

Unitarian Universalist Congregation of Las Vegas (UUCLV)

Policies, Procedures, and Guidelines

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Name, Logo and Symbol Use

Policy Statement

This policy is intended to develop and define the use and display of any name, logo, or symbol associated with the Unitarian Universalist Congregation of Las Vegas (UUCLV).

Responsible Parties: The UUCLV Board of Trustees and Minister are responsible for the use of the name, logo, or symbol of UUCLV.

Procedure

- 1. The UUCLV shall adopt a single logo/symbol for use by the congregation in all official capacities.
- 2. To align UUCLV with the UUA, the use of the official UUA logo is encouraged, to be used alongside the UUCLV logo/symbol, but without the UUA logo dominating.
- 3. Said logo/symbol shall be approved by the Board of Trustees and minister, and used on all official correspondence, letterhead, publications, and printed materials.
- 4. The UUCLV logo shall be used on the UUCLV website, as well as in print advertisement and signage.
- 5. Any use of the UUCLV name, logo, or symbol in non-UUCLV locations shall be approved by the Board of Trustees or Minister.
- 6. Any individual congregation member, committee, affiliate, or group must receive prior consent of the UUCLV Board of Trustees

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- or Minister before attaching either the UUCLV name, logo, or symbol to the activities or publications of another organization.
- 7. The Board of Trustees or Minister must approve any use of the UUCLV name, logo, or symbol in or at any public event.
- 8. No individual member may, without the prior consent of the Board of Trustees or Minister, attach the UUCLV name, logo, or symbol to any personal or individual activity.
- 9. In any case, the Minister may approve use of the UUCLV name, logo, or symbol as may the President of the Board, acting between meetings of the Board. If the President approves use of the name, logo, or symbol, she/he shall inform the Board of her/his action at the next Board of Trustees meeting.

Guidelines

After approval by the Board of Trustees or Minister, use of the UUCLV name, logo, or symbol in a non-UUCLV setting shall adhere to the following guidelines:

- 1. The UUCLV name, logo, or symbol shall be the one that has been approved by the Board of Trustees and Minister.
- 2. The UUCLV name, logo, or symbol shall be used in a careful and considerate manner.
- 3. The UUCLV name, logo, or symbol shall be used in keeping with UU principles.

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- 4. If the use is of an official UUCLV banner, the Banner Policy 1.05 shall be followed. In addition, one or more banner(s), showing UUCLV's name, logo, or symbol, shall be created for outside use.
- 5. If the UUCLV name, logo, or symbol appears with a second approved UUCLV or UUA graphic, neither should obscure nor dominate the other.

Attachments:

The UUCLV logo/symbol

The UUA logo



