

**Charter for the Racial Justice Task Force
of the River Road Unitarian Universalist Congregation**

Approved July 2017

I. MISSION

The mission of the Racial Justice Task Force (“RJTF”) is to put faith into action in spiritually fulfilling ways that effectively support people of diverse ethnicities, races, and cultures who currently do not receive equal treatment in our society. The RJTF seeks to be fair, just, respectful, and inclusive.

Responsibilities of the RJTF include providing leadership to RRUUC regarding racial justice matters within the congregation and externally, and seeking ways to engage and nurture the congregation in activities that positively impact racial justice. RJTF also administers programs that include, but are not limited to, the following “Administered Programs”:

- College Access Program
- Beacon House Community Ministries

II. LEADERSHIP POSITIONS

Each of the following RJTF leadership positions has a one-year term. The current Chairperson will call for new elections each year.

Nominations for leadership positions will be distributed to all Voting Members (as defined in Section IV) at least two weeks prior to the election meeting. Only people who are Voting Members at the time of nomination are eligible for leadership positions.

Each leader will be selected by a majority vote of Voting Members, with a *quorum of one-half* of all Voting Members required. All newly-elected leaders will assume their positions immediately following the election. Outgoing officers are expected to provide transition assistance to the new leaders.

If a vacancy occurs in a leadership position, the Chairperson will appoint an individual to fill out the remainder of the term for that position. If the Chairperson position becomes vacant, the Vice Chairperson will fill the remainder of the term and call elections within one year of the previous election.

Any position can be held for successive terms by the same person.

Chairperson:

The Chairperson must be a *member* of RRUUC. The Chairperson is responsible for seeing that the following tasks are completed, either by the Chairperson himself/herself or by some other member of RJTF.

- Prepare and distribute an agenda prior to each meeting;
- Preside, or delegate someone to preside, at each RJTF meeting;
- As appropriate, assemble written reports for RJTF meetings to update all members on current activities; and
- Coordinate other activities of RJTF, as necessary.

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Vice Chairperson:

The Vice Chairperson is responsible for assisting the Chairperson in all RJTF matters and carrying out the functions of the Chairperson in his/her absence. In addition, the Vice Chairperson shall:

- Coordinate publicity regarding RJTF (e.g., posting the notice of the meeting with the church office, website, RRUUC activities brochure, RRUUC SJ brochure, bulletin board);
- Comply with all reporting requirements for RRUUC task forces (e.g., RRUUC annual report); and
- Oversee and/or complete additional tasks and projects as needed.

If the Vice Chairperson position is not filled, the Chairperson can delegate these responsibilities.

Secretary:

The Secretary is responsible for seeing that the following tasks are completed, either by the Secretary himself/herself or by delegating them to another member of RJTF.

- Prepare and distribute meeting minutes after each RJTF meeting including a record of attendees and maintain a file of all minutes; and
- Complete additional administrative tasks, as necessary.

Treasurer:

The Treasurer is responsible for completing the following tasks. These responsibilities cannot be delegated to other members of RJTF except the Chairperson.

- Review and approve each request for scholarship payments from the College Access Fund prior to payment by RRUUC bookkeeper;
- Review and approve requests for reimbursement from the College Access Fund or Beacon House financial accounts prior to payment by RRUUC bookkeeper;
- If the Treasurer is the person requesting a payment, then the Chairperson must review that request prior to payment by RRUUC bookkeeper;
- Track that the partner scholarship organizations are submitting invoices as required by the end of the church fiscal year;
- By March 31 of each year, request that current earnings on the Davis Johnson Minority Scholarship Fund Trust be released to the College Access Fund financial account for distribution;
- Request the RRUUC bookkeeper to send any pledge or donation funds to Beacon House by the end of the church fiscal year;
- Each year prepare a financial summary of the College Access Fund account including previous scholarships commitments and recommend the number of scholarships to be awarded this year;
- As appropriate, prepare or coordinate financial reports for RJTF meetings to update members on current financial activities; and
- Coordinate other financial activities of RJTF, as necessary.

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III. MEETINGS

RJTF meets monthly. Meetings are scheduled by, and may be cancelled or rescheduled by, the Chairperson. Any meeting *except* as noted, e.g. for a decision to change this Charter, can be either in person, via conference call, or commonly available electronic group meeting services.

Decisions Requiring RJTF Approval:

Commitments external to RRUUC and commitment of RJTF administered funds require approval of the Voting Members (as defined in Section IV) or by a subcommittee approved by the Voting Members.

All decisions regarding the College Access Program require approval of the Voting Members (as defined in Section IV) or by an approved subcommittee including but not limited to decisions on:

- how many new scholarships to award;
- which scholarship applicants receive awards; and
- whether to extend a scholar's award for an extra year beyond four years.

Quorum and Voting:

To pass a motion regarding such commitments and decisions or other matters (that is not a Charter amendment or revision of the Charter) requires:

- a *quorum* of at least one-half of the Voting Members; and
- approval by a majority of the quorum.

Electronic Voting:

The Chairperson of RJTF, at his or her sole discretion, may call for an electronic vote, e.g. email or other commonly available service, to be conducted between RJTF meetings on any motion, unless otherwise limited in the Charter.

To conduct an electronic vote, the Chairperson must distribute to all Voting Members of RJTF the proposed motion and include any relevant materials or information. Voting Members will have *at least one week to respond* electronically with their vote to approve or disapprove the motion.

At least one-half (or three-quarters, in the case of revisions to the Charter) of Voting Members must respond electronically (a quorum) for the vote to be considered valid. The motion passes if a majority (or three-quarters, in the case of revisions to the Charter) of those responding vote in favor.

If a member lacks electronic communication, then the Chairperson will provide paper copies of the proposed motion and any other relevant materials or information. A member receiving paper copies of a proposed motion will call the Chairperson to communicate his or her vote on the motion. This will be considered the equivalent of an electronic vote.

Proxy Voting:

A Voting Member who will be absent from a meeting may authorize another member who will be present at a meeting to vote on his or her behalf by proxy. The proxy authorization must be made

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by electronic communication or other written communication to the member attending the meeting and to the RJTF chairperson. A proxy will count toward the quorum requirement.

IV. MEMBERSHIP

Membership in RJTF is open to all individuals affiliated with RRUUC. A "Voting Member" is an individual who has attended at least half of all RJTF meetings during the past year (twelve months). New members will be considered Voting Members at the third meeting within six months that they attend.

V. CHARTER AMENDMENTS:

Any vote on a Charter amendment or revision of the Charter requires:

- a *quorum* of at least **three-fourths** of the Voting Members; and
- *approval* by at least **three-fourths** of the quorum.

Any proposed amendment or revision must be submitted in writing to the Chairperson and distributed to all Voting Members *at least two weeks prior* to the vote on that amendment.

Any proposed amendment or revision must be allocated time for discussion at an RJTF meeting before the vote is held. Votes on Charter amendments or revisions *may not be conducted electronically*.