

BY-LAWS OF HARBOR UNITARIAN UNIVERSALIST CONGREGATION

MAY 2002

BY-LAWS OF HARBOR UNITARIAN UNIVERSALIST CONGREGATION.....	1
MAY 2002	1
BY-LAWS OF HARBOR UNITARIAN UNIVERSALIST CONGREGATION.....	2
ARTICLE I - NAME	2
ARTICLE II - PURPOSE	2
ARTICLE III - MEMBERSHIP.....	2
A. Membership.....	2
B. Definition of an Active Member	2
C. Associate Members:.....	2
D. Membership transfer, resignation or revocation:.....	3
E. Resumption of Membership:	3
ARTICLE IV - FISCAL YEAR	3
ARTICLE V - CONGREGATIONAL MEETINGS.....	3
A. Worship Services	3
B. Annual Congregational Meeting:	3
C. Special Congregational Meetings:.....	3
D. Written Notice for Congregational Meetings.....	3
E. Quorum for Congregational Meetings:	3
ARTICLE VI - MINISTER	3
A. Obtaining/retaining a Minister.....	3
ARTICLE VII - OFFICERS and DUTIES	4
D. Treasurer	4
ARTICLE VIII - BOARD OF TRUSTEES	5
A. Membership:.....	5
B. Trustees	5
C. Chief Duties:.....	5
D. Replacements:	5
E. Meetings:.....	5
F. Insurance for Board Member:.....	5
G. Emeritus Appointments	5
ARTICLE IX - COMMITTEES -MINISTERIES - TASK FORCES.....	6
1. Chairpersons	6
2. Membership of Committees	6
1. Religious Education Ministry	6
2. Building and Grounds Committee:	6
3. Finance Committee	6
4. Committee on Ministry.....	6
5. Nominating Committee	6
6. Music Committee.....	7
7. Special Committees – Task Forces.....	7
ARTICLE X - ELECTIONS	7
ARTICLE XI - RECALL OF OFFICERS AND/OR TRUSTEES	7
ARTICLE XII - PARLIAMENTARY PROCEDURE	8

ARTICLE XIII - AMENDMENTS	8
ARTICLE XIV -DISSOLUTION.....	8
ARTICLE XV - ENDOWMENT FUND	8

BY-LAWS OF HARBOR UNITARIAN UNIVERSALIST CONGREGATION

ARTICLE I - NAME

- A. The name of this religious society shall be the Harbor Unitarian Universalist Congregation.
- B. The Harbor Unitarian Universalist Congregation shall be a congregational member of the Unitarian Universalist Association and the Heartland Unitarian Universalist District. It is the intention of this Congregation to fulfill its fair share of annual financial contributions to the National and District Unitarian Universalist Associations.

ARTICLE II - PURPOSE

The Harbor Unitarian Universalist Congregation will be an oasis for all who seek freedom to explore religious and spiritual ideas. We are connected by value based principles and inspired to outreach and service.

ARTICLE III - MEMBERSHIP

- A. **Membership:** Any person having attained the age of sixteen (16), who is in sympathy with the Harbor Unitarian Universalist Congregation’s purpose, may become a member by signing the membership book in the presence of two (2) board members. Membership is open to all, regardless of race, color, national origin, gender or sexual orientation.
- B. **Definition of an Active Member:** A member shall be defined as one who has signed the membership book and contributed to the Congregation within the current year by attendance, service and/or financial contribution. All persons are welcome to take part in the activities of this Congregation without regard to membership. However, membership offers the opportunity of serving as an officer on the Board of Trustees, as a committee chair and the privilege of voting following a membership of at least sixty (60) days.
- C. **Associate Members:** Those individuals between the ages of fourteen (14) and sixteen (16) may become Associate members with the appropriate privileges and responsibilities of membership except that of voting and holding office or committee chair.

- D. **Membership transfer, resignation or revocation:** Transfer or resignation of membership shall be by letter to the Board of Trustees. Membership shall be considered inactive if the member has not attended a Congregational activity nor made a financial or service contribution for a period of one (1) year. The Board of Trustees shall review the membership rolls in January of each year and shall cancel the membership of those deemed inactive.
- E. **Resumption of Membership:** If a former member wishes to resume active membership, he/she may do so by again signing the membership registry.

ARTICLE IV - FISCAL YEAR

The fiscal year of the Congregation shall be from July 1st to the following June 30th.

ARTICLE V - CONGREGATIONAL MEETINGS

- A. **Worship Services:** Services shall be held each Sunday except when otherwise agreed by a simple majority vote of the Board of Trustees.
- B. **Annual Congregational Meeting:** The annual business meeting of the Congregation shall be held each year within six (6) to ten (10) weeks prior to the end of the fiscal year.
- C. **Special Congregational Meetings:** Special meetings of the Congregation, business or otherwise, may be called by the Board of Trustees as necessary, or upon written petition to the Board of Trustees signed by twenty-five percent (25%) of the current membership.
- D. **Written Notice for Congregational Meetings:** Written notice of business meetings of the Congregation shall be given to all members at least ten (10) days prior to the meeting, except in the case of a special meeting, when at least five (5) days written notice shall be given.
- E. **Quorum for Congregational Meetings:** For all business meetings, thirty-three percent (33%) of the current membership shall constitute a quorum. A motion will carry at an annual or business meeting with the support of at least fifty-one percent (51%) of those voting.

ARTICLE VI - MINISTER

- A. **Obtaining/retaining a Minister:**
 - 1. The procedure should be that recommended by the Department of Ministry of the Unitarian Universalist Association as far as practicable.
 - 2. The contract of a current minister may be extended by the Board of Trustees.
 - 3. The Minister's: salary and terms of her/his contract are to be determined by recommendation of the Ministerial Committee, the Finance Committee and the Board of Trustees.

B. *Duties of the Minister:* The duties shall be detailed in the Minister's annual contract with the Board of Trustees.

C. *Freedom of the Pulpit:* The Minister, or anyone speaking from the pulpit, will be accorded freedom of expression or opinion. The Minister or any member of the Congregation speaking to the public on behalf of the Congregation must use positions adopted by the national, state or local Unitarian Universalist organizations or approved by the Board of Trustees. Committees may express the opinion of the committee members without Board approval but only as the opinion of the committee and not of the Congregation as a whole.

ARTICLE VII - OFFICERS and DUTIES

A. *President:*

1. Shall have been an active member of the Congregation for at least two (2) years immediately prior to assuming the office of President.
2. Shall be elected for a two (2) year term on even calendar years.
3. Shall be the chief executive officer of the Congregation.
4. Shall serve as the spokesperson for the Congregation and the Board of Trustees with the approval of said Board.
5. Shall be an ex-officio member of all committees.

B. *Vice President:*

1. Shall be an active member of the Congregation.
2. Shall be elected for a two (2) year term on even years.
3. Shall act as President in the absence of the President.

C. *Secretary*

1. Shall be an active member of the Congregation.
2. Shall be elected for a two (2) year term on odd calendar years.
3. Shall be responsible for the conservation, maintenance and availability of all appropriate records of the Congregation as directed by the Board of Trustees.
4. Shall be responsible for maintaining the correspondence of the Congregation as directed by the Board of Trustees.

D. *Treasurer*

1. Shall be an active member of the Congregation.
2. Shall be elected for a two (2) year term on odd calendar years. Shall be responsible for the receiving all earnings and financial contributions and be responsible for payment of obligations assumed in the name of the congregation.
3. Shall be responsible for maintaining and making available financial records of the Congregation in accordance with the general procedures established by the Board of Trustees.
4. Shall be bonded or otherwise insured.
5. Shall be an ex-officio member of the Finance Committee.

6. The Treasurer's records shall be audited annually as determined by the Board of Trustees.

ARTICLE VIII - BOARD OF TRUSTEES

- A. **Membership:** The Board of Trustees shall be composed of the four (4) Congregation officers and five (5) Trustees. The immediate past president shall serve as an ex-officio member of the Board.
- B. **Trustees** - other than the Officers:
 - a. Shall represent the members of the Congregation as a whole.
 - b. Shall be active members of the Congregation.
 - c. Shall be elected to serve two (2) years, with three (3) members being elected one year and the other two (2) members being elected the following year.
- C. **Chief Duties:** The Board of Trustees shall have general charge of the property of the Congregation and the conduct of its business affairs, as well as the control of its administration, including the appointment of standing and special committees and hiring or dismissal of staff.
- D. **Replacements:** The President, with the approval of the Board of Trustees, shall appoint officers and Trustees to fill any vacated office for the time necessary to complete the term in office of that resigned or vacated office. An office will be considered vacated when a Board member misses three (3) consecutive Board meetings unless there are approved, extenuating circumstances.
- E. **Meetings:**
 1. Meetings shall be held monthly.
 2. Special meetings may be called as necessary.
 3. Meetings may be called by the President or any member of the Board of Trustees.
 4. Prior notice of all Board of Trustees meetings shall be given to all Board members.
 5. The presence of five (5) Board members shall constitute a quorum for Board meetings. A majority vote will be required for a motion to be carried or rejected.
- F. **Insurance for Board Member:** Indemnity shall be provided for Board members or any member acting in an official capacity on behalf of the Congregation.
- G. **Emeritus Appointments:** The Board of Trustees may, at its discretion, honor any member who has given outstanding leadership and service to the Board and to the Congregation with a position as Board Member Emeritus, which position shall be life long and non-voting.

ARTICLE IX - COMMITTEES - MINISTERIES - TASK FORCES

A. **General Guidelines**

1. **Chairpersons:** The President of the Congregation shall be responsible for appointing the chairpersons with the advice and consent of the Board of Trustees.
2. **Membership of Committees:** Shall not be restricted to active members of the Congregation, except in the case of committee chairpersons who must be active members.
 - a. *Duties*
 1. Shall be as prescribed in the By-laws and the job descriptions filed with the Secretary.
 2. Shall keep the Board of Trustees informed of their activities.
 3. Shall report on their activities to the Congregation at the Annual Business Meeting.
 4. Shall review annually and update their job descriptions, if necessary.

B. **Standing Committees**

1. **Religious Education Ministry:**
 - a. Shall plan and provide religious education programs for all ages in accordance with the policies of the Ministry
 - i. Children's Religious Education
 - ii. Adult Religious Education
 - b. Shall cooperate with the Board of Trustees and the Minister in the selection of Director of Religious Education.
2. **Building and Grounds Committee:** Shall be responsible for coordinating efforts to keep the church and grounds attractive and in good repair.
3. **Finance Committee:**
 - a. Shall be responsible for preparing a budget incorporating the needs of the Board, Staff and committees.
 - b. Shall be responsible for recommending ways and programs to obtain financial support for the Congregation. Shall be responsible for negotiating personnel contracts.
 - c. Shall be responsible for selection of a book keeper.
4. **Committee on Ministry:**
 - a. The Committee on Ministry shall have five (5) members who will serve three year staggered terms. In even calendar years the Minister will appoint a successor or successors for the retiring member or members and on odd calendar years the Board will appoint a successor or successors for the retiring member or members.
 - b. Will serve as a liaison between the Board of Trustees, the Congregation, and the Minister concerning policy, contractual, compensation, and evaluation issues affecting the Minister or the Congregation.
5. **Nominating Committee:**
 - a. The members of the Nominating Committee will present a slate of officers to the Congregation at the time of notification of the Annual Meeting.

Members of the Nominating Committee will attend selected Board meetings to evaluate the talents represented and needed by the Board.

- b. The Nominating Committee shall have three (3) non-board members, elected by the Congregation at the annual meeting to serve staggered terms. The Congregation shall elect three members for terms of one (1), two (2) and three (3) years respectively.

6. Music Committee:

- a. The Music Committee shall plan and provide music programs for all ages in accordance with the policies of the Ministry.
- b. Shall cooperate with the Board of Trustees and the Minister in the selection of a Music Director.

7. Special Committees – Task Forces:

- a. May be created by the Board of Trustees or by a majority vote of the members of the Congregation.
- b. The term of a Special committee shall be ended when its purpose has been accomplished, or at the end of the fiscal year in which it was established, unless renewed by the Board of Trustees.

ARTICLE X - ELECTIONS

A. Nominations:

1. The Nominating Committee shall develop a slate of candidates for the elective offices of the Congregation to be voted on by the membership at the Annual Business Meeting.
2. The Nominating Committee shall notify the membership of the Congregation of the candidates for each office in the notice of the Annual Business Meeting.

B. Election Procedure:

The Secretary shall prepare a written ballot, with space for nominations from the floor for each office.

1. The ballots shall be tallied and the results announced prior to the end of the meeting.
2. The newly-elected Board members shall assume their offices with the beginning of the next fiscal year.
3. Election of the Board of Trustees members shall be by a simple majority of the members of the Congregation present and voting.

ARTICLE XI - RECALL OF OFFICERS AND/OR TRUSTEES

- A. Upon written petition to the Board of Trustees demanding the recall of an officer or trustee, signed by twenty-five percent (25%) of the active members of the Congregation, a vote of confidence shall be taken at the next regular or special meeting of the Congregation by secret ballot.
- B. If a simple majority of the votes cast shall indicate no confidence, the office shall be declared vacant.

- C. The office shall be filled as provided for in the By-laws.

ARTICLE XII - PARLIAMENTARY PROCEDURE

- A. Parliamentary procedure shall be governed by the most recent edition of Robert's Rules of Order except as restricted by law or these By-laws.

ARTICLE XIII - AMENDMENTS

- A. Amendments to the Constitution and By-laws may be proposed by either the Board of Trustees or by petition to the Board by at least ten (10) members of the Congregation.
- B. The proposed amendment(s) shall be voted on by the members of the Congregation at a regular business meeting or special meeting.
- C. Notice of the proposed change(s) shall be included verbatim in a written notice to the membership at least ten (10) days preceding the meeting at which the vote is to take place.
- D. Ratification of an amendment shall be by a two-thirds (2/3) vote of the active members of the Congregation present and voting.

ARTICLE XIV - DISSOLUTION

- A. Dissolution shall occur only after a vote of no less than 51% of the membership at two duly called meetings that shall be at least thirty (30) days apart.
- B. Should the Congregation cease to function and the membership vote to disband, any accrued assets of the Congregation will be assigned to the Unitarian Universalist Association to be used for further Unitarian Universalist expansion.

ARTICLE XV - ENDOWMENT FUND

- A. An Endowment Fund, whose purpose, governance and operation procedures shall be defined by special resolution adopted by the membership, shall be established.