republish the works of Walter Sheldon. It was created by will of Mrs. Sheldon. If no longer needed for these purposes, it may be commingled with Sheldon Building Fund, and if no longer needed for the Sheldon Building Fund, it may be used for general purposes of the Society. (2/9/2000 Fund Descriptions)

Guidelines

Comments This fund was depleted in fiscal year 2003-04 to fund that year's operating deficit.

Operations Fund (120)

Description / History This is a fund that was established to fund the deficits for fiscal year 2007-08. (Steve Harris)

Guidelines

Comments The fund was depleted at the end of that year.

Parking Lot Maintenance Fund (109)

Description / History	This fund was established by the Board of Trustees in July 2010 in order to build up a reserve of funds for parking lot repairs (which cost about \$30,000 every 10 years). It is funded by taking \$3,000 per year from the Building and Grounds Maintenance Fund. (Steve Harris)
Guidelines	Annual limit: none. Approval: Board of Trustees.
Comments	The Parking Lot Fund has a zero balance as of 2021. The plan is to fund future parking lot repairs from the B&G Maintenance Fund. The \$3,000 mentioned above is intended to be part of the annual operating budget, and if not used during the year, it should be added to the B&G Maintenance Fund. (Steve Harris)

Special Gifts Fund (105)

Description / History	This fund was created in part from the will of Mrs. Sheldon plus, traditionally, unrestricted gifts of \$1,000 or more. It is designed "for capital expenditures which would include, but are not limited to, building improvements not considered routine maintenance, special equipment, funding special programs or activities, particularly of an experimental nature, and establishing revocable endowments for new functions in the Society or in the community." (2/9/2000).
Guidelines	Annual limit: none. Approval: Board of Trustees.
Comments	This fund was archived in April 2020.

Stuckenberg AEU New Society Fund (115)

Description / History	This fund was established for the support of the AEU new Society development program, subject to a matching grant condition. It was established by the Board of Trustees when the Stuckenberg 20-year fund "matured" and principal became available for general purposes of the Society 1/1/2002. (12/12/2001 Stuckenberg Grant Funds)
Guidelines	The fund will pay one dollar for each two dollars raised from other sources by the AEU. The offer will be extended for three years from the date of Board approval. The money will be transferred on a quarterly basis to match actual receipts by the AEU. The total amount allocated is \$214,514. The first payment cannot be before 01/01/2002. The Board is authorized to allocate up to \$15,000 additional beyond the current grant to the AEU task force for planning purposes. This would not be subject to a condition of matching money.
Comments	In 2005, the Board of Trustees voted to claim the funds for St. Louis Society use, and to use those funds for capital Improvement expenses. The Board's decision came out of the fact that this money, earmarked for AEU growth and development projects, was never requested within the time limit on AEU access to this fund. (April 2005 Annual Meeting Minutes) In August 2007, \$50,000 were transferred to the new Stuckenberg Capital Improvements Fund. The fund was depleted in October 2009 for parking lot repairs.

Stuckenberg Capital Improvements Fund (121)

Description / History	This fund was established in August 2007 by the Board of Trustees with the transfer of \$50,000 from the Stuckenberg AEU New Society Fund. (Chery Green – Shelby Reports)
Guidelines	
Comments	The fund was used for various building repairs and was depleted in October 2009 for parking lot repairs.

Stuckenberg Satellite Society Fund (114)

Description / History	This fund is for the support of the development of one or more satellite Societies. It was established by the Board of Trustees when the Stuckenberg 20-year fund “matured” and principal became available for general purposes of the Society 1/1/2002. (12/12/2001 Stuckenberg Grant Funds)
Guidelines	Dividends, interest, capital appreciation and capital reserves will be drawn on over an eight-year period. At the end of that period the money will be expended unless replaced by new capital contributions. Funding stays under the control of the Board of the Ethical Society of St. Louis, the exact purpose of which is to be budgeted each year under the normal procedures of the Board.
Comments	This fund was used to establish the Mid-Rivers Ethical Society. The balance was paid to Mid-Rivers in 2009.

Stuckenberg Special Projects Fund (116)

Description / History	This fund was established by the Board of Trustees when the Stuckenberg 20-year Fund “matured” and principal became available for general purposes of the Society on 1/1/2002. The fund receives a fixed \$10,000 per year income to support a special project of the Board’s choosing. Dividends, interest, capital appreciation and capital reserves will be drawn on over an eight-year period. At the end of that period the money will be expended unless replaced by new capital contributions. (12/12/2001 Stuckenberg Grant Funds)
Guidelines	Annual limit: none. Approval: Board of Trustees.
Comments	In March 2016, the Board voted to use the remaining balance to pay for part of the expenses to hold the AEU Assembly in July 2016. That depleted the fund. This fund was archived at the end of fiscal year 2017-2018.

Tietjens Fund (111)

Description / History	This fund was established to pay for visiting lecturers. It was traditionally used to pay for lecturers from within the Ethical movement, but that is not a mandatory restriction. 2/9/2000 Fund Descriptions)
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Guidelines	Income and principal may be used. The fund is under the direction of the Board of Trustees and is normally administered by the Leader.
Comments	The fund was depleted in fiscal year 2007-08.

Appendix J - Brand Standards

Approved: October 10, 2023

Ethical Society of St. Louis Brand Style Guide

It's important to keep the presentation of our brand distinctive and consistent in the words we use and the colors and visuals we present in our messages to the public. The consistent use and thoughtful application of these guidelines across all communications heightens awareness, increases visibility, builds loyalty, and promotes the Ethical Society in general. If you have any questions, please contact Creative Director Louise Jett at ljett@ethicalstl.org.

Tagline

Being human, together.

Logos



Brand Colors



#11195E



#1B91CA



#C63384



#56B36C



#F3B908



#000000

Brand Fonts

Headings - Playfair Display Bold

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

Body Copy - Raleway

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

Key Messages & Brand Values

The values of our brand are the supporting pillars of our mission and are the foundation for our messaging:

- **Community:** We are welcoming, engaging and supportive. We value the uniqueness and individuality of everyone. We fight for social justice as an extension of our commitment to the community.
- **Dogma-free:** We promote Ethical Humanism and believe that an ethical life can be pursued without reference to god or the supernatural. We encourage questioning and self-definition. We celebrate science and reason as the best way of understanding the world.
- **Ethics-centered:** We strive to improve ethical reasoning in society, and to develop virtues like goodness, responsibility, and honesty. We help people make distinctions between right and wrong.
- **Meaning and worth:** In our quest for meaning and worth, we both look inward to ourselves and outward to our and relationships with others. We value personal growth, and the promotion of human dignity and equality. We seek to help people live lives rich with meaning.

Brand Personality

The brand personality should be reflected in word choice, tonality and design elements. Key defining values: treats others well, is open-minded, gives back to the community, brings out the best in others, seeks new ideas and knowledge

- Principled, but not stuffy
- Willing to laugh, but not at others
- Brave in defense of values, but not vindictive
- Accepting of all people, but not of all behavior

Updated 10-2023

Appendix K - Version History

2024-2025 Fiscal Year

- Governance Committee members: Trish Cowan-Williams (chair), Mary Murphy-Overmann, Mary Ann Perkins
- Appendix E: 8.3 – added non-executive after non-ministerial

2023 – 2024 Fiscal Year

- Governance Committee members: Lance Finney (chair), Mary Murphy-Overmann, Samantha White
- Title Page – switched to Policy Manual rather than Board Policy Manual.
- Whole Document: switched Office Administrator to Operations Manager. Switched SEEK Director to Youth Education Director. Switched Rental Administrator to Rental Coordinator.
- Section 4: 4.2.6 – updated language for Investment Manager position to include possibility of using an outside firm or Finance Committee as a group. Added 4.5.4.C Legacy Committee.
- Section 6: 6.2.3.G – updated language to clarify goal review process at the Opening Board Retreat. 6.2.4.A, B, C – updated language to clarify action at the Mid-Year Retreat around goal setting. 6.2.4 – Added bullet D. 6.5 – added footnote regarding postponement of the Strategic Planning – Long-Term Planning Process.
- Section 7: 7.1 – updated organizational structure chart and added a word version to the Policy Manual file to make future editing easier. 7.5.2.D.2 – updated language to have the Board, in consultation with the Treasurer, consider a review or audit on a five-year cycle or more frequently if situations warrant. This allows for more flexibility with financial reviews or audits, and removes the requirement to conduct one every 5 years. 7.5.3.C.6 – added language that MTL will arrange to sell gifts, in consultation with the Finance Committee, if deemed unusable by the Society.
- Section 8: 8.3 – edited last line item to add the possibility of a Review to keep in line with the edit made in December 2023 (see Section 7 edit above)
- Appendix B – removed statement that AEU uses a consensus model at Annual Assemblies as it is not accurate.
- Appendix C – edits made throughout the document to create more consistency and streamline verbiage. Added that signed forms could be digital and all forms would be maintained at the Society office, removing Operations Manager (to reduce future edits if a title changes).
- Appendix D – Child Protection Policy and Code of Conduct: Edits made throughout the entire document: SEEK Director was changed to Youth Education Director. D.A.B – updated all or the majority of the language in all numbered bullets. Changed Elementary (K-6) to SEEK (K-5). Separated Coming of Age and Youth in two bullets. Changed Co-op Volunteers to Activity Hour and Special Event Volunteers. D.A.B.C – updated language to restrict building access to alleged perpetrators of child abuse or related misconduct. Mandated Reporter – added link to MO legal requirements. Screening and Eligibility for Service – added Three Tier System. Special Considerations and Procedures – added SEEK to the required Sign-in/Sign-out rule. Reporting – updated reporting language. Incident Response and Documentation – updated language in bullet B to restrict building access. Internal Investigation – added language allowing for the YED and MTL to determine whether

or not building access for a non-convicted suspected child abuser is appropriate. Code of Conduct Technology – added language about adult electronic communication guidelines with minors. Code of Conduct Reporting Child Abuse – updated reporting language.

- Appendix E – Employee Handbook: edits were made throughout the document to create more consistency, add missing words, to streamline some of the verbiage, and fix formatting. Edits made throughout the entire document: Ethical Society of St. Louis was shortened to the Society and Office Administrator was changed to Operations Manager. E.3 – in bullet points A, B, & D updated staff titles and report-to's, added new bullet point C. E.8.2 – added last sentence about overtime pay. E.13 – added Juneteenth as an observed/paid holiday. E.14 - Changed language to reflect that vacation leave may be taken after 3 months of employment. E.21 – updated language about notification of employee absences. E.25 – updated office hours to be consistent with current policy. E.28 – added “is sufficiently severe or persistent enough to interfere” after if (a) such conduct and ended the section with “that is judged to be in good faith according to the process specified in Appendix L”. E.31 – updated language about return of Society property and potential consequences if property is returned in unusable condition. E.33.2 – revised language to employee internet use. E.40 – edited language to make it the same process for disbursement of final paychecks for employees leaving the Society voluntarily and involuntarily.
- Appendix I – updated language for Kramer Children’s Education Fund (112) to note that the fund was renamed in Barbara Kramer’s honor in 1994.
- Appendix J – updated entire Brand Standards.
- Appendix K - Updated for this fiscal year.

2022 – 2023 Fiscal Year

- Governance Committee members: Stephanie Sigala (chair), Mary Murphy-Overmann, Kitt Rogers
- Bylaws, Article IV, 4.5: Granting the Board President power during the term of an Interim Leader or during a leader vacancy.
- Bylaws, Article VI, 6.4: Virtual presence qualifies in counting to determine a quorum.
- Section 4: 4.5.4, A.3 – added specific requirements for investment review.
- 4.5.4, B – added staggered terms for Finance Committee service and renewal.
- Section 7: 7.1.2 – added an entry for an Interim Ministry Team Leader (responsibilities, etc.).
- 7.5.2 and 7.5.2, E.6 – added electronic equipment and files to the list of assets for protection.
- Added C.4 – added requirement for Board to host annual October meeting with investment manager.
- Appendix E: 8.18 – added sabbatical language under professional development.
- 30.1 – added Intellectual property language and publication guidelines.
- Appendix F: Bequests: Receipt of Gifts - C.4 – changed bequest amount needed to qualify for an engraved brick.
- Memorial or Tribute Gifts – added new “A” – donors may purchase engraved bricks.
- Added new Appendix N: Resolution to Release Copyright (unsigned).
- Appendix K: Updated for this fiscal year.

2021 – 2022 Fiscal Year

- Governance Committee members: Stephanie Sigala (chair), Ray Preston, Nathan Schrenk
- Added Appendix L: Suggested Harassment and Grievance Resolution Procedure.
- Updated various sections of the Policy Manual to refer to Appendix L: sections 7.3.5 Sexual Harassment, 7.4.6 Grievances, Employee Handbook Section 28 Non-Harassment and Section 29. Complaints and Grievances.
- Added Appendix M: Credit Card Policy.
- Appendix K: Updated for this fiscal year.

2020 – 2021 Fiscal Year

- Governance Committee members: Amanda Verbeck (chair), Ray Preston, Nathan Schrenk
- Updated the style guide to include bolder headings for easier readability.
- Updated formatting throughout and edited lists to use consistent letter/number designations and begin with an active present tense verb.
- Removed double spacing and specific page numbers throughout the manual for “see section” references.
- Corrected punctuation, capitalization, typos, and plural designations throughout the manual.
- Updated the name of the Diversity, Equity, and Inclusion Committee throughout. Added appropriate language to reflect the addition of equity in the committee responsibilities.
- Reorganized the following sections: moved Opening Retreat from 4.3.2 to 6.2.3, deleted Mid-Year Retreat note in 4.3.3, moved Board/Ministry Team Linkage from 4.8 to 3, moved Org Chart from 7.1.2 to 7.1.
- Table of Contents: Reformatted sections to correct header inconsistencies.
- Section 4: Modified language for clarity. Added and modified language throughout regarding the Investment Manager position. Updated language regarding the sharing of the electronic Board packet.
- Section 6: Updated Opening Retreat list in 6.2.3. Modified language for clarity.
- Section 7: Modified language for clarity. Updated the org chart. Removed wording regarding exceptions to the nepotism policy. Updated information regarding the Investment Manager in 7.5.2.
- Section 8: Renamed heading for 8.2.5 Triennial Leader Evaluation. Updated Board Monitoring and Evaluation Schedule chart.
- Appendix D: Deleted references to the SEEK Administrator position. Removed references to specific meeting times for SEEK programming. Revised the Internal Investigation section to include the help of legal counsel.
- Appendix E: Modified language for clarity. Updated SEEK employee titles in 3.A. Added Intellectual Property Policy in 30.
- Appendix F: Updated language in Memorial and Tributes section.
- Appendix I: Reformatted tables for consistency. Updated information regarding specific funds.
- Appendix K: Updated for this fiscal year.

2019 – 2020 Fiscal Year

Governance Committee members: Krystal White (chair), Tom Draney, Ray Preston

Changes were made to the Policy Manual to bring it further into compliance with actual Board and Society operations. Changes were suggested during monthly meetings of the Governance Committee and discussed and approved at monthly Board meetings. Suggested and approved changes are detailed in the Board meeting minutes. Appendices were re-titled as necessary (detailed below).

- A new style guide was implemented for the entire Policy Manual, which included categorizing sections and headers to create a linked table of contents.
- Bylaws: Changed all instances of “Executive Leader” to “Ministry Team Leader.” Included pathway for members to vote out Trustees mid-term.
- Section 1: Modified language for clarity.
- Section 4: Modified language for clarity. Removed SEEK Council section. Included information about Committee and Task Force Chairs attending Board meetings and achieving annual Board Goals.
- Section 5: Eliminated superfluous “Approved by” dates in the subsections.
- Section 6: Inserted titles for subsections. Added information about Board goals and Opening Retreat.
- Section 7: Modified language for clarity. Modified organizational chart to have SEEK Council and the SEEK Administrator report to Outreach Director. Added Information Collection and Use policy. Aligned investment policy to match with current practices. Reduced listing in 7.6 Powers Reserved to the Board.
- Section 8: Changed timing of Policy Manual and MTL Annual Goal reporting.
- Glossary: Removed SEEK Council language.
- Appendix D: Child Protection and Abuse Response Policy: Modified SEEK Field Trip permission slip. Expanded the sexual offender registry check to be a national check.
- Appendix E: Employee Handbook: The Handbook was thoroughly revised, making it more complete and a more accurate reflection of Society employment practices. The initial revision was completed by an Employee Handbook Task Force, which was convened for that purpose. The resulting draft was reviewed by the Governance Committee and an attorney before being approved by the Board.
- Appendix G: Fundraising Policy: Modified language for clarity and to align with current practices.
- Appendix H: Cash Handling Policy: Modified language for brevity.
- Appendix I: Archived funds that closed in prior fiscal years. Changed language about fund restrictions to align with Section 7 investment policies.
- Appendix K: Updated for this fiscal year.

2018-2019 Fiscal Year

Governance Committee members: Carole Beere (chair), Tom Draney, Ray Preston

Changes were made to the Policy Manual to bring it further into compliance with actual Board and Society operations. Changes were suggested during monthly meetings of the Governance Committee

and discussed and approved at monthly Board meetings. Suggested and approved changes are detailed in the Board meeting minutes. Appendices were re-titled as necessary (detailed below).

1. Section 4.4.1: Agendas: Language added to address optional no-staff huddles at the end of Board meetings.
2. Section 4.4.2: Executive Sessions: Language added to clarify that decisions arising from executive sessions must be made in open session.
3. Section 4.4.5: Special Meetings: Language added to allow a group of three or more Trustees to call special meetings.
4. Section 7.5.2.D: Capital Reserves and Endowments: Added policy outlining the goal of using only interest income on funds for expenses.
5. Section 7.3.5: Harassment: Language broadened to include all types of harassment.
6. Section 7.5.2.B.2: Financial Controls: Added new policy requiring two signatures for any changes to Society investments and for access to the Society safety deposit box, one of which will be a Board officer serving a three-year term on the President's track.
7. Section 7.5.3: Acceptance of Gifts: Added new policy.
8. Appendix D: Child Protection Policy: A Child Protection Consent Form was added to cover permission for SEEK participants in offsite activities.
9. Appendix F: Recognition of Gifts: added.
10. Appendix G: Fundraising: Retitled (previously Appendix F).
11. Appendix H: Cash Handling Policy: Retitled (previously Appendix G). Responsibility for approving fundraising activities transferred to Ministry Team Leader (from Finance Committee). Policy added to facilitate process for depositing smaller amounts of cash (less than \$100).
12. Appendix I: Fund Summary: Retitled (previously Appendix H). Notes on several archived funds updated to reflect that they have been archived. Entries completed for two new funds: TWA Madden Fund and TWA Scholl Fund.
13. Appendix J: Brand Standards: Retitled (previously Appendix I).
14. Appendix K: Version History: Retitled (previously Appendix J) and updated.

2017-2018 Fiscal Year

Governance Committee members: Cathy Pickard, Christine Floss, Casey Gardonio-Foat

Changes were made to the Bylaws and Policy Manual to bring it further into compliance with actual Board and Society operations. Changes were suggested during monthly meetings of the Governance Committee and discussed and approved at monthly Board meetings. Suggested and approved changes are detailed in the Board meeting minutes. Changes to the Bylaws were voted on by Active Members at the Annual Membership Meeting on May 15, 2018.

1. Bylaws: Changes to Articles 2.3, 5.1, 5.2, and 6.3; to be approved at Annual Membership Meeting on May 15, 2018
2. Section 4: Governance: Minor changes were made throughout to better reflect actual Board practices and to establish greater consistency in the listing of various committee responsibilities

3. Section 4.5.3: Nominating Committee: added anti-nepotism language and language to clarify that the Nominating Committee's work is considered completed only after the successful election of nominees to the Board of Trustees
4. Section 4.5.5: Lay Leadership Development Committee: added.
5. Section 4.5.6: Diversity and Inclusion Committee: added.
6. Section 4.5.7: SEEK Council: added.
7. Section 6.5: Strategic Planning: Starting date of July 2018, was added to section.
8. Section 7.1.2: Organizational Chart: updated to include new committees.
9. Section 7.3.4: Animal Policy: added.
10. Section 7.4.3: Anti-Nepotism Policy: added.
11. Section 8.3: Board Monitoring and Evaluation Schedule: revised to ensure consistency with Board practice, and to add new committees.
12. Appendix A: Board Commitment: Footnote added to end.
13. Appendix B: Consensus Decision Making completely revised to be shorter, clearer, and closer to current Board procedures.
14. Appendix C: Conflict of Interest Form: removed 'legalese' sentence just before the signature line.
15. Appendix D: Child Protection Policy and Code of Conduct: revised and expanded.
16. Appendix E: Employee Handbook: reformatted.
17. Appendix F: Fundraising Policy: reformatted.
18. Appendix G: Cash Handling Policy: added to Policy Manual.
19. Appendix H: Fund Summaries: reformatted and revised (formerly Appendix G).
20. Appendix I: Brand Standards: added to Policy Manual.
21. Appendix J: Version History: updated (formerly Appendix H).

2016-2017 Fiscal Year

Governance Committee members: Ed Schmidt, Casey Gardonio-Foat, Carole Beere

Substantive changes were made to make the Policy Manual conform to how the Board actually operates. Changes made were suggested during monthly meetings of the Governance Committee and discussed and approved at monthly Board meetings. Suggested and approved changes are detailed in the Board meeting minutes.

1. Replaced the concept of Open Questions with a broader definition of Annual Ministry Goals.
2. Added Vision Statement (Section 5.3).
3. Revised the Organizational Chart (Section 7.1.2).
4. Revised the Whistleblower Policy (Section 7.4.4).
5. Added Gun Policy (Section 7.3.3).
6. Added Advertising Policy (Section 7.5.6).
7. Added references to Seek Council to Section 4 and Section 8.3 (pending development).

8. Replaced references to “Core Values” in the manual with “Foundational Principles” to agree with Section 5.2 and to avoid confusion with the Core Values of SEEK.
9. Changed the title of the Manual to Policy Manual of the Ethical Society of St. Louis to make it more inclusive of groups to whom the policies pertain.
10. Reformatted the electronic copy of the manual to better facilitate future editing.

May 9, 2016

Numerous revisions were made to the manual, as detailed below.

1. Section 2 was modified to remove the information on the Lay Leadership Development Committee. The committee has been revised to be a Board committee and its tasks and responsibilities were revised to focus only on leadership development. These are outlined in Section 4.5.5. Other duties originally listed under the Lay Leadership Development Committee are the responsibility of the Nominating Committee (see 4.5.3 Nominating Committee) or the President of the Board of Trustees (see 4.2.1 President).
2. Section 4 was further modified to include text on the Inaugural Retreat (originally found in Section 6). Other reorganization of content and minor wording changes were also made.
3. Section 5.2 was renamed Foundational Principles (replacing Core Values) and a section entitled Document Review was added. In addition, policy information on open questions was moved to Section 6.
4. Section 6 was retitled Planning (replacing Strategy) and was substantially reorganized. Section 6.1 on Open Questions was added (from Section 5), as was Section 6.2 on Process for Considering Open Questions. In addition, a sample calendar for the Annual Planning Process was added (Section 6.4.2). Other reorganization of content and minor wording changes were also made.
5. Revisions were also made to Section 7. In addition to reorganization of content and minor wording changes, major changes included the removal of the table (in Section 7.1.2) on a potential high-level classification of roles and responsibilities for a two-Leader model, reorganization of the chart showing lines of responsibility (also in Section 7.1.2), and the addition of a section on teams (Section 7.1.3). Section 7.1 was renamed Organizational Structure (replacing Delegation to the Staff). Section 7.2 was renamed Subsidiary Organizations (replacing Delegation to Others) and was revised to reflect the current relationship between the Society and the Nursery School.

February 8, 2016

Appendix F: Fundraising Policy was added.

October 12, 2015

Section 7.5.3 was modified to have Ministry Team Leader consulted in recommending the disposition of large gifts. A sentence was also added to emphasize that such gifts need not be spent in the near term: "As part of their recommendation, the Finance Committee may also choose to allocate money to an unrestricted, discretionary fund for future unexpected expenses or opportunities." The modification was made in two places to cover gifts from both continuing and non-continuing members.

March 9, 2015

1. Section 7.5.1.A was amended to include the following sentence: “A draft budget shall be presented to the Finance Committee no later than the 25th of February, with initial Board review at the March Board meeting and final approval at the April Board meeting.”
2. Section 7.5.1.D.a was revised to include the following: “Approval of large non-emergency unbudgeted expenditures shall require discussion at two or more Board meetings. The Finance Committee shall be apprised of proposed expenditures prior to final Board approval so that it may recommend source(s) for the needed money. Bids should be solicited from at least three different vendors. For emergencies that require immediate action, the Treasurer (or President-Elect if the Treasurer is unavailable) shall be notified in order to recommend a source of money by the next Board meeting.”
3. Section 4.4.5 was amended to include subsection C: “As outlined in Articles 2.7 and 2.9, the By-Laws of the Ethical Society allow the Board of Trustees to adopt, on behalf of the Society, positions on any public issue other than endorsement of candidates for political or public office. Prior to carrying out a vote to adopt a position on any issue, the Board of Trustees shall publicize its intent to do so and request feedback from the general membership of the Society. Such publication may include, but is not limited to, an article in the Society newsletter, an email to the membership, an online survey, or discussion at a 9:45 Forum or similar venue, depending on the nature and significance of the issue. Feedback from the membership will be requested for a period of not less than two weeks, and will be considered during Board discussion of the issue. However, the Board reserves the right to make the final decision on any issue brought before it. All positions adopted by the Board of Trustees during the fiscal year will be announced at the Annual Meeting of the Ethical Society, at which time members will be asked to affirm the Board’s decision. The Board will consider no more than five issues in a given year.”
4. Added Appendix H. Version History

Appendix L – Suggested Harassment and Grievance Resolution Procedure

Approved: November 8, 2021

The Ethical Society of St Louis strives to maintain a harassment-free environment. Any accusation of wrongdoing will be taken seriously. Fairness to all is a key goal. If appropriate, grievances will be subject to preliminary internal investigation by a non-biased team of Society members. After being presented a written investigation report, the Board will vote to establish further action, if needed. There is no Statute of Limitations for harassment complaints.

Here are the recommended steps for handling a grievance:

The Complainant must submit a written report to the Board President (unless there are compelling reasons to choose another person). The grievance complaint should include the Complainant's name, date, and contact information as well a factual description about the circumstances of the harassment.

The Board President will decide the appropriate next steps. If the complaint is deemed serious enough to warrant immediate criminal or civil litigation, the Board President will advise the complainant to seek an attorney and no internal investigation will take place. If resolution within the Society itself is deemed possible, a non-biased team of Society members headed by a Chief Referee will be proposed by the Board President. The team's goal will be to resolve the grievance within 2-3 months.

The recommended non-binding timeline:

Within 15 days of receipt of the complaint, the Board President will provide written acknowledgement of the grievance report to the Complainant, with a copy to the person (or persons) who are the subject of the grievance.

Within 30 days of receipt of the complaint, the Board President will appoint and lead a panel of three investigators, composed of the Chief Referee and two other members of the congregation. The investigators will be chosen from a list of persons of recognized integrity and unbiased toward either party. The panel will investigate the circumstances of the events described by the Complainant by interviewing relevant witnesses and collecting any other relevant factual evidence. To the greatest extent possible, the investigators will strive to keep the Complainant's identity and the details of the grievance confidential during the course of the investigation.

Within 60 days of receipt of the complaint, the panel will make an initial written report to the Board.

Within 75 days of receipt of the complaint, members of the Board will decide a further course of action regarding the person against whom the grievance was lodged. The Board will document its action in the minutes of the Board meeting during which the action is taken.

Once the grievance is resolved, preliminary documents and data relating to the settlement of the grievance will not be retained.

In the event that the Board action is challenged/disputed by the subject of the grievance, that dispute must be resolved to the Board's satisfaction before there is public disclosure of the Board action.

The Board President will notify the Complainant of the resolution of the grievance as soon as practical after the Board takes action. In the circumstance that an upheld grievance involves wrongdoing by a

Society Leader, the Board President will consult with the Complainant to determine additional disclosure.

Appendix M – Credit Card Policy

Approved: February 14, 2022

When a staff member's job responsibilities include regularly purchasing good or services for the Society, they may:

- a. Request that the Operations Manager make the purchase from an approved vendor (preferred)
- b. Make a purchase (using the Society tax exempt form) and promptly request reimbursement by submitting a Check Request Form.
- c. Request a Society credit card using the Application form below.

Use of a Society credit card

A staff credit card may only be used for reimbursable expenses, as defined in this Handbook. Purchases should take advantage of the Society's tax-exempt status by use of the Missouri tax exempt form. All charges on a staff credit card must be for items in the budget or specifically approved by the Board in advance. Cards may not be used for unbudgeted items. Each expenditure must be promptly documented, ideally within 10 working days or no later than five business days after the close of each card billing statement.

Expense documentation should include:

- a. The date of the charge
- b. The amount of the charge
- c. The name of the vendor
- d. A copy of the receipt
- e. The budget line item against which the purchase should be debited.

Misuse of the Society credit card has a penalty. Any misuse of the credit card will lead to the recovery of relevant funds through payroll deductions. Flagrant misuse will result in the revocation of credit card privileges or disciplinary action.

Application for a Staff Credit Card

Employee Name: _____

I understand and agree that:

I will use the card for the benefit of the Ethical Society of St. Louis only.

I will not use the credit card for personal expenses or cash withdrawals.

I bear ultimate responsibility for the credit card and for purchases made on the card.

I will use the credit card for reimbursable expenses which will be documented promptly.

I authorize the Society to recover any unauthorized expenditure amounts via employee payroll deduction.

I will report a missing or stolen card promptly.

When I leave Ethical Society employment, I will return the credit card with a final reconciliation of all expenditures.

Signature of applicant

Date

Signature of supervisor

Date

Card number _____ Exp. _____

Date of card return _____

Appendix N – Resolution to Release Copyright

Approved: October 10, 2022

THE ETHICAL SOCIETY OF ST. LOUIS RESOLUTION TO RELEASE COPYRIGHT

The undersigned, being the Board of Trustees ("**Board**") of the Ethical Society of St. Louis ("**Society**"), a Missouri corporation organized and existing under the laws of the State of Missouri, hereby consent to the following conclusions and actions to be taken by the Company:

RESOLVED: The Society has discussed in detail the request by long-time clergy member, Dr. James Croft, to publish via a third-party publisher, his "**Notes**" from past lectures while an employee of the Society and potentially receive compensation from said third party or third parties regarding sales of the Notes. Although the Society has a potential right to prevent said publication or to require payment of any proceeds resulting from said publication to be remitted to the Society, the Society declines to do so and hereby release all copyright and other rights in and to the Notes, if any, in order to allow Dr. Croft to proceed on his own and potentially profit from publication of the Notes. In reaching its decision and passing this resolution, the Board consulted with outside legal counsel, reviewed Dr. Croft's Professional Services Agreement dated January 1, 2020, and reviewed all facts surrounding the request, including that the market for the Notes is likely limited and that Dr. Croft performed his services for the Society in a way that has already satisfied his requirements under the said employment agreement without the need to be limited in his publications of the Notes nor the potential reporting and accounting required if the Society requires him to remit profits. The Society thanks Dr. Croft for his request and for transparency surrounding this issue and wishes him the best in regard to publishing the Notes.

Resolved this day, October 10, 2022

Lance Finney, President

Stephanie Sigala, Past President

Patricia Cowan, President-Elect

Katherine Borders, Secretary

Mary Murphy-Overman, Trustee

Kristin Rogers, Trustee

Samantha N. White, Trustee

Resolution of the Ethical Society
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