

Memorandum of Understanding Between
Unitarian Universalist Church of Annapolis
and the
Unitarian Universalist Legislative Ministry of Maryland

This Memorandum of Understanding (MOU) is hereby made and entered this 31st day of August 2017, by and between the **Unitarian Universalist Church of Annapolis** and the **Unitarian Universalist Legislative Ministry of Maryland** to formalize their existing relationship in pursuit of common goals.

WHEREAS the **Unitarian Universalist Church of Annapolis (“UUCA”)** is a Unitarian Universalist (UU) congregation serving the area surrounding the capital of Maryland;

WHEREAS the **Unitarian Universalist Legislative Ministry of Maryland (UULM-MD)** was formed by UUs from around the state to advocate for shared values before the Maryland Government;

AND WHEREAS both groups wish to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the groups agree are necessary for continued success.

Background

While UUCA is a duly formed congregation serving the needs of its members and the surrounding community, UULM-MD was formed by UUs from around the state and has no independent legal status other than that provided by UUCA as a program of the congregation. Since UUCA is allowed to establish any governing structure it wishes for its operations, this MOU is intended to specify the relationship with UULM-MD. While this MOU is not a binding agreement between independent parties, it is intended to establish policies for continued operations that will provide UUCA leadership and those who assume leadership roles for the UULM-MD guidance **concerning** ongoing roles and responsibilities.

Legal Status

UULM-MD is a program of UUCA and bound to follow the legal and financial requirements of any UUCA program. This means that:

- Donations intended for UULM shall be made in the name of UUCA and deposited in UUCA accounts. Donors will be asked to put UULM-MD on the Memo line.
- As donations to a bona fide church, any donations to UULM-MD are tax-deductible as allowable for donors, and UUCA will provide documentation to donors in accordance with its established procedures.

- UULM-MD conforms to IRS rules and guidelines for churches and nonprofit organizations. Under the applicable law, UULM-MD cannot endorse or oppose any candidate for office or any political party.
- To protect UUCA's nonprofit status UULM-MD will not allow its attempts to influence legislation (commonly known as lobbying) to be considered "a substantial part of [UUCA's] activities" as defined by the Internal Revenue Code.
- UULM-MD is registered with the Maryland Ethics Commission which monitors its educational and advocacy activities. Twice yearly reports are filed documenting compliance with the ethics laws, and responsible persons take the required training.
- Contracts or other agreements that UULM-MD wishes to make with other groups or individuals must be approved and signed by the Senior Minister or designee in order for them to be binding on the parties.
- Any individual that UULM-MD wishes to engage as an independent contractor or designee will be an independent contractor of UUCA subject to UUCA requirements.

Governance of UULM-MD

During its initial formation, UULM-MD established a governing structure akin to those of nonprofit organizations, including Bylaws that specified a Board of Directors and officers consisting of a Chair or Co-Chairs, a Vice-Chair or Vice-Chairs, Secretary and Treasurer. UUCA agrees that this structure should continue with modifications by UULM-MD leadership as needed to adjust to future circumstances. UUCA's Senior Minister was a founder and has been a member of the UULM-MD Board. UUCA will continue to be represented on the UULM-MD Board by the Senior Minister or designee as an ex-officio member. In addition to the UUCA Senior Minister or designee serving on the Board, at least one active member of UUCA should serve as an officer and as a member of the UULM-MD Executive Committee to enhance coordination and communication.

UULM-MD will continue as an organization composed of individual dues-paying members, and it will continue to encourage representation on its Board from lay leaders and clergy from all geographic areas of the state. Board members will continue to be recruited by the Board and approved at an annual meeting of UULM-MD members.

Finances

Since the formation of UULM-MD, UUCA has served as the fiscal agent and provided financial record keeping and reports for the UULM-MD Coordinator and Treasurer.

The UULM-MD Board has a degree of autonomy in managing its fiscal affairs, including:

- Establishing an annual budget,
- Reviewing and approving financial reports by the UULM-MD Board,
- Soliciting funds from grant-makers,
- Collecting dues,
- Conducting fundraising events,
- Directing the disbursement of funds for necessary expenses, and
- Maintaining financial records and reports,

In doing so, UULM-MD will comply with all financial requirements of UUCA and will work with the UUCA Administrator to assure the integrity and reporting of its operations and fund management. UULM-MD will rely on use of UUCA banking accounts and will not establish any independent accounts. All funds received via cash, check, or credit card and designated for the UULM-MD will be received and prepared for deposit by the UULM-MD Coordinator or Treasurer. Funds received via electronic funds transfer will be processed by the UUCA Administrator. All expenses to be paid from the UULM-MD funds will be authorized by the UULM-MD Treasurer or Chair.

UULM-MD will compensate UUCA for UULM-MD's use of UUCA resources such as office supplies and equipment, and building usage for its events. The form, means, timing, and amount of such compensation will be mutually agreed upon between UULM-MD and UUCA.

Staff Supervision

Any individual engaged by UULM-MD to further its purposes will be supervised by the UULM-MD Chair or Co-Chair in the course of ongoing operations. The parties intend that there be continuing communications between the UUCA Senior Minister or designee and the UULM-MD Chair or Co-Chairs to facilitate that the relationship is working effectively.

Advocacy on Issues

UULM-MD will continue to select the issues that it deems a priority for advocacy before the Maryland Government. These issues are selected by a formal process included on the UULM-MD website and considerations include whether an issue is consistent with UUA policies and UU values. As a Maryland congregation, UUCA will have input into these decisions but it will not impose restrictions on an issue as long as UULM-MD does not act in a way that endangers or compromises the integrity or mission of UUCA. Should there be a disagreement on any issue, it will be resolved through dialogue and consensus between the parties.

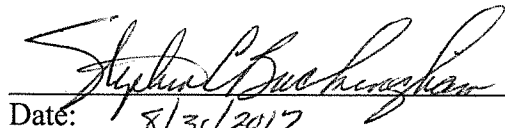
In furthering its positions on issues and on UU values, UULM-MD may form relationships with other organizations and coalitions, and it may work in conjunction with them in public ways. UULM-MD may testify and speak out on public policy issues on behalf of UULM-MD (as representing statewide UUs) but may not represent UUCA unless specifically authorized to do so.

The UULM-MD serves as the Public Policy Committee for UUCA. Prior to UULM-MD there was a Legislative Action Team (LAT) for UUCA and its functions were incorporated into the UULM-MD.

Cognizant that its actions could reflect on UUCA, UULM-MD will do nothing that may reflect poorly on UUCA with lawmakers, the media or the public at large.

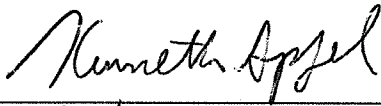
Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from UUCA and UULM-MD. This MOU shall become effective upon signature by the authorized officials from each group and will remain in effect until modified or terminated by any one of the partners by mutual consent.



Date: 8/31/2017
Stephen C. Buckingham
Chair

Unitarian Universalist Legislative Ministry of Maryland



Date: 8/31/2017
Kenneth Apfel
President

Unitarian Universalist Church of Annapolis