

Bylaws of the Unitarian Universalist Congregation
December 16, 2012

ARTICLE ONE: NAME

The name of this religious society shall be the Unitarian Universalist Congregation (UUC).

ARTICLE TWO: MISSION

The mission of our congregation shall be to provide a liberal religious environment that promotes personal and spiritual growth for adults and children in a caring community, and that fosters actions in the world that reflect our Unitarian Universalist principles.

ARTICLE THREE: AFFILIATION

UUC shall be a member of the Unitarian Universalist Association and the Prairie Star District or its successor.

ARTICLE FOUR: MEMBERSHIP

4.1 Member Defined. Any person may become a member of the UUC by:

- A. being 16 years of age or older, and
- B. signing the UUC membership book, and
- C. being in sympathy with its purpose and programs, and
- D. (1) making a minimum contribution in the amount of district and national dues paid per member by UUC that year; or (2) if the member is active in the UUC, cannot afford the above contribution, and wishes to be a member, the person shall meet with the minister. The minister will seek funding for that member's dues. Only the minister and the treasurer will know the identity of a member requesting assistance in paying these denominational dues.

4.2 Denial. Eligibility for membership in the UUC and for employment by the UUC shall not be restricted on the basis of national origin, race or color, gender, gender expression, political views, sexual or affectional orientation or physical challenge.

4.3 Termination. Membership in the UUC shall terminate only upon the occurrence of any of the following:

- A. **Resignation.** A member may resign by tendering resignation to the Executive Board;
- B. **Non-participation.** Except as provided in 4.1.D.(2), failure to make a contribution in the amount of district and national dues paid per member by the UUC that year shall constitute tender of resignation of membership.

4.4 Expulsion. The UUC may expel a member upon the vote of three fourths (3/4) of the members attending a duly called meeting.

ARTICLE FIVE: ADMINISTRATIVE STRUCTURE

The administrative functions of this Congregation shall be carried out by:

5.1 The Executive Board, which shall, in consultation with the minister,

- A. establish and review the goals, policies and direction of the Congregation,
- B. monitor the actions, programs and administration of the Congregation.

5.2 A paid professional staff which, in coordination with committees, shall undertake programming and administrative functions for the Congregation. The staff shall be supervised by the minister, who shall report to the Executive Board. In the absence of the Minister, the Board shall appoint a temporary replacement to supervise staff, and

5.3 Committees, which, along with staff, shall work to carry out the functions of the Congregation. Job descriptions for officers and committees are included in the congregational Policy Manual.

ARTICLE SIX: MEETINGS

6.1 Conduct of Meetings.

Robert's Rules of Order shall be the basis of conduct for congregational meetings, keeping in mind that rules are not a substitute for common sense. The President shall designate a Parliamentarian and may select a Moderator to conduct meetings. The Parliamentarian shall determine if a quorum has been met.

6.2 Annual. The annual meeting shall be held each year in the month of April or the month of May at such time and place as determined by the Executive Board.

Business shall include election of officers and Nomination Committee members (as described in 7.5), adoption of the budget for the coming year, presentation of committee reports and the transaction of such other business as should come before the membership.

6.3 Special.

A. Calling. Special meetings may be called by the Executive Board, and special meetings shall be called at the written request of 5% of the membership to the President. No more than one (1) special meeting may be held in any calendar month.

B. Business. Only such business as is specified in the notice of a special meeting shall be transacted at that special meeting.

6.4 Voting and Quorum. Only members shall have the right to vote at any duly called meeting of the UUC. Except as otherwise specified in these bylaws, twenty percent (20%) of the members shall constitute a quorum at an annual and special meeting. A quorum shall be determined by counting the members physically present and only those members may vote at the meeting. A majority of the members voting shall govern except for matters specifically designated by previous agreement or by these Bylaws. Abstentions are not counted when tallying the number of votes.

6. Notice. All members shall be notified by mail and/or by e-mail and/or by a notice in the UUC newsletter of all annual and special meetings of the UUC, which notice shall be mailed or emailed not fewer than fifteen (15) days prior to the date of said meeting.

ARTICLE SEVEN: OFFICERS

7.1 Officers. The officers of the UUC shall be President, Vice-President, Past-President, Secretary, Treasurer, Administration Liaison, Membership Services Liaison, Programs Liaison, and Religious Education Liaison.

7.2 Duties. The officers shall perform the duties usually pertaining to those offices and otherwise as set by the Executive Board.

7.3 Term.

A. Start; End. The terms of officers shall begin on the first day of July following their election and end upon the beginning of their successors' terms.

B. Vice-President; President; Past-President. The term of Vice-President shall extend for one (1) year; whereupon that person shall serve as President for one (1) year; whereupon that person shall serve as Past-President for one (1) year.

C. Secretary; Treasurer. The term of the Secretary and that of Treasurer shall extend for two (2) years. The term of Secretary shall begin in odd years; that of Treasurer in even years.

D. Administration Liaison, Membership Services Liaison, Programs Liaison, Religious Education Liaison. The terms of the Administration, Membership Services, Programs and Religious Education Liaisons shall extend for two (2) years. The term of Administrative Liaison and Membership Services Liaison shall begin in odd years; that of Programs Liaison and Religious Education Liaison shall begin in even years.

E. Limitation of Terms. No person shall hold the office of Vice-President/President/Past-President, Secretary or Treasurer for more than two (2) complete consecutive terms. No person shall hold the office of Administration Liaison, Membership Services Liaison, Programs Liaison or Religious Education Liaison for more than two (2) consecutive terms.

7.4 Qualification

A. Membership. All officers shall be members of the UUC.

B. Nomination Committee. Three (3) members shall constitute this committee; each member serving a staggered three year term. One (1) new member is elected at the annual meeting as the 3rd year member rotates off the committee.

C. Nomination. The Nomination Committee shall announce to the UUC that they are considering nominations for officers for the UUC. The Nomination Committee shall meet, in collaboration with the minister, in a timely manner to recruit officers to be elected at the annual meeting. Then names of said nominees shall be included in the notice of the annual meeting mailed and/or e-mailed and/or published in the newsletter not less than fifteen (15) days prior to the date of said meeting.

7.5 Election. The officers shall be chosen by ballot at each annual meeting. At the meeting, nominations may be made from the floor by any member, provided the consent of the nominee has been secured.

7.6 . Vacancies. The Executive Board may fill vacancies and persons so appointed shall serve until the conclusion of the term they fill.

ARTICLE EIGHT: EXECUTIVE BOARD

8.1 Membership. The officers shall constitute the voting members of the Executive Board. The minister shall serve as a non-voting member of the Executive Board.

8.2 Function. The Executive Board shall constitute the trustees of the UUC, and shall have general charge of the property of the UUC and conduct all of its business affairs and control of its policy and administration, including the appointment of such committees as it may deem necessary or important.

ARTICLE NINE: MINISTER

9.1 Indefinite Appointment

A. Appointment

1. Search. Upon action of the Executive Board, and after soliciting the names of persons interested in serving on such a committee, the Executive Board shall appoint a Ministerial Search Committee of at least five (5) members to search for and recommend one or more candidates for calling as a minister.

2. Calling. A minister may be called upon action of four-fifths (4/5) majority of the members of UUC present and voting at any meeting legally called for the purpose; quorum for such a meeting is to be constituted by sixty percent (60%) of the members rather than the amount called for in Paragraph 6.4.

B. Duties. The UUC minister shall be responsible for conduct of worship within the UUC, the UUC's spiritual interests and affairs, supervision of UUC staff, and such other duties as are agreed between the minister and the Executive Board. The minister shall have freedom of the pulpit as well as freedom to express personal opinions outside the pulpit.

C. Dismissal. The minister may be dismissed by a majority vote of the members of the UUC present at a special meeting (as defined in Paragraph 6.3.A.) legally called for that purpose; quorum for such a meeting is to be constituted by sixty percent (60%) of the membership rather than the amount of in Paragraph 6.4. The special meeting also shall be called upon written request by at least 20% of the voting members of the congregation. Notice of the special meeting so called whether by the Board or application by 20% of the

membership shall only be by announcement from the pulpit by a member of the Board and by letter mailed to each member of the congregation. Voting at said special meeting shall be by secret written ballot. The minister shall be offered the opportunity to speak at said special meeting.

9.2 Limited Time Appointment

A. Appointment. The Executive Board may appoint or reappoint an interim or consulting minister for a term not to exceed two years.

B. Duties. The responsibilities of the minister under such an arrangement shall be defined by the Executive Board and agreed to by the interim or consulting minister.

C. Dismissal. The interim or consulting minister may be dismissed by a majority vote of the members of the UUC present at any meeting legally called for the purpose; quorum for such a meeting to be constituted by sixty percent (60%) of the members rather than the amount called for in Paragraph 6.4.

ARTICLE TEN: FISCAL YEAR; DISSOLUTION.

10.1 Fiscal Year. The fiscal year of the UUC shall extend from July 1st to June 30th of the following year.

10.2 Dissolution. The UUC shall dissolve upon a majority vote (60% of the members shall constitute a quorum rather than the amount called for in Paragraph 6.4) at a special meeting called to consider termination of UUC. In the event of dissolution, any accrued assets of the UUC shall be assigned in equal shares to the Unitarian Universalist Association and the Prairie Star District, or its successor, for such purposes as they see fit.

ARTICLE ELEVEN: AMENDMENTS

These Bylaws may be amended or restated at any meeting of the UUC by a 2/3 vote of the members present. Notice of any proposed change shall be contained in the notice of the meeting.

- The first revised Bylaws were adopted on February 28, 1988 at a special Meeting called for that purpose.
- Updated 9/94
- Revised and ratified, April 27, 1997, at Annual Meeting of the Fellowship
- Revised and ratified, September 20, 1998, at Fall Congregational Meeting of the Fellowship
- Revised and ratified, May 2, 1999, at Annual Meeting of Fellowship
- Revised and ratified, February 17, 2002, at Congregational Meeting of the Fellowship
- Revised and ratified, April 17, 2005, at the Annual Meeting of UUC
- Revised and ratified, October 19, 2008, at Congregational Meeting of UUC
- Revised and ratified, December 16, 2012, at Congregational Meeting of UUC