

**Charter for the**  
**River Road Unitarian Church Racial Justice Task Force**

*Adopted: May 2, 2006*

1. **Mission:** Provide an opportunity for RRUC members and friends to participate in activities that seek fairness, justice, and respect for all, and encourage relevant social action.
2. **Objectives:**
  - a. To demonstrate, by one-on-one and collective social action and by outreach funding, our individual and congregational commitment to racial justice.
  - b. To encourage the members and friends of our congregation to take specific actions to advance racial justice.
  - c. To work with other Unitarian Universalist churches, the UU denomination, and others outside of the denomination to take specific actions to advance racial justice.
3. **Organization**
  - a. **Membership:** Membership in RJTF is open to all individuals, whether currently affiliated with RRUC or not. To be a voting member, an individual must have attended at least half of all RJTF meetings during the past calendar year and participate in at least one of RJTF's three focus areas (described below under "Focus Areas"). New members will be considered voting members at the third meeting within six months that they attend.
  - b. **Focus Areas:** RJTF is organized into three focus areas (1) Education, Outreach, and Advocacy; (2) Beacon House Community Ministries; and (3) Minority Scholarship Program. Each focus area is led by a Coordinator (described below under Leadership Positions). Focus area coordinators are responsible for informing the Chairperson when decisions related to his/her focus area need to be placed on the agenda for task force meetings. Focus area coordinators also are responsible for implementation of RJTF decisions related to his/her focus area.
  - c. **Operating Procedures:**
    - i. **Meetings:** RJTF meets regularly on the fourth Thursday of the month. Meetings may be cancelled or rescheduled by the Chairperson to accommodate holiday and summer plans, for inclement weather, or when a meeting is not necessary. RJTF meetings will be reserved for votes on decisions and any necessary discussion related to the work of the task force. Written reports and announcements may be submitted prior to the meetings for sharing information with the task force.
    - ii. **Quorum and Voting:** The presence of at least one-half of current voting members of RJTF is required to constitute a quorum for conducting votes on motions. All motions require the support of a majority of the current voting members who are present at the time of the vote in order to pass, unless otherwise specified in the Charter.
    - iii. **Email Vote:** The Chairperson of RJTF, in his or her sole discretion, may call for an email vote to be conducted between RJTF meetings on any motion, unless otherwise specified in the Charter. In order to conduct an email vote, the Chairperson must email all current voting members of RJTF with a proposed motion and include any relevant materials or information. Voting members will have at least one week to respond by email with their vote to approve or disapprove the motion. If a member lacks email, then the Chairperson will send

the proposed motion and any other relevant materials or information to that member via Post Office mail. At least one-half of current voting members (a quorum) must respond by email in order for the vote to be counted. The motion passes if a majority of those responding vote in favor.

- iv. *Decisions Requiring RJTF Approval:* All activities conducted in the name of RJTF require approval by majority vote by the task force (including advocacy and education activities). All decisions regarding the Minority Scholarship Program require approval by majority vote by the task force (including but not limited to decisions on whether to accept new scholars for the coming year, how many new scholars to accept, which scholarship applicants to accept into the program, whether to extend a scholar's support for an extra year beyond four years, and whether to place a scholar on probation or terminate a scholar, or assess any other penalty against a scholar).
  - v. *Charter Amendments:* This Charter may be amended or temporarily suspended at any time by a motion to amend. Any vote on a Charter amendment or temporary suspension of the Charter requires the presence of at least three-fourths of current voting members for a quorum. To be approved, a Charter amendment or temporary suspension must be supported by at least three-fourths of current voting members who are present at the time of the vote. Any proposed amendment or temporary suspension must be submitted in writing to the Chairperson and distributed to all current voting members at least two weeks prior to the vote on that amendment. Any proposed amendment or temporary suspension must be allocated time for discussion at an RJTF meeting before the vote is held. Votes on Charter amendments or temporary suspensions may not be conducted by email.
- d. Leadership Positions: The following RJTF leadership positions each have a one-year term. The current Chairperson will call for new elections each year at the April or May meetings. Each leader will be selected by a majority vote of current voting members of RJTF who are present at the time of the vote, with a quorum of one half of all voting members required. All newly-elected leaders will assume their positions immediately following the election. Nominations for leadership positions will be made at the meeting prior to the election meeting. Only people who are current voting members of RJTF at the time of the election are eligible for leadership positions. Except for the Treasurer position, all positions may be held by two individuals who run as a team. If a vacancy in a leadership position occurs, the Chairperson will appoint an individual to fill out the remainder of the term for that position. Any position can be held for successive terms by the same person. Any person can hold more than one leadership position simultaneously.
- i. *Chairperson:* The Chairperson must be a member of RRUC. 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.
    1. Prepare and distribute agenda and written reports prior to each meeting;
    2. Preside at each RJTF meeting;
    3. Meet attendance requirements for SJC meetings;
    4. Coordinate RJTF participation in SJC activities (e.g., allocations, SJC Activities Fair, Alternative Gift Market);

5. As appropriate, assemble written reports for RJTF meetings to update all members on current activities; and
  6. Coordinate other activities of RJTF, as necessary.
- ii. *Vice Chairperson:* The Vice Chairperson is responsible for seeing that the following tasks are completed, either by the Vice Chairperson himself/herself or by some other member of RJTF
1. Carry out the functions of the Chairperson (described above under “Chairperson”) in the absence of the Chairperson, or in the event that the Chairperson position is vacant;
  2. Prepare and distribute meeting minutes after each RJTF meeting;
  3. Maintain/update publicity regarding RJTF (e.g., website, RRUC Activities brochure, RRUC SJC brochure, bulletin board);
  4. Comply with all reporting requirements for RRUC task forces (e.g., RRUC annual report); and
  5. Complete additional administrative tasks, as necessary.
- iii. *Treasurer:* The Treasurer is the sole person authorized by the Task Force to interface with the RRUC Office Staff for the purposes of requesting payments or obtaining other information on RJTF financial accounts. In the absence of the Treasurer or in the event the Treasurer position is vacant, the Chairperson shall act in the role of the Treasurer. The Treasurer is personally responsible for completing the following tasks. These responsibilities cannot be delegated to other members of RJTF.
1. Review each request for scholarship payments from the Minority Scholarship Fund prior to submission to RRUC office staff, to independently verify that the scholar and the submitting organization (College Bound or Mentors, Inc.) have documented compliance with all current scholarship policies adopted by RJTF. The Treasurer then shall submit the request for payment to RRUC office staff. If the Treasurer is the person requesting a scholarship payment, then the Chairperson must assume the role of the Treasurer to review that request prior to submission to RRUC office staff;
  2. Review each request for reimbursement from the Minority Scholarship Fund or Beacon House financial accounts prior to submission to RRUC office staff, to ensure that the request is accurate and legitimate. The Treasurer then shall submit the request for reimbursement to RRUC office staff. If the Treasurer is the person submitting a request for reimbursement, then the Chairperson must assume the role of the Treasurer to review that request prior to submission to RRUC office staff;
  3. Review each report regarding fundraisers that is required to be submitted to RRUC office staff. The Treasurer then shall submit the report to RRUC office staff. If the Treasurer is the person who prepared the report, then the Chairperson must assume the role of the Treasurer to review that document prior to submission to RRUC office staff;

4. At least once annually, request a report from RRUC office staff on earnings during the past twelve months on the Davis Johnson Minority Scholarship Fund Trust;
  5. When deemed necessary and appropriate by the Treasurer for financial support of current scholars, request that current earnings on the Davis Johnson Minority Scholarship Fund Trust be released to the Minority Scholarship Fund financial account;
  6. As appropriate, prepare written reports for RJTF meetings to update all members on current financial activities; and
  7. Coordinate all other financial activities of RJTF, as necessary.
- iv. *Minority Scholarship Program Coordinator:*** The Minority Scholarship Program Coordinator is responsible for seeing that the following tasks are completed, either by the MSP Coordinator himself/herself or by some other member of RJTF.
1. No later than December of each year, prepare a report for RJTF on current income to the Minority Scholarship Fund (in conjunction with the Treasurer), and make a recommendation on whether and how many new scholars to accept for the coming year;
  2. Coordinate receipt of applications for new scholars, review of those applications (whether by a selection committee or some other mechanism), and selection of new scholars by RJTF;
  3. Ensure that each new scholar is informed of and receives a copy of all current scholarship policies adopted by RJTF;
  4. Each semester, ensure that College Bound and Mentors, Inc. request the proper amount for that semester's scholarships for their current scholars;
  5. Review the paperwork submitted by College Bound and Mentors, Inc. for each request for payment to ensure that each current scholar has documented compliance with all current scholarship policies adopted by RJTF, and then submit this documentation to the Treasurer;
  6. Submit all requests for reimbursement related to the Minority Scholarship Fund to the Treasurer;
  7. Obtain a written request for additional funding from any scholars seeking support beyond four years, and coordinate the review of and decision on that request by RJTF;
  8. Serve as contact person for all inquiries regarding the Minority Scholarship Program and share any concerns or inquiries with RJTF;
  9. Maintain contact with College Bound and Mentors, Inc. and attend their functions;
  10. Communicate with scholars and share any concerns or inquiries with RJTF;
  11. As appropriate, prepare written reports for RJTF meetings to update all members on current scholarship activities; and

12. Coordinate all other activities related to the Minority Scholarship Program, as necessary.
- v. *Minority Scholarship Program Fundraiser Chairperson:* The Minority Scholarship Program Fundraiser Chairperson is responsible for seeing that the following tasks are completed, either by the Fundraiser Chairperson himself/herself or by some other member of RJTF. The Fundraiser Chairperson should be selected at least four months prior to the anticipated fundraiser date in every year in which a fundraiser is planned.
    1. Coordinate all aspects of the Minority Scholarship Program Fundraiser, including selection of performers, SJC approval and coordination with other SJC fundraisers, publicity, event planning, ticket sales, program, and reception;
    2. Prepare any financial reports required to be submitted to RRUC office staff, and submit those reports to the Treasurer; and
    3. In coordination with the Treasurer, prepare and submit a written report to RJTF on the fundraiser results.
  - vi. *Beacon House Coordinator:* The Beacon House Coordinator is responsible for seeing that the following tasks are completed, either by the BH Coordinator himself/herself or by some other member of RJTF.
    1. Ensure RRUC participation in Saturday programming at Beacon House, including attendance at any Saturday Program Liaisons' Meetings at Beacon House;
    2. Recruit and coordinate volunteers for Beacon House Saturday programming;
    3. Coordinate holiday gift drive for Beacon House (e.g., SJC fundraiser approval, publicity, gift sign-up, gift collection and delivery);
    4. In coordination with the Treasurer, monitor Beacon House financial account to determine when funds should be released to Beacon House and request that the Treasurer submit a request for release of these funds;
    5. Submit all requests for reimbursement related to Beacon House to the Treasurer;
    6. Serve as contact person for all inquiries at RRUC regarding Beacon House and share any concerns or inquiries with RJTF;
    7. As appropriate, prepare written reports for RJTF meetings to update all members on current Beacon House activities; and
    8. Coordinate all other activities related to Beacon House, as necessary.
  - vii. *Education, Outreach, and Advocacy Coordinator:* The Education, Outreach, and Advocacy Coordinator is responsible for seeing that the following tasks are completed, either by the EOA Coordinator himself/herself or by some other member of RJTF.
    1. Plan and implement educational events at RRUC regarding racial justice (e.g., CC&C speaker, lay-led worship service, outreach to religious education classes, Adult Education course, Journey Toward Wholeness participation);

2. Plan and implement outreach projects at RRUC or outside of RRUC related to racial justice
3. Plan and implement advocacy projects at RRUC or outside of RRUC related to racial justice;
4. Recruit and coordinate volunteers for educational and outreach events and advocacy projects;
5. Coordinate RJTF and RRUC participation in relevant external events (e.g., volunteer opportunities, conferences or seminars);
6. As appropriate, prepare written reports for RJTF meetings to update all members on current education, outreach, and advocacy activities; and
7. Coordinate all other activities related to education, outreach, and advocacy, as necessary.