

# Justice & Equity Group Policies

## Justice & Equity Group Mission Statement

The mission of the Justice & Equity Group is to increase our awareness of the cultural spectrum, advocate for the well-being of all sentient beings, practice humility, and coordinate UU Casper justice-related activities and projects that support the mission of UU Casper and are consistent with the values expressed in the seven principles of Unitarian Universalism.

## Justice & Equity Group Covenant

New Covenant to be drafted by participants at first meeting in April 2024.

Example of covenant for J&EG <https://www.firstunitarianportland.org/social-justice-covenant/>

## Justice & Equity Group Policies and Procedures

The following policies and procedures are intended to provide for effectiveness and accountability of the Justice & Equity Group (J&EG) by describing committee responsibilities and activities. This document is intended to be a living document, being updated continuously as determined necessary by the J&EG.

## Compliance with Applicable Authority

The J&EG will comply with UU Casper bylaws; board policies, actions and decisions; and congregational policies, actions and decisions.

## J&EG Membership

J&EG Membership is open to UU Casper members, friends, and the general public.

## J&EG general operations

- The J&EG is considered a small group ministry of UU Casper, under the guidance of the Programming Committee. The J&EG shall organize its own activities and volunteers.
- The J&EG will generally meet quarterly, maintain minutes of each meeting, and (pursuant to Board policy) submit such minutes via email to the J&EG group members

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and to the Board within a few days after each meeting. Decisions should be recorded in minutes. Details of discussions should not be recorded in minutes.

- Meetings might include an educational discussion topic, a video followed by discussion, a guest presentation, or activity at the UU Casper building. Additionally, at meetings decisions and Statements of Witness may be made. Additional activities (e.g.: Pride Parade, volunteering at a soup kitchen, or collaborations with other groups) may be scheduled for anytime.
- Due to the potential of destructive conflict, the J&EG will make decisions by consensus only. If a consensus is not possible, and a decision must be made, the question will be brought to the UU Casper Board of Trustees. For any decision, action, or statement that the J&EG wishes to pursue that invites a safety or security risk to UU Casper, a majority congregational vote is required for approval in addition to J&EG consensus and Board approval (see UU Casper By-laws for rules regarding congregational meetings).
- Pursuant to Board policy, the J&EG will promote effective and inclusive decision making by cooperating, communicating and consulting with other committees and/or the Board as appropriate prior to decision making, as well as thoughtfully considering the involvement of the larger congregation in the decision making process on significant issues.
- The J&EG will regularly update the congregation about its activities by displaying minutes and other materials on the Justice & Equity Table/Bulletin Board, and by other available means, for example working with the Membership Committee to publicize activities in the monthly newsletter, and at uucasper.org and on Facebook.
- The J&EG will prepare an annual report to the congregation detailing its activities for the year, for distributions at the annual congregational meeting, generally held in June.
- At the time requested by the Board toward the end of the fiscal year (which runs July to June), the J&EG will determine and submit a request for the next fiscal year's committee operating budget amount.
- The J&EG will focus on non-partisan work and make sure participants are familiar with the UU Casper Inclusivity and Diversity Policy.
- The J&EG will be represented by a chair or two co-chairs (recommended), who will write the meeting agendas and ensure the RACI (Responsible, Accountable, Consulted, Informed) model is used to delegate all tasks, including the operational tasks mentioned above. If there is no J&EG chair, the J&EG will go into inactive status and not meet until the Board has selected a new chair.

### **Justice & Equity Table/Bulletin Board**

The J&EG will maintain a justice & equity table and bulletin board to provide a central gathering place for justice & equity related information, resources, information about local events and contacts for relevant organizations for use by the congregation.

J&EG project information, contacts, meeting minutes and related information, etc. may be displayed, as well as other materials approved by the J&EG.

Elements to consider in the decision to approve the display of such other materials to include but are not limited to:

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- Consistency with the seven principles of Unitarian Universalism, with UUA social justice programs, UU Casper bylaws and policies, and with these J&EG policies and procedures
- Relevance to UU Casper and to the Casper community
- Events, including sponsors and venues, are in line with the UU Casper inclusivity/diversity policy.
- Appearance of materials is appropriate for viewing by all ages
- Materials are non-partisan in nature

The J&EG may delegate a member to be responsible for organization and upkeep of the table/bulletin board, and to receive, evaluate, and approve requests to display materials, consulting with other J&EG members as needed.

### **J&EG Materials**

The J&EG has acquired certain materials, including a banner, table, print materials and other resources, which shall be kept at the church unless they are being used at approved community events, and generally located on or under the Justice & Equity Table.

### **J&EG Projects and Events**

All J&EG projects and events will support the mission of UU Casper, be non-partisan and consistent with the values expressed in the seven principles of Unitarian Universalism, and fall within existing UUA programs such as Side With Love.

The J&EG may generate its own justice & equity projects and events, or may receive project or event requests from UU Casper members, friends, or from community groups and individuals.

J&EG will prioritize projects and events geographically closest to Casper. J&EG intends to primarily promote justice & equity through partnering with and supporting the projects and events of other organizations, such as community groups or other Wyoming UU congregations.

For a project or event to take place, it must be evaluated and approved by the J&EG. When evaluating a project or event for approval, the J&EG will

- Obtain complete information about the project or event
- Vet event sponsors, speakers and performers, following procedures similar to those described in the Programming Committee's procedures for approving guest speakers
- Verify compatibility with UU Casper's mission and values, with UU Casper Board and J&EG policies and procedures
- Verify that publicity materials are complete and comply with Social Justice Table/Bulletin Board guidelines (above)
- Consult with the Board or other committees, if appropriate
- Consult the church calendar at [uucasper.org](http://uucasper.org) to avoid conflicts with other UU Casper events
- Appoint an individual, either a J&EG member or other individual, who will be responsible for planning and carrying out the project or event, including interfacing with project or event partners as appropriate.

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Approved projects and events and relevant details, including timelines and the individuals responsible for planning and carrying out the project or event, should be documented either in the J&EG's meeting minutes or in attachments. Upon approval, the J&EG should quickly notify the uucasper.org webmaster for entry of the project or event on the uucasper.org calendar.

The J&EG has complete discretion to approve or deny any project or event request. The J&EG reserves the right to cancel previously approved requests, and shall not be liable for any such cancellation. However, pursuant to Board policy, the J&EG recognizes that the UU Casper Board reserves the right to review and revise J&EG decisions.

### **J&EG Public Positions**

The J&EG accepts the authority and responsibility for taking, on its own behalf, public positions on matters of justice & equity in connection with non-partisan public policy and current events. The J&EG will arrive at such positions following full and open discussion within the J&EG, with explicit notice to the Board, and consistent with the UU Casper mission, bylaws, Board and J&EG policies. Evaluative factors should also include the covenantal relationship of the J&EG and the UU congregation, UU principles and values, UUA public positions (such as Statements of Immediate Witness), and UUA social justice programs (such as Side With Love).

Normally, decisions about taking a public position will be made at regularly scheduled J&EG meetings, and fully documented in the minutes. However, circumstances that call for a more immediate response may be decided via email communications or a specially called J&EG meeting.

J&EG public positions represent the view of the J&EG only, and may not be ascribed to the congregation at large. Such public positions must not make a commitment of human or financial resources beyond the control of the J&EG. After the J&EG approves a public position, it may publicize the position through UU Casper (newsletter, website, Facebook, etc.), and may submit it to other organizations or media.

The J&EG will be publicly represented by the chair or co-chairs of the J&EG.

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Social Justice Group Policies and Procedures history:

Adopted 4/19/2018

Updated and changed to Justice & Equity Group 12/3/2023