

## **QEW - Our Practice**

For over twenty years Quaker Earthcare Witness has evolved and developed a way of doing its business. This manual of practices has been created to document the decisions that have led to this point. This will always serve as a working document and change from time to time to assist us now and in the future.

### **The Purpose of QEW**

1. To search for that life which affirms the unity of all creation.
2. To apply Friends' practice to live in deep communion with all life spirit.
3. To be guided by the light within us to participate in the healing of the earth.
4. To provide resources, networking, and support to yearly and monthly meetings of the Religious Society of Friends, and to others of whatever persuasion; to help them in their search for effective ways to achieve the above objectives.
5. To provide a reflective and energetic forum that will strengthen and deepen that spiritual unity with nature which values the integrity, diversity, and continuity of life on earth.

### **Quaker Earthcare Witness Vision & Witness Statement**

We are called to live in right-relationship with all Creation, recognizing that the entire world is interconnected and is a manifestation of God. We work to integrate into the beliefs and practices of the Religious Society of Friends the Truth that God's Creation is to be respected, protected and held in reverence in its own right and the Truth that human aspirations for peace and justice depend upon restoring the Earth's ecological integrity. We promote these truths by being patterns and examples, by communicating our message and by providing spiritual and material support to those engaged in the compelling task of transforming our relationship with the Earth.

### **Quaker Earthcare Witness Goals**

We seek to:

- Nurture and share spirit inspired continuing revelation that awakens, transforms, and empowers effective action to meet the physical challenges we face.
- Turn to our Friends' roots, develop a Friends' response plan, pose the right queries and questions, and give us hope.
- Work with other Quaker organizations, including: FCNL, QUNO and QIF to develop a strong Quaker voice and actions on living in right relationship.
- Use our website and other social media to enable our constituency to share concerns and information on vital issues, tell our stories of what we are trying to do to address these problems, and help each other make the transformational changes that are necessary for us to address the ecological, social and spiritual crises that we face.

### **Article I. Membership**

Anyone who is a recorded member or a recognized participant in a Friends Meeting or other Friends organization who expresses or demonstrates a commitment to Quaker Earthcare Witness's Statement of Purpose, supports Quaker Earthcare Witness activities through participation, communication, and/or financial contribution, and relates Quaker Earthcare Witness's goals and activities to Friends and to other religious and/or environmental organizations can be a member of QEW. However, in Quaker Earthcare Witness, decisions are made by our Steering Committee. The makeup of the Steering Committee is described in Article II.

## **Article II. Steering Committee**

### Section 1. Composition

#### a) Size

The Steering Committee shall be two classes of members: representative members and members-at-large. The number of steering committee members who are representatives of a Yearly Meeting shall exceed the number of at-large members to maintain a representative focus for the organization.

#### b) Representative Members

Each Yearly Meeting or similar regional association of the Religious Society of Friends in North and Central America and the Caribbean is invited to appoint not more than two representatives (or one representative and one alternate) to serve on the Steering Committee.

#### c) Members-at-Large

The Nominating Committee will nominate members-at-large each year for three-year terms. The number of at-large-members should be staggered each year. At-large members will not exceed representative members.

d) Members of QEW serve on the Steering Committee as members-at-large when nominated by the Nominating Committee and approved by the Steering Committee (or Continuing Council Committee acting on behalf of the Steering Committee).

### Section 2. Functions

The Steering Committee meets to:

- a) Attend to the activities and affairs of the organization,
- b) Receive reports,
- c) Approve policies and priorities,
- d) Appoint a nominating committee and approve nominations, and
- e) Adopt a budget.

### Section 3. Terms of Office

- a) Members-at-large serve three-year terms with the possible renewal of two three-year terms (maximum nine years, unless the Steering Committee makes an exception), beginning at the close of the Fall Steering Committee meeting. Nominating Committee will recommend a second or third three-year term for at-large members who prove to be of good service.
- b) Representative members serve at the pleasure of the organizations appointing them.

### Section 4. Vacancies

Vacancies of at-large members that occur between Steering Committee meetings may be filled by the Nominating Committee with approval of the Continuing Council Committee. Yearly Meetings may replace vacancies at their convenience.

### Section 5. Conflict of Interest

No member of the Steering committee shall participate in any discussion or decision on any matter in which he or she or a member of his or her immediate family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the Steering Committee member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Clerk (President) of the meeting is expected to inquire if such conflict appears to exist and the board member has not made it known.

### Section 6. Auditors

Persons with an interest in QEW and a commitment to Earthcare and our values and practices are welcome to join our meetings as auditors. They are welcome to contribute as time allows and may be invited to comment about agenda items at the end of the meeting. They will not participate in decision making by the Steering Committee.

## **Article III. Meetings**

We will conduct the business of this organization in the manner of the Religious Society of Friends. Decisions are made by a sense of the meeting in the manner of Friends, and are made by those in attendance.

### Section 1. Site location and dates

The Steering Committee shall meet twice a year, either in face-to-face meetings or via video-conferencing. These meetings will be held at a time and place selected by the Clerks' Table, in consultation with Staff.

During the balance of the year members of the Steering Committee are expected to meet on a regular basis with their selected committee, working group, and project. These meetings are to be held by email exchange, telephone and/or video conference calls, or other electronic means of communication.

## Section 2. Annual Meeting

The Annual Meeting, the meeting held for legal purposes to fulfill corporation law, is not a part of QEW's business meetings or Annual Gathering in particular. It may be held electronically by the Continuing Council Committee during one of their meetings. It has been the practice of the CCC to hold this meeting near the end of January. The Annual Meeting is currently held in January, separate from the Spring and Fall Steering Committee Meetings.

- a) The Annual Meeting of the organization shall take place with the date and manner to be determined by the Clerks' table, in consultation with Staff.
- b) The Continuing Council Committee shall notify the Steering Committee of the agenda of official business to be conducted during the Annual Meeting.
- c) One purpose of this meeting is to comply with national and state regulations requiring organizations to have at least one organizational meeting each year.

## Section 3. Annual Gathering

- a) There will be an annual gathering of all interested individuals to meet with the Steering Committee to address items of concern as they relate to the organization's purpose.
- b) Notice of this meeting shall be sent to the Steering Committee members at least 60 days in advance, with the business agenda and the overall schedule made available at least 20 days in advance of the meeting.
- c) The business agenda shall include those items listed in Article II, Section 2. To choose a Nominating Committee, a Naming Committee will be approved early in the Annual Gathering. The Naming Committee shall bring forward nominations to serve on the Nominating Committee before the close of the Annual Gathering. The new Nominating Committee is charged with bringing forward nominations at the next Annual Gathering.

## Section 4. Steering Committee Meeting

The Steering Committee shall, in addition to the Fall meeting, conduct a meeting in the spring and/or summer of each year. Each member of the committee shall be notified at least 60 days in advance.

## Section 5. Special Meetings

Special meetings of the Steering Committee may be called by the clerk or by petition of at least five members of the Steering Committee. Notice of the agenda of such meetings shall be sent to the Steering Committee at least 20 days in advance of the meeting.

#### Section 6. Decisions in meetings

Decisions in meetings shall be made by a sense of the meeting of those in attendance in the manner of the Religious Society of Friends. Minutes of all meetings shall be recorded and kept on file. Copies of the minutes shall be distributed to the members of the Steering Committee in a reasonable period of time following the meeting.

### **Article IV. Officers**

#### Section 1. Selection

a) The officers of the organization shall be the clerk or co-clerks, mentoring clerk, or rising clerk, recording clerk, or clerks as needed, and treasurer. They shall be members of the Steering Committee. They shall be proposed by the Nominating Committee and approved by the Steering Committee at the Annual Gathering.

b) The year prior to the member's first year as clerk, the member shall serve as incoming clerk, called rising clerk. The year following his or her last year as clerk, the member shall serve as mentoring clerk.

c) The Clerks' Table is made up of The Clerks (or co-clerks), the Mentoring or Rising Clerk, and the Co-Directors.

#### Section 2. Term of Office

The member serving as clerk shall serve no more than one term of two successive years, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the member continue in this role. No individual shall serve as recording clerk for more than one term of three successive years, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the member continue in this role. The treasurer shall serve one term of three successive years with no more than two successive terms, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the member continue in this role. New officers shall begin their terms at the close of the Annual Gathering (Fall).

#### Section 3. Duties

a) The duties of the officers shall be those generally performed by such officers.

#### Job Description of the Clerk of QEW

The Clerk (or co-clerks) of QEW is responsible for presiding over and serving as clerk for all QEW meetings. These include the two major meetings, held in the spring and the fall. They

also include the annual meeting of the corporation, usually held in January. The Clerk will schedule, announce, and preside over the meetings of the Continuing Council of QEW. The clerk is responsible for developing agendas for each of these meetings.

The Clerk works collaboratively with the General Secretary (Co-Director), the Co-Director, and the Recording Clerk, as needed, to clarify and achieve the goals of the organization.

Clerks will serve as ex officio members of all committees and may attend meetings as they wish to or as the clerks of the committees request their presence. Each Clerk has their individual styles and interests and may choose to attend committees whose work is of particular interest to them.

Attendance at a particular committee should be coordinated with the Clerk of that committee.

Clerks are encouraged to seek support and consultation from the Mentoring Clerk and from anyone in the organization who can be of help to them in their work.

Each Clerk is encouraged to seek the Light and walk in the Light in all their work for QEW.

b) The clerk can review and authorize any unanticipated, unbudgeted expenses up to \$300. The clerk will notify the General Secretary and clerk of the Finance Committee of this authorization.

#### Section 4. Compensation

Persons shall not receive financial compensation for serving as officers.

### **Article V. Committees – Working Groups - Projects**

#### Section 1. Standing Committees

Standing committees include Continuing Council, Spiritual Nurturance, Publications, Finance, Nominating, Outreach and Personnel Committees. Standing committees are permanent committees responsible for the administrative operations and the spiritual life of Quaker Earthcare Witness. Every member of the Steering Committee should serve on a Standing Committee.

#### Section 2. Standing Committee Functions

##### a) Continuing Council Committee

The Continuing Council Committee will consist of the clerks of the committees, working groups and projects, the officers (Clerk or Co-Clerks, Rising or Mentoring Clerk, Recording Clerk or Co-Clerks, and Treasurer) and staff (General Secretary and Co-Director). The Continuing Council Committee will have meetings throughout the year to tend to the business of the organization between meetings of the Steering Committee. One of these meetings will act as the Annual Meeting of the organization. It is empowered to act on behalf of the Steering

Committee when the latter is not in session to take care of occasional time sensitive administrative matters and/or decisions that cannot wait until the next Steering Committee session. The Continuing Council Committee shall report its actions to the next meeting of the Steering Committee.

Duties include:

- 1) Monitor the organization's performance and focus.
- 2) Provide guidance and consultation to clerks of standing committees and working groups as needed.
- 3) Consult with the presiding clerk(s) in planning for upcoming meetings.
- 4) Provide consultative support to the staff as requested.
- 5) Provide consultative support to the Personnel Committee and clerks of other affected committees in the case that staff performance problems arise.
- 6) Provide to the Steering Committee CCC meeting agendas and a report on actions taken while the Steering Committee was not in session.
- 7) Develop and/or review and refine proposals before presentation to the Steering Committee.
- 8) Review and approve any requests for unanticipated, unbudgeted expenses over \$300.
- 9) Handle any concerns or items of business that are beyond the areas of responsibility otherwise defined, and that cannot wait until the next session of the Steering Committee.

#### b) Spiritual Nurturance Committee

The Spiritual Nurturance Committee (SNC) gives continuing attention to the need for all Quaker Earthcare Witness activities to be spiritually grounded and consistent with QEW's statement of purpose. It essentially acts as the pastoral care body for the Steering committee(SC) and CCC during sessions and --when requested and if able-- in preparation for, or following sessions, on matters which may have arisen within QEW. It assists in fostering and deepening the spiritual grounding of our times together through developing Queries for Worship-Sharing and other such functions.

Attending to the needs of both individuals and the QEW community as a whole, its intent is to help ensure that QEW is a caring community of Friends who are committed to Earthcare, some of whom may not experience support within their own home Meeting communities.

Part of the work of the Spiritual Nurturance Committee is to hold a spiritual presence at Clerks' Table during Steering and CCC meetings and to be attentive to good order, including watching and listening for instances of hurt, whether intentional or not, and acting thereupon, using processes and best practices to which community members have agreed. In this, the Spiritual Nurture Committee depends upon the support of the Clerks and the cooperation of all other members of SC and CCC.

In particular at this time, SNC, along with the other committees and working groups of QEW, carries the concern "How does this decision support QEW in its goal to transform into an actively anti-racist faith community?"

#### c) Publications Committee

Publications are not only a significant tool for getting the QEW message out to the world, but they also provide valuable resources to Friends and allies working for climate justice and a world restored. The Publications Committee is responsible for implementing a policy of QEW publications. We work closely with the QEW Co-Director to support all aspects of publications work, including BeFriending Creation, QEW's regular newsletter, pamphlets, and booklets. We also provide support and guidance for the management of the QEW website and social media sites. Committee members consider topics for new publications and are involved in periodic review of current pamphlets and other publications for updates, where applicable. The Committee shares oversight of the QEW Co-Director with the Personnel Committee and, in conjunction with the Personnel Committee, develops and updates the QEW Director's job description.

#### d) Finance and Development Committee

The Finance and Development Committee shall consist of the treasurer and at least two other persons from the Steering Committee. It shall recommend fiscal and accounting policy and contract terms for any salaried employee (in consultation with the Personnel Committee) and consult with the treasurer on the preparation of the budget. The Finance and Development Committee is responsible for making sure that QEW investments and financial affiliations are consistent with Quaker beliefs. The treasurer may not serve as clerk of the committee.

- 1) The treasurer or the General Secretary shall be the person with the responsibility of being the primary signers for all QEW bank accounts.
- 2) In order to have access to QEW bank accounts and the information concerning these accounts, the clerk of the Finance and Development Committee and the General Secretary shall be named as alternate signers for all QEW bank accounts.
- 3) The treasurer or the General Secretary shall open and close bank accounts, when necessary, in the name of Quaker Earthcare Witness.

#### e) Nominating Committee



The Nominating Committee serves QEW by assisting Friends in discerning their leadings and availability for service within QEW. Members of the Nominating Committee will offer conversations with Friends to describe positions that are open and offer support as the Friend listens for the guidance of Spirit in Identifying their gifts and leadings.

The Nominating Committee shall consist of three persons each serving one three-year term. Openings on the Nominating Committee shall be filled by the Steering Committee after consideration of names brought forward by the Naming Committee (see Article III, Section 2, e). The committee clerk will be nominated by the Naming Committee. The committee's function is to bring forward nominations for officers, clerks of standing committees, members-at-large of the Steering Committee, and any other positions referred to it. An annual slate of nominations is to be presented for approval at the Annual Gathering. Interim nominations may be presented for approval of the Steering Committee or Continuing Counsel Committee as needed. Members of the Nominating Committee will assist the clerks of the standing committees in filling their committee membership.

#### f) Outreach Committee

The Outreach Committee encourages individuals and groups to support Quaker Earthcare Witness through participation, communication, and/or financial contributions and assist Quaker Earthcare Witness committees and staff to stay in two-way communication with one another. The Outreach committee works to “reach out” for QEW. The committee connects with Yearly Meeting Representatives, recognizing them as crucial links between QEW and the wider Quaker world. We offer support and guidance, and information about resources that QEW offers. We stay aware of and pass on information from Publications and other QEW committees. As way opens, we reach out to non-affiliated Friends and to all Yearly Meetings.

#### g) Personnel Committee

The Personnel Committee offers care and guidance for all staff. It develops and updates personnel policies, reviews all staff members and recommends salary and benefits to the Finance Committee. The committee also initiates Search committees as needed for filling staff positions.

#### h) Other Committees

Other committees may be established as needed.

#### The ad hoc Committee for the Future of Quaker Earthcare Witness

This committee was created to seek a path for the whole organization over a longer time frame. It looks at how our original Purpose and our Mission and Vision Statements inform us about the work we are trying to accomplish and how to get there. To that end the committee created a list of Aspirations as a tool that we might use to review and evaluate our work. Use of the Aspirations frames the parameters, goals, and intentions of the organization and provides a set of criteria against which committees, working groups, and projects can be measured. It has had a limited size of 9 Friends from the Quaker Earthcare Witness Steering Committee. It continues to seek where it can be supportive of the overall work of QEW and

brings forward ideas to the organization as a whole.

## Section 2. Clerks of Standing Committees

- a) Committee clerks shall be Steering Committee members nominated by the Nominating Committee and approved by the Steering Committee. Clerks will be appointed for two-year terms, not normally to exceed three successive terms.
- b) Establishment of Committee Memberships—Clerks of the standing committees, except the Continuing Council Committee, will appoint the members of their committees with the assistance of the current members of the committees and the Nominating Committee, as needed.
- c) The clerk of the Steering Committee will serve as clerk of the Continuing Council Committee.

## Section 3. Working Groups and Projects

- a) Working groups and projects are sub-groups of Quaker Earthcare Witness that have concrete, ongoing programs but do not necessarily directly support the administrative operations of Quaker Earthcare Witness. Current working groups and projects include: Population, United Nations, Direct Action, Mini-grants, FCNL (see Article VI) and No Name.
- b) An individual or group of Steering Committee members with a leading or concern may submit a written proposal with a budget request and recommended term to the Steering Committee, or the Continuing Council Committee when the Steering Committee is not in session, to establish a new working group and project. The Steering Committee (or CCC) is responsible for approval of the proposal.
- c) Members of the working group and project are self-selected. In consultation with the working group or project, the Nominating Committee shall nominate a clerk, who shall be a member of the Steering Committee and shall be approved by the Steering Committee (or CCC).
- d) A working group or project may request Steering Committee (or CCC) approval to raise its own funds instead of drawing funds from the general operating budget.
- e) At the end of the initial term (and each subsequent term) the working group and project shall ask the Steering Committee for approval of a term extension or to be laid down.

## Section 4. Working Groups and Projects Functions

### a. Mini-grants

Mini-grants offers matching grants to support projects that benefit the environment and/or promote environmental awareness and education among Friends and the larger spirit-led world.

Mini-grants solicits, advertises and raises money for applications for grants. It is able to receive donations directed to Mini-grants and it offered as part of the carbon offset. The committee screens and decides which applications fit the grant criteria and when a project is approved, notify the Quaker Earthcare Witness financial officer to send a check for the agreed amount to the recipient's financial officer at the associated Friends organization or meeting. Discernments by the working group on applications are most often done through email. There are phone conferences only as needed and faceto-face meetings at the Quaker Earthcare Witness Steering Committee gatherings, twice a year.

Current Quaker Earthcare Witness Mini-grants are for Friends' organizations that want to enhance their physical/spiritual relationship with Earth. Mini-grants offers matching grants of up to \$500 each to support projects consistent with Quaker Earthcare Witness goals and values, projects that have a primary purpose of benefiting Earth and/or promoting environmental awareness and education among Friends and the larger spirited world. Friends' organizations in any country--whether a school, meeting or other group---are eligible to apply for these annual awards. Partnerships with non-Quaker groups in the community are encouraged.

Applicants submit an application including: activities, budget, timeline, and benefits. Applicants are expected to match the mini-grant with an equal amount from their own funds. However, groups with limited financial means may also apply, adding a description of their limitations, for Mini-grants' consideration.

Mini-grant applicants generally apply for one-year, one-time projects. However, applications for multiyear projects with renewal applications anticipated will be entertained as long as they are clearly stated up front.

Projects that substantially involve the participants in the planning and execution will be favorably considered. Mini-grants, however, do not pay for services and labor by participants or others.

Mini-grant recipients agree to document their project, sending a progress report no later than 6 months after receiving the funds, attaching digital photos where possible. In practice, the projects have submitted only final reports, which have been sufficient.

Every fiscal year, Mini-grants submits a report to the Steering Committee. The report includes a list and description of the projects funded and completed that year, a budget request and report. The project reports are also added to the website for reference. Current structure of the group has had two co-clerks, which has benefited its function.

#### b. Friends Committee on National Legislation (FCNL)

The FCNL Working Group seeks to maintain a working relationship with the Friends Committee on National Legislation, raising up working for an earth restored as central to all other work of FCNL. We hold regular zoom meetings with updates from the environmental staff at FCNL, and many of our members also participate in FCNL's semi-monthly Calls to Conscience on climate change. Information gained from these conversations is shared with the rest of QEW through reports to the steering committee, including action opportunities and information about the focus of FCNL's climate advocacy that steering committee members can

share with their meetings and churches. We also use discussions with FCNL's environmental staff to suggest other climate issues and solutions that FCNL is not currently addressing. All of this serves QEW's work to share information about issues and solutions with Friends, empower Friends to act, and advocate for the policy changes essential to successfully addressing the climate crisis. The clerk of the working Group also represents QEW on the General Committee of FCNL.

#### c. No Name

No Name Working Group provides a resource for community and contemplation for QEW Friends.

No Name meets virtually once a month, without a clerk or an agenda. We often sit in silence for long periods of time, and listen respectfully as we seek the larger truths that inform our environmental work. We come to this work with a variety of perspectives, and learn from one another. We collectively seek the Light.

#### d. United Nations (UN)

The UN Working seeks to inform and educate on the programs and policies of the United Nations. The main intention of the group is to follow the United Nations Framework Convention on Climate Change (UNFCCC) and the Intergovernmental Panel on Climate Change (IPCC), with special attention to climate justice.

The work of the UNFCCC and IPCC informs other activities within the working group as related to other divisions within the UN, particular within the Economic and Social Council, such as, but limited to:

Commission on the Status of Women - UN Women

Permanent Forum on Indigenous Issues (UNPFII)

Permanent Forum on People of African Descent, International Decade for People of African Descent

Through our work, the group seeks to support by serving as a global liaison that connects QEW to and with ecological and justice initiatives.

#### e. Direct Action

There are many ways Quakers and others can be led by their values and faith to protect, preserve and rejuvenate the earth. Quakers have a long history of speaking truth to authority and power, even as a lone voice and seemingly unsupported by the general population at the time. Acting from a deep commitment to faith in action, the Direct Action Working Group draws from our Quaker history and global movements for nonviolent social change to affirm and develop pathways for action in service to ecological and environmental justice.

Our work:

- to explore forces and circumstances destructive to our earth and perpetuating environmental injustice, initiated from members of the working group or responding to Quakers within or outside of QEW.
- to research and develop Spirit-led actions in which QEW and Quakers can participate – in QEW, as Meetings, collaborating with other Quaker groups and/or groups in their home communities.
- to foster training related to non-violent direct action and social change for members of the working group, members of QEW, and Quakers connected to the QEW community, towards the end of a more knowledgeable, aware, empowered and skilled community of Quakers willing and available to participate in and lead activities and actions.
- to develop resources on Spirit-led non-violent direct action and social change to share through our QEW outreach tools – BeFriending Creation, the website, speaker program, etc.

#### Section 4. *Ad Hoc* Committees

- a) *Ad hoc* committees shall be those committees that are established for specific purposes, usually for an initial 3-year period.
- b) An *ad hoc* committee shall be created by the Steering Committee or the Continuing Council Committee when the Steering Committee is not in session, with budget requirements and term length.
- c) Members of the *ad hoc* committee and the clerk will be named and approved by the Steering Committee or the Continuing Council Committee if the Steering Committee is not in session. At least one member of the *ad hoc* committee shall be a member of the Steering Committee.
- d) At the end of the initial term (and each subsequent term) the *ad hoc* committee shall ask the steering Committee (or CCC) for approval of a term extension or to be laid down.

### **Article VI. Representatives to Friends Committee on National Legislation**

#### Section 1. Function

- a) Four members of the Steering Committee shall serve as representatives to Friends Committee on National Legislation.

#### Section 2. Selection

- a) Each year at the Annual Gathering, the Nominating Committee shall name and the Steering Committee shall approve representatives to the Friends Committee on National Legislation. Each representative shall serve a three year term and shall serve no more than two

successive terms, unless it is determined by the Steering Committee that it is in the best interests of the organization to have the representative continue in that role.

## **Article VII. Fiscal Matters**

### Section 1. Assets

a) The assets of this organization are irrevocably dedicated to educational and religious purposes. On the termination of this organization, its assets after payment of all debts and liabilities shall be transferred to a non-profit educational or religious organization of similar concern or intent.

### Section 2. Expenditures

a) All checks, drafts, demands for money and notes of the organization shall be signed in the name of the organization by the treasurer or General Secretary. Unbudgeted expenditures up to \$300 may be paid by the treasurer with approval of the clerk. All other unbudgeted expenditures must be approved by the Steering Committee or the Continuing Council Committee.

### Section 3. Fiscal Year

a) The fiscal year shall begin on the first day of November.

## **Article VIII. Community Safety Agreement**

We seek to support QEW in its process of becoming a more diverse, equitable and inclusive organization,

- We move forward embracing the necessary discomfort that is part of this process.
- We understand that this transformation is possible, if we are willing to be held accountable.
- We recognize that our own diversity will require that we work on this concern in ourselves, our home Meetings, and in our service with QEW.
- As Quakers, we are committed to transformation through God's refining fire as the necessary process to create the world we want to create.

### **We therefore aspire to:**

**Justice:** We will strive for restoration and healing when injuries occur.

**Respect:** We will communicate respect for each other; with our patience and caring.

**Honesty:** We commit to speaking candidly, plainly, and tenderly with one another.

**Affirmation:** We will affirm each other's humanity and value.

**Empathy:** We will listen deeply, communicating empathy through our words and body language.

**Curious:** We will explore together, asking honest questions

**Brave:** We will venture outside our comfort zone.

### **Article IX. Process for Electronic Sign-on**

When we are asked to sign-on to (endorse) a statement there is often a tight timeline that requires action between the Steering Committee and CCC meetings. We have established a sign-on process to allow for a timely response.

Any committee or working group can bring forward a request for a sign-on; additionally, any group of 3 Steering Committee members can bring forward a sign-on; additionally, the Clerks' Table can initiate a sign-on.

The request should include a brief (1-3 paragraphs) description of the issue and why this is relevant for Earthcare/Environmental Justice concerns. The request should include the text of the full statement or a link to the full statement.

Requests for sign-ons are sent to the Clerk (or Co-Clerks), the mentoring/rising Clerk (or Co-Clerks), and the General Secretary. The Clerk (or Co-Clerks) or the General Secretary can start the approval process: 1) the request is sent out to the full Steering Committee via the Steering Committee list-serve; 2) steering committee members have 48 hours to respond; 3) If the Clerk or Co-Clerks decide that no substantive concerns have been raised, the sign-on will be done by the Clerk (or Co-Clerk) or the General Secretary; 4) the sign-on will be reported to the Steering Committee. All sign-ons will also be reported at the next scheduled CCC meeting and the next scheduled Steering Committee meeting.

### **Article X. Changes to our Practice**

Changes to Our Practice happen on a recurring basis. They are brought before the Steering Committee or Continuing Council Committee, having been vetted by the appropriate standing committee, working group or project assembled for that purpose, and approved and minuted. These minutes will become a part of this document (in appendix) and revisions to existing wording changed to reflect these minutes.

Amended September 2022