

POLICIES: Establishing and Disseminating RRUC Board of Trustees Policies

Revised: 10/11/2006

Original: 4/4/2001 as "Policy on Establishment, Review and Effect of Board Policies"

1. *Establishment of Board Policies.* Operating policies that are current and actively used in the governance of RRUC and that have been adopted by the Board shall be identified as **RRUC Board of Trustees Policies**.
2. *Reviewing, Revising, and Removing Policies.* Early each church year the Board chair, or his/her designee, will review the current RRUC policies and determine if any should be submitted to the full Board for revision or removal. Action on policies identified for revision or removal should be completed before the end of that fiscal year.
3. *New Policies.* New policies may be adopted or existing policies revised or removed at any time by action of the Board.
4. *Publication.* Action on new and revised policies will be recorded in the Board Minutes. Electronic copies of new and revised policies will be: (a) supplied to the RRUC Administrator and (b) placed on the church's web site. The Board Chair or his/her designee will be responsible for seeing that copies of new policies are distributed appropriately. Notice of new policies or major revisions of existing policies will be published in the church's newsletter promptly.
5. *Format of policies.* RRUC policies will be typed in standard format. The first word of the title will be descriptive of the content of the policy. Immediately below the title will be the date of adoption by the Board, and revised policies will include the dates and titles of previous policies that have been replaced by the new/revised policy.