



Westside Unitarian  
 Universalist Church  
 901 Page Ave.  
 Fort Worth, TX 76110

## WUUC Policies and Procedures

<b>Title</b>	Social Justice Council Charter
<b>Number</b>	C.4
<b>Purpose</b>	To provide charter for Social Justice Council.
<b>Scope</b>	This policy will apply to the Social Justice Council only.
<b>Definitions</b>	None
<b>References</b>	None
<b>Appendices</b>	C.4.1 Suggested Designated Plate Offertory Recipient Form
<b>Author</b>	Social Justice Council
<b>Approval Dates</b>	Origination: 2/18/2015 Last Revision: 9/20/2017 Last Reviewed: 9/20/2017 Next Review Date: 7/1/2020

### Social Justice Council Charter

#### Mission

The mission of the Social Justice Council (SJC) is to provide leadership to inform and engage congregation members on social justice concerns, offering them opportunities to give expression to their social conscience and our shared UU values through dialogue, education, advocacy, and action within the congregation, community and the world at large.

#### Organization of Social Justice Council

**Steering Team** – The steering team is the main decision making group of the SJC with a Chair and member representatives who may or may not be from the approved WUUC Social Justice Task Forces or Representatives to affiliated organizations. Steering Team members, in addition to the Chair, may have specific positions appointed by the Chair. The Steering Team approves Task Forces, Designated Plate Offering Recipients, and other social justice/actions requiring decisions.

#### Steering Team Positions (Positions may be created as needed)

**Chair** – The Chair shall convene regular and special meetings, set the agenda, preside over meetings, convene the annual planning/goals setting meeting, distribute required information to the SJC Task Forces and foster support and development of Task Forces. The Chair may appoint job positions within the Steering Team. The Chair shall prepare or arrange for the preparation of the annual report of the Social Justice Council activities and accomplishments.

**Secretary** - The Secretary shall be responsible for the record of the business of the Council. The Secretary or a designee shall take minutes of each meeting and arrange for their distribution to the Chair for review and to Council members (in advance of the succeeding meeting). Subsequent to the approval of the minutes by the Chair, the Secretary or any person designated with this responsibility shall be responsible for sending the minutes to the Board.

**Task Force Coordinator** – The Task Force Coordinator will maintain a list of current Task Forces, updating as needed, along with a list of the Task Force Leaders.

**Membership Coordinator** – The Membership Coordinator will maintain a list of all SJC members. The list will contain contact information and what types of social justice or action the members wish to be participate in – advocacy, community organizing, education, interfaith work, service, witness.

**Task Forces** - Task forces are formed when one, or several, congregation members identify a common social concern, agree to work on the issue and submit a request with a statement of purpose to the SJC Steering Team, requesting approval to form such task force. The SJC Steering Team reviews the statement of purpose. If the purpose falls under the mission of the Social Justice Council and WUUC, the task force may implement the work of its issue or project. Each year, a listing of the current fiscal year task forces shall be included in the mid-year report to the Board.

**Task Force Leader**– The Task Force Leader is decided on within the task force group. Ideally, each task force will have a minimum of 3, but it is not required. There is no maximum limit of task force members. The Task Force Leader must be a member of the church. The SJC Chair shall inform the Task Force Leader of the Social Justice Charter by sharing the link on the church website, sending a digital copy, or issuing a hard copy. Each Task Force Leader, with the help of the Steering Committee, shall be responsible for identifying and training a future leader for the Task Force if that Task Force is planned to be a recurring Task Force.

**Task Force Members** - Open to all members and friends.

**Representatives to affiliated organization** - The Social Justice Council shall appoint representatives to community or denominational social justice organizations with which the Council decides to affiliate.

**General Membership** – Open to all members and friends with a desire to work on various task forces and or participate in the various social justice and social actions of the SJC and WUUC.

Ex-officio, voting member: The Minister, per the Bylaws

Ex-officio, non-voting members: The Church President, Board Liaison, CRE Liaison, & Young Adult Group Liaison

## **Meetings**

Meetings of the Social Justice Council are open, but only members of the Steering Team may vote. The SJC shall generally meet bi-monthly, with the meeting date set in advance, listed on the congregational calendar, along with the meeting space, ie, fellowship hall, and published in the Newsletter and Order of Service.

## **Designated Plate Offerings**

Requests for Designated Plate Offerings that benefit socially responsible organizations must be submitted to the Chair on a form provided by the Council to be researched and placed on the meeting agenda for a vote.

## **Yearly Goal Setting/Strategic Planning**

To fulfill its mission, the Social Justice Council shall develop a strategic plan and have a planning and goal setting meeting prior to the end of November each year. In developing the strategic plan, SJC shall consider positions taken by the UUA, UUSC and TXUUJM.

## **SJC Budget**

The Chair, with advice from the Steering Team will submit a budget annually to the WUUC Finance Committee. The Chair or members of the Steering Team may propose additional budget items that would fulfill the needs of the SJC, or benefit operations of Task Forces.

The Chair will approve budgeted items. Non-budgeted expenditures must be approved by the Chair in consultation with the Steering Team. The use of SJC funds will be documented in the next set of meeting minutes. Per the church bylaws, the Chair is authorized to expend budgeted funds up to \$500 under the Council's purview without Board approval.

## **Congregational Authority**

Neither the Council nor its Task Forces may speak in the name of or take action on behalf of the congregation on issues of social or political concern without authorization consistent with the by-laws of the congregation. Task Forces may not raise funds on behalf of the membership without SJC approval.

## **Procedures for Adopting and Changing Charter and Policies and Informing the Congregation**

The initial charter will be submitted to the Board for adoption.

If at any time it is determined by the Council that revisions need to be made to the charter or to policies, the Steering Team or volunteers from within the SJC of not less than three members shall be charged with the task. A revised charter is accepted by (majority vote) of the Steering Team, and then forwarded to the Board for approval.

Informing the Congregation. A copy of the Charter shall be posted on the church website.