

SECTION ONE: PURPOSE OF THIS DOCUMENT AND OVERVIEW OF QUAKER LIFE COUNCIL

Purpose of this Document

This document serves as a corollary governance handbook for the Quaker Life Council, outlining the various committees and policies the council has developed to carry out its charge as defined in the [PYM Governance Handbook](#).

Quaker Life Council Overview, as defined in the PYM Governance Handbook

With Divine assistance, the Quaker Life Council maintains the health and integrity of the community, supports spiritual depth, and cultivates relationships within Philadelphia Yearly Meeting (PYM). The council is a steward of yearly meeting activities, nurtures meetings, supports corporate work for peace and justice, and brings together members across meetings to collaborate on projects of common interest.

The members of the Quaker Life Council are nominated by the Nominating Council and approved by the body of the yearly meeting. The Council will consist of not more than fifteen appointed members. The General Secretary, Clerk, and Treasurer of Philadelphia Yearly Meeting [PYM] participate with the Quaker Life Council in an ex-officio capacity. Members may serve two consecutive three-year terms. The General Secretary may invite staff members to attend meetings as needed. The clerk may invite alternate clerks to attend meetings as needed.

SECTION TWO: QUAKER LIFE COUNCIL COMMITTEES

GOVERNANCE COMMITTEE

- The Quaker Life Council (QLC) Governance Committee consists of 5 to 6 people appointed by the Quaker Life Council.
- The Governance Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.
- There may be up to two members of the QLC Governance Committee who are not also members of the Quaker Life Council.
- The Clerk of the Quaker Life Council, the PYM General Secretary, and the PYM Associate Secretary for Program and Religious Life, will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

CHARGE

The Governance Committee's charge relates to the stewardship of the Quaker Life Council.

With Divine assistance, the Governance Committee is charged with ensuring that the Quaker Life Council is functioning well. The committee stewards the council's nominating process, administrative tasks, strategic planning, and maintenance of this corollary handbook.

AUTHORITY

The Quaker Life Council delegates the following authority to the Governance Committee to:

1. Hold other QLC committees and ad hoc committees in care and accountability to fulfill their charges, as defined in this corollary handbook.
2. Coordinate routine administrative tasks and responsibilities on behalf of the council between meetings of the council.
3. Nominate the members, clerks and/or conveners of all QLC committees, including itself, whose appointments are approved by the Quaker Life Council.
4. Develop any policies or processes needed to facilitate numbers 1, 2, and 3.
5. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. In consultation with the QLC Clerk, design the agendas for upcoming meetings and ensure the proper posting and archiving of QLC minutes.
3. Advise the Quaker Life Council about issues related to the care and accountability of committees and ad hoc committees.
4. Nominate members, clerks and conveners of other QLC committees, whose appointments are considered for approval by the full Quaker Life Council.
 - a. QLC Committees will typically suggest their own members, clerks and/or conveners to the Governance Committee for nomination.
5. Provide the Quaker Life Council with expertise and recommendations, as needed, regarding decision making process, board leadership, and Quaker discernment.
6. Coordinate the work of the Quaker Life Council across its committees and ad hoc committees.
7. Consult and liaise with other committees (Program, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
8. Maintain and update Quaker Life Council’s corollary handbook as needed.
9. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

PROGRAM COMMITTEE

- The Quaker Life Council (QLC) Program Committee consists of 6 to 10 people appointed by the Quaker Life Council.
- The Program Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.
- There may be up to four members (not ex officio) of the QLC Program Committee who are not also members of the Quaker Life Council. These members should have experience in programming, granting, caring for spiritual community and/or community organizing.
- The Clerk of the Quaker Life Council, the PYM Associate Secretary for Program and Religious Life, and the PYM Community Engagement Coordinator will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

CHARGE

The Program Committee’s charge relates to the care and accountability of PYM collaboratives and sprints as well as other programs not otherwise assigned.

With Divine assistance, the Program Committee is charged with reviewing and making seasoned recommendations about collaboratives, sprints and other programs not otherwise assigned under the care of the Quaker Life Council. The Program Committee may also provide consultation to the Quaker Life Council regarding yearly-meeting-wide

work and witness. The Program Committee supervises the allocation of funds from the Quaker Life Council funding envelope, within standards of business practice and the legal guidelines of PYM finances.

AUTHORITY

The Quaker Life Council delegates the following authority to the Program Committee to:

1. Hold collaboratives and sprints in care and accountability to fulfill the mission and goals they identify in their applications; keep their mission and goals up to date.
2. Supervise the allocation of funds that support collaboratives, sprints and other work and witness from the QLC funding envelope.
3. Approve or disapprove funding requests from groups that are already formally part of the yearly meeting (such as granting groups, collaboratives, sprints, ad-hoc groups, committees and subcommittees). See Section Three for the policy on receiving funding requests from granting groups.
4. Develop any policies or processes needed to facilitate numbers 1, 2 and 3.
5. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. Work with the Community Engagement Coordinator to establish relationships of mutual accountability and care with collaboratives and sprints.
3. Remain knowledgeable about the work of all collaboratives and sprints, and any other program not otherwise assigned.
4. Advise the Quaker Life Council about issues related to the care and accountability of collaboratives, sprints and other programs not otherwise assigned.
5. Provide the Quaker Life Council with expertise and recommendations, as needed, for consideration of work and witness applications and funding applications.
6. Recommend to the Quaker Life Council (QLC) for approval or disapproval all sprint and collaborative applications.
7. Recommend to the QLC for collaboratives and sprints to be laid down or for their formal status to be changed in some other way when their charge is complete, when their energy has waned, or when their mission has become incongruent with PYM's strategic directions.
8. Recommend to QLC for approval or disapproval all funding applications submitted by groups that are not already formal structures of Philadelphia Yearly Meeting.
9. Provide to the Quaker Life Council regular reporting on: 1) collaborative and sprint activities, 2) the state of the QLC envelope funds, 3) funding decisions made in response to applications for funding from PYM groups.

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10. Consult and liaise with other committees (Governance, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
11. Contribute content to the Quaker Life Council’s corollary handbook as requested.
12. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

SESSIONS COORDINATING COMMITTEE

- The Quaker Life Council (QLC) Sessions Coordinating Committee consists of 15 to 20 people appointed by the Quaker Life Council.
- The QLC Sessions Coordinating Committee has a clerk and sometimes a convener, who are also appointed by the Quaker Life Council.
- There should be at least one member of the Quaker Life Council also serving as a member of the Sessions Coordinating Committee.
- The PYM Associate Secretary for Program and Religious Life, the Youth Engagement Coordinator, the PYM Community Engagement Coordinator, and the PYM Sessions Coordinator, will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

CHARGE

The Sessions Coordinating Committee’s charge relates to the care and accountability of Annual and Continuing Sessions.

With Divine assistance, the Sessions Coordinating Committee sets overall direction of Annual and Continuing Sessions, jointly called “Sessions” for this document. The committee supervises long term planning, implementation of the overall direction, and the collection and review of feedback on Sessions.

AUTHORITY

The Quaker Life Council delegates the following authority to the Sessions Coordinating Committee to:

1. Set the overall direction of Sessions, including themes, areas of focus, and structure of program.
2. Set the various fees charged to attendees of Sessions, in consultation with pertinent PYM staff.
3. Develop any policies or processes needed to facilitate numbers 1 and 2.
4. Perform duties as assigned below.

Before creating any process or policy outside that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.

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2. Advise the Quaker Life Council about issues related to the care and accountability of Sessions.
3. Work closely with PYM staff to determine the appropriate times in which to raise fees for attendees of Sessions.
4. In partnership with PYM staff, and often delegating to PYM staff, implement Sessions logistics, including but not limited to: scheduling programs, organizing workshops, organizing worship sharing, negotiating with location staff, setting up and maintaining registration, maintaining publicity and web presence, designing and implementing the Sessions budgets, and organizing volunteers and staff during Sessions.
5. Create and populate sprint groups to aid in the planning of Sessions.
6. Consult and liaise with other committees (Governance, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
7. Contribute content to the Quaker Life Council’s corollary handbook as requested.
8. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.
9. Work closely with the PYM Clerk to coordinate the timing and support of yearly meeting business conducted at Sessions.

YOUTH PROGRAMS ADVISORY COMMITTEE

- The Quaker Life Council (QLC) Youth Programs Advisory Committee consists of 11 people.
- The committee will have two Middle-School-age and two High-School-age members.
- The committee will have three at-large members, appointed by the Quaker Life Council in consultation with the Nominating Council.
- The committee will have at least one parent of a current participant in a youth program of PYM (at a monthly, quarterly or yearly meeting level) as a member of the committee.
- During the first year of its existence, at least one former member of the QLC Youth Programs Sprint III will serve as a member of the committee.
- There should be at least one member of the Quaker Life Council also serving as a member of the Youth Advisory Committee.
- The QLC Youth Programs Advisory Committee co-clerks are identified by YPAC, nominated by the Governance Committee, and approved by the Quaker Life Council.
- The PYM Associate Secretary for Program and Religious Life and the Youth Engagement Coordinator will also be members of the committee, serving ex officio.
- The committee may want to form subcommittees. Subcommittees may include non-council and non-committee members.

FURTHER GUIDANCE REGARDING MEMBERSHIP

In considering membership for this committee, attention should be paid to all aspects of diversity named above, including race, class, gender, gender identity, geographic location, and experience with Quakerism. Concerning geographic diversity, we should seek those who bring

the perspective of monthly and quarterly meetings, specifically those without Quarterly Meeting coordinators.

Middle-School-age and High-School-age members don't necessarily need to serve in a leadership role in the PYM Middle School Friends Program or Young Friends Program. Youth members may also be active at any level of youth programming - monthly, quarterly, and/or yearly.

At-large members are intended to provide outside voices that are not necessarily familiar to those on the Youth Programs Advisory Committee or QLC to ensure that youth programs are meeting the needs of all stakeholders.

CHARGE

The Youth Programs Advisory Committee charge relates to the care of the vision and mission of PYM youth programs and the accountability of the programs in place to support these. See Section Three for the vision and mission of PYM youth programs.

With Divine assistance, the Youth Programs Advisory Committee sets the overall direction of PYM youth programs under the guidance of the vision and mission. The committee works closely with pertinent PYM staff, monthly and quarterly meeting staff and community members who care for our youth. The committee helps to season issues, respond to concerns, and hold youth programs in loving care. A key operating principle of this committee is to empower youth voice and share power in the context of beloved community. The committee embodies this principle through the way it conducts its affairs and fulfills its charge outlined here.

AUTHORITY

The Quaker Life Council delegates the following authority to the Youth Programs Advisory Committee to:

1. Coordinate implementation of the vision and mission of PYM Youth Programs.
2. Serve as a source of expertise and guidance in the work of supporting children, families and youth within our whole yearly meeting community.
3. Develop any policies needed to facilitate numbers 1 and 2.
4. Perform duties as assigned below.

Before creating any policy outside of that defined above or within the review process below, the committee must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. Advise the Quaker Life Council about issues related to the care and accountability of children, families and youth.
3. Meet no fewer than four times per year.

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4. Provide guidance to pertinent PYM staff in the development of procedures and practices for carrying out policies set by the committee.
5. Delegate the daily operations of PYM Youth Programs at the yearly-meeting level to pertinent PYM staff, including the creation and stewardship of Middle School Friends and Young Friends guidelines.
6. Provide feedback to the Youth Engagement Coordinator on Middle School Friends and Young Friends guidelines.
7. Serve as a sounding board and a source of guidance and expertise for monthly and quarterly meeting staff and other youth workers in our community.
8. Provide policy guidance for staff and volunteers throughout the yearly meeting, including those related to child safety.
9. Provide feedback and input regarding matters related to youth programs staff to the General Secretary, the Associate Secretary for Program and Religious Life, and the Administrative Council, especially in advance of any proposed changes to the structure of youth programs staff.
10. Assist in the communication between youth programming and various communities within the yearly meeting.
11. Regularly evaluate yearly meeting youth programs around how they support the vision and mission of our youth programs and our strategic directions; be sure to survey children, families and youth who are involved and those not involved to identify areas of improvement.
12. From time to time and through a broad-based and consultative process, involving as many stakeholders as possible, recommend changes to update the vision and mission of the youth programs for consideration by the yearly meeting body.
13. Consult and liaise with other committees (Governance, Etc.) and “community” stakeholders as appropriate prior to any recommended action.
14. Contribute content to the Quaker Life Council’s corollary handbook as requested.
15. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

FRIENDS COUNSELING SERVICE ADVISORY PANEL

- The Quaker Life Council (QLC) Friends Counseling Service (FCS) Advisory Panel consists of 5 to 7 members.
- At least two Friends will be members who do not serve as staff nor as FCS counselors and who have experience with clinical therapy and/or with FCS.
- At least one FCS counselor will be a member.
- The PYM Care & Aging Coordinator and Friends Counseling Service Coordinator will be members, serving ex officio.
- One member of the FCS Advisory Panel will also attend Quaker Life Council meetings from time to time.

CHARGE

The QLC Friends Counseling Service Advisory Panel charge relates to the care and accountability of the Friends Counseling Service.

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With Divine assistance, the QLC Friends Counseling Service Advisory Panel ensures that the procedures of staff and Friends Counseling Service counselors are aligned with professional standards of care and sustainable business practice.

AUTHORITY

The Quaker Life Council delegates the following authority to the Friends Counseling Service Advisory Panel:

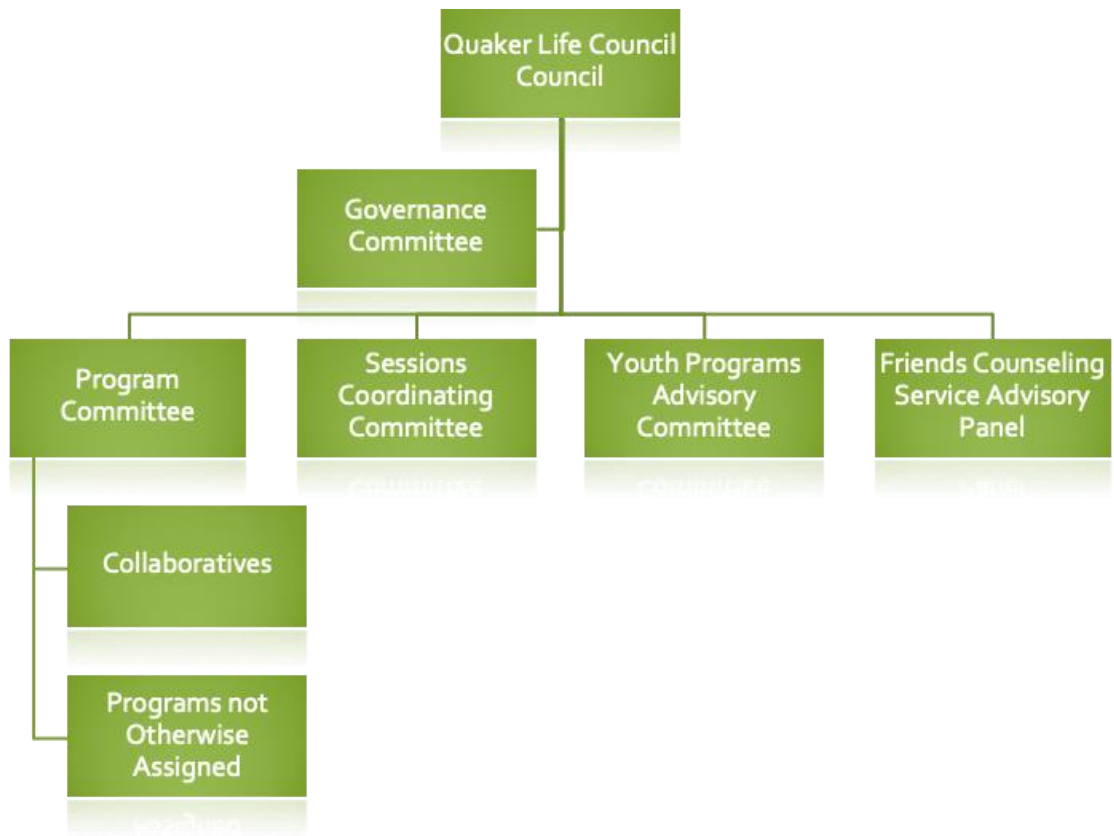
1. Define the overall direction of the Friends Counseling Service.
2. Provide expertise regarding professional standards of clinical therapy in a Quaker context.
3. Provide supervision, in consultation with pertinent PYM staff, of the business model of the Friends Counseling Service.
4. Develop any policies needed to facilitate numbers 1, 2 and 3.
5. Perform duties as assigned below.

Before creating any policy outside that defined above or within the review process below, the panel must obtain Quaker Life Council approval.

DUTIES

1. Serve the Quaker Life Council in an advisory capacity.
2. Delegate the daily operations of the Friends Counseling Service to pertinent PYM staff.
3. Provide feedback, guidance and professional advice when requested by pertinent PYM staff.
4. Guide and revise as needed the business model of the Friends Counseling Service.
5. Contribute content to the Quaker Life Council's corollary handbook as requested.
6. Contribute to the Annual Report of the Quaker Life Council to the PYM membership.

ORGANIZATIONAL CHART



SECTION THREE: POLICIES AND PROCESSES

CONFLICT OF INTEREST POLICY

All Quaker Life Council members are asked to complete a conflict of interest form on an annual basis. The form pertains to the many overlapping relationships, Quaker and non-Quaker committees and organizations that the members of the Quaker Life Council are a part of so that they may appropriately disclose to each other when a conflict of interest arises in the course of decision making.

POLICY ON RECEIVING FUNDING REQUESTS FROM GRANTING GROUPS

Purposes of the Below Policy

- To ensure that all relevant parties, including those with significant stewardship responsibility, are made aware of pertinent activity within their purview.
- To keep bureaucratic processes to a minimum by delegating authority wherever possible.
- To provide granting groups with the opportunity to better meet the goals of their fiduciary responsibilities through programming, should they wish to do so.

The Policy

1. A granting group decides that it would like to run a program or a set of programs to support the goals of its fiduciary responsibilities. It also decides that it will need additional funds to run these programs and to apply for them to the Quaker Life Council (QLC). The granting group emails a minute to the PYM Director of Grant Making.
2. The PYM Director of Grant Making informs the Quaker Life Council Clerk and Associate Secretary for Program and Religious Life of the intent of the Granting Group to apply for funding.
3. The Granting Group applies for funding. Once the application is submitted, the QLC Clerk may first ask the Governance Committee or the full Quaker Life Council to review the application before forwarding it to the Program Committee.
4. The Program Committee has authority to take up the granting group's application for funding and decide on whether to approve it without taking a recommendation for approval to the full Quaker Life Council.
5. As with all its activity, the Program Committee reports to the full Quaker Life Council its decision along with other decisions per a regular reporting process.
6. The PYM Director of Grant Making and Granting Group Clerk will be informed by email of the result of the QLC Program Committee's decision.
7. The PYM Director of Grant Making informs the PYM Granting Group Clerk and the Granting Group's Liaison of the decision.

VISION AND MISSION OF PYM YOUTH PROGRAMS

Vision Statement

Philadelphia Yearly Meeting children, youth and their families will feel connected to and engaged with the Religious Society of Friends (Quakers), and seekers will be drawn to our community, via programs and practices that provide for connection, engagement, and the invitation into deeper relationship with Spirit (also called God, the Divine, or the Light Within).**

Mission Statement

PYM demonstrates our commitment to community, accessibility, and the foundation of our Quaker faith by working together to provide youth of all ages with opportunities for meaningful participation in our Quaker community and support for their spiritual journeys.

This mission is anchored in four pillars: Community, Accessibility, Quaker Faith and Values, and Meaningful Participation.

The first pillar is Community. We aim to provide youth, children, families, and seekers in our yearly meeting with opportunities to gather and be known to one another through shared experiences. We note that these opportunities may take place at either monthly, quarterly, or yearly meeting levels, and we are committed to supporting integration between and across these offerings. Additionally, our youth programs have the intention to nurture a sense of belonging and build supportive relationships within and among our youth, children, families, volunteers, and staff. Lastly, we recognize and celebrate the different youth-centered communities at all levels within PYM and wish to nurture connections among them.

The second pillar is Accessibility. We aim to provide programs that are welcoming (with respect to race, physical ability, class, gender, sexual orientation, gender identity and expression, familiarity with Quaker process, geographic location, or any other condition brought forward) with adequate support and accommodations to encourage participation by all. Our commitment to accessibility means that we recognize that the diversity within our community, as well as the broader community, strengthens us.

The third pillar is Quaker Faith and Values. Our programs are intended to invite all children, youth, and their families into deeper relationship with Spirit and nurture an understanding of our Quaker faith, traditions, and practice. Our programs provide youth with opportunities to grow spiritually, cultivate their leadership ability, learn and claim Quaker process, and care for each other in loving community. We aim to nurture the capacity of youth to build Quaker faith communities and equip our youth to bear Quaker witness in the world.

The fourth pillar is Meaningful Participation. We are driven to provide children, youth, and their families with experiences that speak to their needs for exploration, knowledge, spiritual growth, and leadership development. We believe that these experiences

provide children and youth with important skills and foster a commitment to remain engaged with the Religious Society of Friends and this Yearly Meeting through the years.

** We recognize that, while Quakerism is rooted in a Christian tradition, unprogrammed Friends have wide-ranging experiences and comfort with the word God, and that many are more comfortable using other words. Still others experience a Quakerism that does not recognize a higher power. We believe that our youth programs can create enough space to hold all of these experiences of Spirit in loving affirmation.

PROCESS FOR RECEIVING STATE OF THE MEETING REPORTS

1. All monthly meetings are encouraged to forward their state of the meeting reports to their respective Quarterly Meetings.
2. In turn, the Quarterly Meetings are encouraged to forward their own state of the meeting report in addition to the reports of their monthly meetings to the Quaker Life Council.
3. Worship groups and any other community that is part of Philadelphia Yearly Meeting may also submit a state of the meeting report, forwarding it directly to the Quaker Life Council.
4. If desired, monthly and quarterly meetings can use [this online form](#) to submit their state of the meeting report. Friends can also email the reports directly to [the PYM office](#). Or mail hard copies to: Quaker Life Council, c/o Zachary T. Dutton, Philadelphia Yearly Meeting, 1515 Cherry St, Philadelphia, PA 19102.
5. The Quaker Life Council will read every state of the meeting report that it receives and use the reports as a basis for its assessment of the state of the spiritual and religious life of our whole yearly meeting community.
6. The Quaker Life Council will issue its own state of the meeting report to be presented at Annual Sessions Annual Sessions and then shared widely with Friends thereafter.
7. While monthly meetings, quarterly meetings and other constituencies are encouraged to submit reports on an ongoing basis, the Quaker Life Council will read and integrate into its discernment and reporting only those state of the meeting reports that were received by or before the month of May.

CARRYING A MINUTE OF CONCERN TO THE PYM COMMUNITY

(As adopted by Quaker Life and Administrative Councils on November 18, 2017)

Introduction

This document describes the Quaker practice of raising a minute of concern to the larger Philadelphia Yearly Meeting (PYM) community. Please refer to PYM's Faith and Practice for the process of discerning and bringing minutes of concern first to monthly and quarterly meetings. Go to www.pym.org/faith-and-practice, and then click to the right on, "Guidelines and Procedures," and then, beneath this, click on, "Preparing Minutes."

Carrying a Minute of Concern to the Philadelphia Yearly Meeting Community (PYM)

1. A minute of concern comes to the yearly meeting community through a quarterly meeting, after thoughtful seasoning.
2. The quarterly meeting clerk brings the minute of concern to the yearly meeting community after the concern has followed the processes set forth in Faith and Practice (2018).
3. The quarterly meeting clerk carries the concern to the presiding clerk of PYM. The presiding clerk will promptly take the minute to the PYM governance leadership—council clerks, General Secretary, and Treasurer.
4. The governance leadership will direct the minute to Quaker Life Council, Administrative Council, or both and will report back to the referring quarterly meeting clerk.
5. The council(s) responsible for the minute will season the minute of concern and discern how the minute will be acted upon.
6. Transparency and timely feedback about the discernment process are important; therefore, following initial discernment, a report of council decisions and actions shall be shared with/sent to the clerks of monthly and quarterly meetings, including the content of the minute received and actions proposed at the yearly meeting level.
7. Friends then carry forward ministry of the concern with the guidance, support, and accountability of the monthly meeting, quarterly meeting, and Philadelphia Yearly Meeting together.
8. A timeframe should be established for reporting about the work in ministry, and continued discernment should happen regarding whether the calling for this work continues.

SECTION FOUR: RELEVANT POLICIES APPROVED BY OTHER BODIES

PYM CATERING POLICY

PYM Administrative Council

July 14, 2018

Approved Policy for Catered Meals at PYM

Philadelphia Yearly Meeting's general practice has been primarily to provide meals at PYM events such as Annual Sessions, Continuing Sessions, retreats, workshops, and other gatherings through potlucks, participant paid meals, brown bags meals, and purchase of meals in the local community by participants. PYM has traditionally covered the cost of hospitality tables with beverages, snacks and sometimes potluck side dishes (such as salads and soups) for its events. Notwithstanding this general practice, there are times when PYM does provide meals (catered or prepared) for some events at no charge to participants.

Since the new PYM structure took effect October 2015, there are several decision-making bodies responsible for the stewardship of PYM's resources around providing meals at PYM events. By establishing a community-wide policy, we have a shared understanding of expectations.

The policy for catered (including prepared) meals at PYM is as follows:

1. We recognize the spiritual importance of eating together to build community and fellowship. Meals at programs and events that extend over meal times are either potluck, participant paid, brown bag, or out in the community at the participant's expense. PYM will cover the costs of minor hospitality such as beverages, snacks, etc.
2. The following situations are exceptions to the policy stated in 1. above:
 - a. Meals are provided for volunteer trainings if the training extends beyond a traditional meal time, provided budgets are available.
 - b. Meals for volunteer appreciation events.
 - c. Meals for youth program events.
3. There may be situations that are outside the parameters above. In those cases, the General Secretary shall have the authority to approve a PYM paid meal and identify funding for it, consulting, as appropriate, with the QLC Program Committee, Council Clerks or PYM leadership.

FRIENDS CENTER BUILDING USE POLICY

Friends Center Corporation
Conference and Meeting Room Policy
Revised 12/8/2017

A. Who may use meeting space in Friends Center?

1. *Tenant organizations* have first choice of rooms on a first come first served basis. Tenant organizations may reserve room up to one year in advance. Use of meeting spaces is part of tenant rent, there is no additional charge during regular business hours as provided in the lease agreement. There is a charge for using the building outside normal business hours.

2. We encourage *tenant groups to host other groups* with which they are affiliated. There is sometimes a gray area regarding when an event is a “tenant event” and when it is an outside group being “hosted by a tenant” for which different policies apply.

a. An event is a *tenant event* when organization or project receives a significant level of funding (at least 50%) and/or staff support from the tenant organization.

b. An event is regarded as “*hosted by a tenant*” when the tenant group is a co-sponsor but less than 50% part of a group or coalition. In these instances the tenant group may reserve the space at the minimum Quaker rate.

In both cases, whether it is a tenant event or an event hosted by a tenant group, a staff member or committee clerk must be named as liaison with the Friends Center office, make the arrangements, and be present as host through in the entire event. Personnel of the tenant organization must be active participants throughout the event. The person making the reservation may be asked to document the relationship with the tenant group. Groups not meeting these criteria, may reserve space as non-tenant groups. See below.

3. *Quaker organizations* that are not tenants of Friends Center may reserve space in Friends Center at a special Quaker rate. Groups that do not have liability insurance can be insured under our Tenant and Users Liability Insurance Policy (TULIP), generally for \$100.

4. *Other groups* with complementary missions to the Friend Center may use the building for the published fee schedule as available. Outside groups must provide proof of insurance, \$1,000,000 single limit general comprehensive liability coverage with Friends Center named as an additional insured. If they do not have insurance they can be insured under the TULIP (see point 3 above). For the nonprofit rate groups must provide a copy of their IRS nonprofit status letter. Allowances can be made for peace and justice groups that are not incorporated.

5. *Equity Partners have priority* for scheduling spaces. Any proposed reservation one year or more in advance must be cleared with the Equity Partners to ascertain that the proposed reservation does not conflict with upcoming Equity Partner events.

6. *Political Events:* As a nonprofit organization with 501(c)(3) tax-exempt status, Friends Center does not participate in any political campaign on behalf of, or in opposition to, a candidate for elective public office.

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- a. Friends Center does not rent office or event space to candidates, their campaigns, or independent groups involved in such campaigns.
- b. Debates to which all candidates for a particular office are invited are allowed.
- c. Events that involve an individual or individuals currently holding elected office are allowed, as long as the events are not related to their election or re-election campaigns.
- d. Events related to political issues relevant to Quaker values, including discussions of existing or proposed legislation, are allowed.

B. Additional Services

1. *Electronic equipment:* arrangements may be made for conference telephone, digital projector, and video conferencing.
2. *Kitchen:* The kitchen may be reserved for an additional charge. Caterers must be pre-approved to use the Friends Center kitchen and equipment. Caterers will be required to show proof of product liability in addition to the coverage required in #4 above.
3. *Extended hours:* Tenant groups may request extended hours in advance, there is a fee for extended hours. Request for changes beyond regular hours must be made at least 72 hours in advance of an event. Request made less than 72 hours in advance of the event will be subject to a premium charge and may be refused if personnel are unavailable.
4. Rooms in the Meetinghouse are not available before 2:00 p.m. on First Days (Sundays).
5. Tenants planning large events may be asked to provide additional insurance covering that special event.

History of Policy Revisions

- Reaffirmed by the Friends Center Corporation Board on 11/21/2000, 11/28/2000
- Proposed revisions approved by FCC Board on 2/26/02 to be sent to Equity Partners for review and approval
- Updated Hourly Extended Hours Charge 7/1/2006
- Updated 2010
- Updated 2016, *partner clearance is now required only for reservations made ≥ 1 year in advance*
- Updated 12/2017: *Added item 6, regarding political events*

ARCH STREET MEETING HOUSE BUILDING USE POLICY
[pending]