



"A Welcoming Congregation"

309 W Green St.

Urbana IL 61801

217.384.8862

Congregational Documents

Approved June 5, 2022

SUMMARY OF CHANGES TO CONGREGATIONAL DOCUMENTS

(Most recent changes on top)

	(A.2) Constitution or (A.3) By-laws or Others	Article No.	Section No.	Date of Revision	Modification
50	A.2	V	3	2022.06.05	The congregation amends Article V of the Constitution by striking subsection 3e.
49	A.3	XV	8	2022.06.05	Unrestricted, undirected bequests to the church will be deposited in the Unrestricted Bequests Fund and distributed in accordance with policy.
48	A.3	XV	7	2022.06.05	Annual distributions to the Operating Fund of the Church will be made at the start of each fiscal year.
47	A.3	XV	5	2022.06.05	“church leaders” shall follow intent of donor
46	A.3	XV	4	2022.06.05	The Board of Trustees may accept or reject any gift or bequest, subject only to the limits of these Bylaws and the Constitution. Gifts and bequests shall only be accepted if: they support the church’s mission and goals; they do not create an undue administrative burden; and the donor’s intentions can be honored. Gift monies will be deposited, used, and administered in an appropriate fund per that fund’s rules.
45	A.3	XV	3	2022.06.05	Specific funds of the Unitarian Universalist Trust Fund may be created by the Board of Trustees at a business meeting or by the congregation at a duly called meeting. The rules of distribution from these funds will be specified. Only the congregation may create funds that allow monies to be distributed outside of the normal budget process. All other distributions will be made via the customary budget process.
44	A.3	XV	1	2022.06.05	The Trust Fund shall include all funds created under this Article.
43	A.3	XII	All	2022.06.05	Article left blank
42	A.3	XI	1,4	2022.06.05	Nominating Committee consists of two to three BoT members. If less than two

					members are able to serve, BoT will select additional BoT members. Term shall be one year. Nomination Committee will select church officers and at-large-members of Nominating Committee.
41	A.3	VII	1,2	2022.06.05	Board of Trustees increased from six to seven elected members, for a total of nine voting members. Trustees will be elected in rotational cycles.
40	A.3	VII	1, 2	2021.06.06	Changes were explained and documented in the Annual Meeting Packet. All revisions were board recommended and subsequently approved by congregational vote at the annual meeting on June 6, 2021.
39	A.3	VI	1,7	2020.06.14	Treasurer term extended for approximately three month at end of two year term to assist with transition to new treasurer. Term is concluded after submission of the year-end accounting for the Annual Report for the last year of the term. The addition of the word "real" in front of property
38	A.2 and A.3	Multiple	Multiple	2019.05.05	Comprehensive Constitution and Bylaws review and update. Changes were explained and documented in the Annual Meeting Packet. All revisions were board recommended and subsequently approved by congregational vote at the annual meeting on May 5, 2019.
37	A.3	XV	3	2018.05.06	Revised Bylaws regarding Socially Responsible Investment Guidelines
36	A.4		3	2018.05.06	Approved Resolution to install Black Lives Matter banner
35	A.4		4	2018.05.06	Approved Racial Justice Initiative Resolution
34	A.2	VII	2	2016.08.28	Special Congregational Meeting. Approved the change from "two-thirds" to "95 percent"
33	A.3	I	2.3.a	2015.05.03	Changed text "Central Midwest District" to "MidAmerica Region"
32	A.3	II	4	2015.05.03	Changed "mailed" to "sent via U.S. Postal Service or electronic mail"

31	A.3	XV	7	2015.05.03	<p>Changed “specific” to “restricted bequest or non-recurring gift subject to the limits set forth in the Constitution Article 5, Section 3e”.</p> <p>Removed “However, any restricted bequest in excess of \$5,000 must be approved by the congregation at an Annual or Special Meeting called for that purpose”.</p>
30	A.2	V	3e	2014.05.04	<p>Changed “restricted bequests or non-recurring gifts” to “non-recurring gifts or restricted bequests”</p> <p>Reason: The Board of Trustees believes that reversing these phrases clarifies the intent of the statement.</p>
29	A.2 & A5.1	II	1	2014.05.04	<p>Changed all text “Central Midwest District” to “MidAmerica Region”.</p> <p>Reason: The Central Midwest District has been combined with other districts in mid America to form the MidAmerica Region for purposes of consolidation and reducing expenditures. This change was only approved to the Constitution because the change to the Bylaws had not been communicated to the congregation in the Annual Meeting notice.</p>
28	A.3	VII	6	2009.05.03	<p>Updated and approved by congregation at annual meeting. Replace previous text with new text: “The Board of Trustees shall endeavor to maintain a cash flow reserve level equal to fifteen (15) percent of the annual budget.”</p>
27	A.1			2005.12.05	<p>Approved and added “Our Vision”</p>
26	A.1			2005.12.05	<p>Approved and added “Our Mission”</p>
25	A.1			2005.10.02	<p>Approved and added “Covenant Statement”</p>
24				2004.11.14	<p>Special Congregational Meeting: Approved members for the Mediation Committee</p>

23	A.4.2			2004.05.02	Added Policy Regarding Congregational Safety and Behavior. Approved by Congregation.
22	A.3	X	5	2003.05.06	Approved change to Section 5 Trust Fund distribution procedure
21	A.3	IX	1	2003.05.06	Approved and added language regarding removal of officers.
20	A.4			1999.05.02	Added Congregational Resolutions and Policies. Approved by Congregation.
19	A.2	V	3.d	1997.05.04	Added text "which may be altered by the Board of Trustees during the fiscal year by an amount up to a total of five (5) percent of the total budget approved. The altered amount(s) must be immediately reported to the congregation in writing."
18	A.3	I	2.c	1997.05.04	Replaced "the 12 months prior to the notice of the meeting" with "either the current or prior church fiscal year"
17	A.3	I	3	1997.05.04	Replaced all with "The membership list shall be reviewed in odd-numbered years by the Board of Trustees, and members who have been inactive for the previous two-year period may be removed from the membership list, after appropriate attempts at notification. A member may voluntarily resign in writing at any time.
16	A.3	II	3	1997.05.04	Replaced "by petition of 5% of the voting members, or by the Minister" with "by written petition of five (5) percent or more of the voting members of the congregation, or by the Minister(s).
15	A.3	II	4.g	1997.05.04	Replaced "Thirty voting members shall constitute a quorum at any meeting." With "Twenty (20) percent of the voting members shall constitute a quorum at a congregational meeting."
14	A.3	III	1	1997.05.04	Added text "and shall begin that term at the adjournment of the meeting of the election."
13	A.3	IV	1	1997.05.04	Added text "and shall begin that term at the beginning of the Board Organizational Meeting of the year elected."

12	A.3	V	2	1997.05.04	Deleted text "(except those funds handled directly by the Treasurer of the Religious Education Committee)".
11	A.3	VI	3	1997.05.04	Deleted text "those funds handled directly by the Treasurer of the Religious Education Committee and"
10	A.3	VI	6	1997.05.04	Added text "and shall be made a part of the next Annual Report to the congregation."
9	A.3	VI	7	1997.05.04	Added text "as provided in the Irrevocable Trust Agreement, dated April 23, 1992."
8	A.3	VII	2	1997.05.04	Added text "Terms shall begin and end with the beginning of the Board Organizational Meeting for the relevant years."
7	A.3	VII	10	1997.05.04	Removed text "At the next Board meeting" and added text "convene an Organizational Meeting no later than June 1 to" and "Outgoing members should attend this meeting to offer counsel to the newly-formed Board."
6	A.3	VII	12	1997.05.04	Added text "it is desirable that Board members not serve as Committee Chairs."
5	A.3	XIII	1	1997.05.04	Replaced text "are" with "may be."
4	A.3	XIII	3	1997.05.04	Replaced text "and" with "committee or"
3	A.3	XIV	1	1997.05.04	Added text "and may be instructed by the Board of Trustees or by the congregation."
2	A.3			1991.04.14	
1	A.2			1991.04.14	

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SECTION A : CONGREGATIONAL DOCUMENTS

A.1 MISSION, VISION, AND COVENANT

A.1.1 *Our Mission*¹

Build community. Seek inspiration. Promote justice. Find peace.

A.1.2 *Our Vision*²

We dedicate ourselves to:

- Expanding religious, educational, and social activities that serve our congregation and the larger community.
- Acting on our individual and collective commitment to promote social justice.
- Enhancing the diversity of our liberal religious community.
- Improving the accessibility and functionality of our facilities and ensuring that they are an asset to our community.

A.1.3 *Covenant Statement*³

We, the members of the Unitarian Universalist Church of Urbana-Champaign, strive to sustain a caring community that promotes the personal and spiritual well-being of our members and of the larger world in which we live. To this end,

We promise to participate actively in the life of our church, to contribute as we are able, and to express appreciation for others' contributions.

We promise to join in shaping congregational life through processes that are open, inclusive, and transparent, and to support the decisions made by our chosen leaders and the congregation as a whole.

We promise to celebrate the diversity of our collective experiences and backgrounds including race, class, gender, sexual orientation, age, physical ability, and economic means even as we struggle to understand those differences.

We promise to express our differences openly and respectfully, speaking directly with those involved, listening closely, offering real solutions in ways that are constructive and not judgmental, and accepting conflict as an inevitable aspect of healthy relationships.

We promise to provide an atmosphere for the minister to challenge us to think critically and creatively about all issues, thus carrying our congregation's commitment to a free pulpit.

We promise to respect our children, to encourage their development as whole people, and to teach them the values of our religion, and other religions, as well.

We promise to welcome those who are new to our church and faith by learning about their journeys, by providing opportunities to learn more about us, and by explaining how they can become more involved in the church.

¹ Approved: 2005.12.04

² Approved: 2005.12.05

³ Approved: 2005.10.02

We promise to support each other through life's ups and downs by creating an environment in which people feel safe to share, and by responding to the needs of the members of our congregation.

We promise to encourage one another in our efforts to promote social justice and responsible stewardship in the larger community and the world.

A.2 CONSTITUTION OF THE UNITARIAN UNIVERSALIST CHURCH OF URBANA-CHAMPAIGN

ARTICLE I: NAME, INCORPORATION, AND LEGAL SUCCESSOR

Section 1: The name of this Church is "The Unitarian Universalist Church of Urbana-Champaign, Illinois."

Section 2: This Church is a not-for-profit corporation organized under the laws of the State of Illinois.

Section 3: This corporation is the successor to the First Universalist Church of Urbana, a religious corporation, and the Unitarian Church of Urbana, an unincorporated association. All rights and duties of said organizations shall belong to or be performed by this corporation.

ARTICLE II: RELIGIOUS AFFILIATION

Section 1: This Church shall be a member congregation of the Unitarian Universalist Association and of the MidAmerica Region⁴ of that association and other such organizations as the membership shall elect.

Section 2: By its association and support, this Church pledges itself to cooperate and extend the interests of the Unitarian Universalist denomination.

ARTICLE III: PURPOSES

Section 1: The members of the Church unite to strengthen each other in a free and disciplined search for truth in religious community.

Section 2: The Church joins in community to affirm, defend, and promote the supreme worth and dignity of every human personality.

Section 3: The Church affirms a special mission to minister to students, faculty, and staff at institutions of higher learning in our community and to the institutions themselves.

Section 4: The Church affirms the Principles and Purposes as stated in the Bylaws of the Unitarian Universalist Association.

ARTICLE IV: MEMBERSHIP

Section 1: All persons who are in sympathy with the purposes and programs of this Church may become members by meeting the requirements as stated in the Bylaws.

⁴ Updated 2014.05.4

Section 2: Persons who are voting members of another Unitarian Universalist congregation may not be voting members of this Church.

Section 3: Resignation and termination of membership shall be as stated in the Bylaws.

ARTICLE V: FORM OF GOVERNANCE

Section 1: The congregational form of governance shall prevail in this Church. Therefore, the ultimate authority for its governance shall rest with the voting membership.

Section 2: An Annual Meeting and Special Meetings of the Membership shall be called as provided in the Bylaws.

Section 3: The following matters are specifically reserved for decision by the voting membership.

- a. Election of officers.
- b. Call (election) and dismissal of the minister(s).
- c. Adoption and amendment of the Constitution and Bylaws.
- d. Adoption of an annual operating budget, which may be increased or decreased by the Board of Trustees during the fiscal year by an amount up to a total of five (5) percent of the total budget approved. The changes must be reported to the congregation in writing.⁵
- e. Authorization of the Board of Trustees to purchase, sell, mortgage, lease (in excess of \$1,000 per contract per month), or otherwise deal in real estate on behalf of the Church.
- f. Authorization of the Board of Trustees to purchase, sell, mortgage, lease, or otherwise deal in tangible personal property having a value greater than \$5,000.00 on behalf of the Church.
- g. Dissolution of the Church.

ARTICLE VI: OFFICERS

Section 1: The officers shall be a Moderator, a Clerk, a Financial Secretary, a Treasurer, the members of the Board of Trustees, and the Trustees of the Unitarian Universalist Trust Fund.

Section 2: Only voting members shall be officers of the Church.

Section 3: The terms of office, duties, and manner of election shall be as stated in the Bylaws.

ARTICLE VII: MINISTER(S)

Section 1: This Church shall maintain the tradition of a free pulpit; the Minister(s) shall be free to express his/her opinion outside the pulpit.

Section 2: The Minister(s) shall be called by an 80% vote of voting members present and voting at a Special Meeting duly called for this purpose.

Section 3: The Minister(s) of this Church must hold fellowship in the Unitarian Universalist Association.

Section 4: The Minister(s) shall serve at the pleasure of the congregation.

⁵ Updated: 1997.05.04

- a. The Minister(s) may be dismissed by a two-thirds vote of the voting members present and voting at a Special Meeting duly called for that purpose.
- b. This section intentionally left blank.
- c. Ninety (90) days' notice is expected from either the Minister(s) or the congregation.

Section 5:

- a. The Minister(s) shall be non-voting member(s) of all boards, committees, and organizations of this Church.
- b. The Minister(s) shall not participate in executive sessions of the Board of Trustees unless requested to do so.

Section 6:

- a. The Minister(s) shall be the spiritual leader(s) of the Church.
- b. At the call, the duties and the conditions of employment of the Minister(s) shall be stated in writing and shall be mutually agreed upon by the Minister(s) and the Board of Trustees.
- c. The Minister is Chief of Staff. The Minister has authority to hire, supervise, discharge, or implement other major personnel-related changes regarding congregational staff in consultation with the Personnel Committee. The Personnel Committee acts on behalf of the Board and in accordance with the Constitution, Bylaws, Board policies, and budgets established by the congregation.

Section 7: The Minister(s) shall maintain records of rites of passage performed and shall provide this information to the Board of Trustees at its request.

ARTICLE VIII: DISSOLUTION

Section 1: This corporation shall be dissolved by a three-fourths vote of voting members present and voting at a Special Meeting duly called for this purpose.

Section 2: Title to real property shall revert to the Unitarian Universalist Association or its successor organization upon either the dissolution of the Church or non-use of that property for a period of one year.

Section 3: Disposition of personal property shall be at the discretion of the voting membership except that such disposition must be to charitable or religious organizations. However, personal property items donated by individual members may be returned to the donor or the donor's heirs.

Section 4: Disposition of Assets held by the Unitarian Universalist Trust Fund:

- a. All funds, other than real estate (Section 2), shall go to the organization or organizations which succeed the Church.
- b. If there is no successor organization within one year, all remaining funds shall be given to the Unitarian Universalist Association to be held in trust for ten (10) years for the establishment of a Unitarian Universalist congregation within Champaign County, Illinois.
- c. If no Unitarian Universalist congregation is created within ten years, the Unitarian Universalist Association may use the money as its governing board determines.

ARTICLE IX: AMENDMENTS AND BYLAWS

Section 1: Amendments to this Constitution may be made by a vote of three-fourths of the voting members present and voting at an Annual Meeting of the congregation or a Special Meeting duly called for this purpose. Such amendments must have been stated in the written call for the meeting.

Section 2: Bylaws not in conflict with this Constitution may be adopted and amended by a two-thirds vote of the voting members present and voting at an Annual Meeting of the congregation or a Special Meeting duly called for this purpose. Such Bylaws must have been stated in the written call for the meeting.

A.3 BYLAWS OF THE UNITARIAN UNIVERSALIST CHURCH OF URBANA-CHAMPAIGN

ARTICLE I: MEMBERSHIP

Section 1: Members are those persons who are at least twelve (12) years of age and who have signed the Membership Book.

Section 2: Members who may vote at any given meeting (voting members) are those persons who:

- a. are at least 12 years of age, and
- b. have signed the Membership Book at least 10 days before the official notice of the meeting.

Section 3: The membership list shall be reviewed at a minimum in odd-numbered years. Review, validation, and modification of the membership list will be done in accordance with policy adopted by the Board of Trustees. A member may voluntarily resign in writing at any time.

ARTICLE II: CONGREGATIONAL MEETINGS

Section 1: An Annual Meeting of the congregation shall be held each year at a time to be determined by the Board of Trustees.

Section 2: At the Annual Meeting, the congregation shall:

- a. elect officers as required, including the three elected members of the Nominating Committee;
- b. adopt the budget for the fiscal year beginning July 1 of that year, including compensation for the Minister(s) and other staff;
- c. conduct such other business as has been included in the agenda for the call of the meeting; and
- d. conduct such other business as properly may be brought before the meeting.

Section 3: Special Meetings may be called by the Board of Trustees, by written petition of five (5) percent or more of the voting members of the congregation, or by the Minister(s)⁶.

Section 4: Official notice of all congregational meetings shall be prepared by the Clerk of the Church.

- a. All business included in the official notice of the Annual Meeting shall be considered and acted upon before any other business may come before the congregation.
- b. Only business included in the official notice of any Special Meeting may come before the congregation at such meeting.

⁶ Updated: 1997.05.04

- c. The official notice of the meeting shall be sent via U.S. Postal Service or electronic mail⁷ to all voting members not less than ten (10) days prior to the meeting date.
- d. All of the items specifically reserved for congregational decision by Article V, Section 3 of the Constitution must be included in the official notice of any meeting before they may come before the meeting.
- e. At the request of any voting member, the Moderator may call for a counted hand vote or a written secret ballot on any issue.
- f. Voting shall be limited to those voting members present at the meeting.
- g. Twenty (20) percent of the voting members shall constitute a quorum at a congregational meeting.⁸
- h. *Robert's Rules of Order, Revised* shall govern the conduct of all meetings, unless otherwise specified by these Bylaws.

ARTICLE III: THE MODERATOR

Section 1: The Moderator shall be elected for a two-year term in even-numbered years and shall begin that term at the adjournment of the meeting of the election.

Section 2: The Moderator presides at all congregational meetings of the Church, convenes the first meeting of the Nominating Committee, and convenes the first meeting of the Trustees of the Unitarian Universalist Trust Fund.

Section 3: The Moderator is a non-voting member of the Board of Trustees.

ARTICLE IV: THE CLERK

Section 1: The Clerk shall be elected for a two-year term in odd-numbered years and shall begin that term at the beginning of the Board Organizational Meeting of the year elected.

Section 2: The Clerk shall be a voting member of the Board of Trustees but shall not be liaison to any council or group of committees.

Section 3: The Clerk shall be accountable for the custody of all records, current membership lists, and books of record of the Church.

Section 4: The Clerk shall prepare the official notice of all congregational meetings of the Church, and notice of the meetings of the Board of Trustees and shall be responsible for the publication of minutes of the Board of Trustees, minutes of the Annual Meeting of the congregation and any special meetings, and the Annual Report.

⁷ Updated: 2015.05.03

⁸ Updated: 1997.05.04

Section 5: In the absence of the Moderator at any congregational meeting, the Clerk shall preside during the election of a moderator pro tem.

Section 6: The Clerk shall prepare ballots for written votes for all congregational meetings, shall be responsible for their timely and accurate count, and shall report the results to the congregation assembled.

ARTICLE V: THE FINANCIAL SECRETARY

Section 1: The Financial Secretary shall be elected for a two-year term in the odd-numbered years and shall begin that term at the adjournment of the meeting of the election.

Section 2: The Financial Secretary shall maintain and prudently exercise signature authority on all accounts held by any Trust or Endowment owned by the Church. In this capacity, the Financial Secretary shall transfer funds as instructed by the Trustees of the Unitarian Universalist Trust Fund.

Section 3: The Financial Secretary shall receive and prudently distribute into the appropriate funds all Gifts of Stock received by the Church. In addition, the Financial Secretary shall maintain and prudently exercise signature authority on all electronic funds transfer and merchant services accounts. In this capacity, the Financial Secretary shall make timely report to the individual(s) responsible for recording the receipt of all such gifts and donations, in whatever manner they are received by the Church.

Section 4: This section is intentionally left blank.

Section 5: The Financial Secretary shall maintain and distribute any special funds created by the Church according to the terms of those funds. In this capacity, the Financial Secretary shall make timely report to all relevant individual(s) regarding those special accounts.

ARTICLE VI: THE TREASURER

Section 1: The Treasurer shall be elected for a two-year plus approximately 3-month term in the even-numbered years and shall begin that term with the beginning of the Board Organizational Meeting of the year elected. Term is concluded after submission of the year-end accounting for the Annual Report for the last year of the term.

Section 2: The Treasurer shall be a voting member of the Board of Trustees but shall not be liaison to any council or group of committees.

Section 3: The Treasurer shall hold in custody all funds of the Church, except those funds held by the Trustees of the Trust Fund as described in Article XV.

Section 4: The Treasurer shall keep an account of all receipts and expenditures and shall report to the Board of Trustees monthly meeting.

Section 5: The Treasurer shall pay all bills duly authorized by the Board of Trustees.

Section 6: The Treasurer shall report on the financial condition of the Church, including a current Balance Sheet, Statement of Revenue and Expenditures, and Statement of Cash Flows at the Annual Meeting. A final Statement of Revenue and Expenditures for the fiscal year shall be prepared for the Board of Trustees no later than its September meeting, and shall be made a part of the next Annual Report to the congregation.

Section 7: The Treasurer shall be responsible for custody of all evidence of real property belonging to the Church. A third party will hold title to the Channing-Murray Chapel and property at 1209 West Oregon Street, as contemplated by the proposed agreement dated January 28, 1990, between the Church and the Channing-Murray Foundation, and as provided in the Irrevocable Trust Agreement, dated April 23, 1992.

ARTICLE VII: THE BOARD OF TRUSTEES

Section 1: The Board of Trustees shall include seven (7) elected members and the Clerk and Treasurer for a total of nine (9) voting members. Five (5) of these nine Trustees shall constitute a quorum.

Section 2: The members of the Board of Trustees shall be elected for three-year terms. Terms shall begin and end with the beginning of the Board Organizational Meeting for the relevant years. Trustees will be elected in a rotational cycle: Three shall be elected in year A, and two in year B and 2 in year C.

Section 3: Members of the Board of Trustees may not serve more than one complete term without a lapse of at least one year. (Members who serve a term of less than three years may succeed themselves to a full three-year term.)

Section 4: Members of the Board of Trustees shall be officers of this Church and shall have general charge of the administration and business of the Church.

Section 5: The Board of Trustees shall present the annual operating budget to the congregation for approval at the Annual Meeting.

Section 6: The Board of Trustees shall endeavor to maintain a cash flow reserve level equal to fifteen (15) percent of the annual budget.⁹

Section 7: Due to the Minister's planned or unplanned absence without communication of 10 or more business days, the role of Chief of Staff will temporarily transfer to the Chair of the Personnel Committee or a delegate as authorized by the Board of Trustees.

Section 8: The Board of Trustees shall appoint and disband such committees as it may deem necessary for the efficient operation of the Church administration and program. Committees are accountable to the Board of Trustees.

Section 9: Following the election at the Annual Meeting, the Board shall convene an Organizational Meeting no later than June 1 to elect from among its members a chair and such other officers as it deems wise (e.g., vice chair and/or correspondent) and shall identify members as liaisons

⁹ Updated: 2009.05.03

to councils or groups of committees. Outgoing members should attend this meeting to offer counsel to the newly-formed Board.

Section 10: The Chair shall represent the Board of Trustees in presenting Board motions before congregational meetings, conduct monthly board meetings, and perform all other duties pertinent to this office, but need not be liaison to any one council or group of committees.

Section 11: Board members are expected to attend all Board meetings, to be active liaisons to their assigned councils or groups of committees, and to perform other duties mutually agreed upon. It is desirable that Board members not serve as Committee chairs.

Section 12: Business meetings to be held at least monthly shall be announced to the membership of this Church and shall be open to any member who wishes to attend.

Section 13: The Board of Trustees may elect to move into Executive Session when personnel (employed or volunteer), property, or legal matters are being considered. However, no official action may be taken during Executive Session. Motions must be acted upon only in open session.

Section 14: Minutes shall be kept of all Board Meetings and shall be posted after approval by the Board of Trustees.

Section 15: The Chair of the Board of Trustees shall prepare a report for the Annual Report and Annual Meeting of the Church.

ARTICLE VIII: TRUSTEES OF THE UNITARIAN UNIVERSALIST TRUST FUND

Section 1: There shall be three trustees of the Unitarian Universalist Trust Fund.

Section 2: One trustee shall be elected in an odd-numbered year to serve a four-year term.

Section 3: In even-numbered years, one of the other two trustees shall be elected to serve a four-year term, so that a new trustee is elected at least every two years.

Section 4: Trustees may succeed themselves one time, serving a maximum of eight (8) consecutive years.

Section 5: The trustees shall elect a recorder from among themselves who shall keep minutes of all meetings and shall report the activity, including investing, reinvesting, or transference of trust assets, and current status of trust assets, liabilities, and fund balance to the congregation in the Annual Report. The trustees shall have the authority to delegate to a volunteer any clerical tasks, as the trustees deem appropriate. No volunteer may work in this capacity for more than eight years.

Section 6: Trust Fund Trustees shall not be required to post any bond, nor be held liable except for acts or omissions committed or omitted in bad faith.

ARTICLE IX: REMOVAL AND COMPENSATION OF OFFICERS

Section 1: Members of the Board of Trustees may be removed from office for due cause by a three-fourths (3/4) vote of the remaining members of the Board of Trustees. Due cause shall include, but is

not limited to, failing to uphold their duties, failing to maintain voting membership, or failing to attend three consecutive regularly scheduled meetings of the Board of Trustees.¹⁰

Section 2: Trust Fund Trustees may be removed from office for due cause by a three-fourths (3/4) vote of the Board of Trustees. Due cause shall include, but is not limited to, failing to uphold their duties, failing to maintain voting membership, or failing to attend three consecutive regularly scheduled meetings.

Section 3: Other officers may be removed from office for due cause by a three-fourths (3/4) vote of the Board of Trustees. Due cause shall include, but is not limited to, failing to uphold their duties, failing to maintain voting membership, or failing to attend three consecutive regularly scheduled meetings.

Section 4: All vacancies shall be filled by appointment by the Board of Trustees in consultation with the Nominating Committee. The appointed term shall expire at the next regularly scheduled Annual Meeting election, at which time the congregation shall elect a replacement to complete the unexpired term if necessary.

Section 5: No officers shall receive monetary compensation for their services. However, appropriate expenses may be reimbursed.

ARTICLE X: FISCAL YEAR

Section 1: The fiscal year of the Church shall be July 1 to June 30.

Section 2: An annual report shall be prepared and published to the congregation no later than September 15th.

ARTICLE XI: NOMINATING COMMITTEE

Section 1: The Nominating Committee shall consist of the two or three regular Board members entering their last year of service and three members to be elected at the Annual Meeting. If there are less than 2 Board members who are able to serve on the committee, the Board will select additional Board members to the Nominating Committee. Term of office shall be one year, starting from the time of the annual Meeting.

Section 2: All members of the Nominating Committee must be voting members of the Church.

Section 3: The first meeting of the Nominating Committee shall be called by the Moderator no later than January 30 following the annual meeting. At this meeting, a chair shall be chosen from among the members.

Section 4: The Nominating Committee shall select nominees for members of the Board of Trustees, Financial Secretary, Clerk, Moderator, Treasurer, at-large members of the Nominating Committee, and Trust Fund Trustees as provided for in these Bylaws.

Section 5: The list of nominees must be published at least ten (10) days before the election.

¹⁰ 2003.05.04

Section 6: Nominations for any office may be made from the floor at any congregational meeting. However, nominations will be accepted only for those who have given their consent either in person or in writing.

Section 7: The Nominating Committee also recommends candidates to the Board of Trustees for vacancies which may occur between elections.

ARTICLE XII: MEDIATION COMMITTEE

This Article is intentionally left blank.

ARTICLE XIII: ORGANIZATION OF THE CHURCH

Section 1: In general, the work of the Church is conducted by volunteer committees which may be organized into councils by function.

Section 2: Organizations which further the interest of the Church and its members may be formed with the consent and support of the Board of Trustees.

Section 3: Each council, committee or organization shall provide a report for the Annual Report.

ARTICLE XIV: ELECTION OF DELEGATES TO GENERAL ASSEMBLY AND REGIONAL MEETINGS

Section 1: Delegates to General Assembly shall be elected at the Annual Meeting from among those voting members who wish to attend.

Section 2: Any unfilled delegate positions shall be filled by appointment of the Board of Trustees.

Section 3: Delegates to regional conferences shall be appointed by the Board of Trustees.

Section 4: Assistance with registration costs or other expenses for delegates shall be determined by the Board of Trustees with regard to the annual budget and the Church's financial condition.

ARTICLE XV: UNITARIAN UNIVERSALIST TRUST FUND

Section 1: The Unitarian Universalist Trust Fund shall be administered by three trust fund Trustees elected as described in Article VIII. The Trust Fund shall include all funds created under this Article. All such funds shall be held by the Trustees for management and safekeeping.

Section 2: The promotion of long-term giving to the Church shall be the responsibility of the Board of Trustees of the Church.

Section 3: Specific funds of the Unitarian Universalist Trust Fund may be created by the Board of Trustees at a business meeting or by the congregation at a duly called meeting. The rules of distribution from these funds will be specified. Only the congregation may create funds that allow monies to be distributed outside of the normal budget process. All other distributions will be made via the customary budget process. Specific funds are created to serve a specific purpose. Specific funds may be terminated by the Board when the objective is achieved, the project is completed, or the

fund is no longer viable. Any monies remaining in a terminated fund will be transferred to the General Trust Fund.¹¹

Section 4: The Board of Trustees may accept or reject any gift or bequest, subject only to the limits of these Bylaws and the Constitution. Gifts and bequests shall only be accepted if: they support the church's mission and goals; they do not create an undue administrative burden; and the donor's intentions can be honored. Gift monies will be deposited, used, and administered in an appropriate fund per that fund's rules.

Section 5: In so far as possible, church leaders shall follow the intent of the donor. If questions of intent arise, the Board of Trustees of the Church shall make the final decision.¹²

Section 6: The Trust Fund Trustees have full power to manage, rent, invest, sell, keep, or reinvest all or any part of the trust assets. All investments shall be made in accordance with the prudent person rule and with consideration of the impact that the investments will have on social good. The Trust Fund Trustees shall adopt and make available to the members of the congregation, socially responsible investment guidelines that the Trustees shall use in making their investment decisions.

- a. The Board of Trustees of the Church may terminate any Specific Fund based upon evaluation of its viability.
- b. Monies in Specific Funds will be disbursed to achieve the objectives of the fund.
- c. Any monies remaining in a terminated fund will be transferred to the General Trust Fund.

Section 7: The General Trust Fund is a specific fund that provides an endowment to supplement the church's annual operating budget. Annual distributions to the Operating Fund of the Church will be made at the start of each fiscal year. The amount distributed shall not exceed 4.5% of the average General Trust Fund balance for the previous three years as of December 31st.¹³

Section 8: Bequests to the Unitarian Universalist Trust Fund will be deposited into the General Trust Fund. Unrestricted, undirected bequests to the church will be deposited in the Unrestricted Bequests Fund and distributed in accordance with policy.

ARTICLE XVI: AMENDMENTS

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of those voting members present and voting at a congregational meeting of the Church.

Section 2: The amendments must be presented with the call to the meeting (Annual or Special) not less than ten (10) days before the meeting.

Section 3: Amendments may not be in conflict with the Constitution.

¹¹ Updated: 2022.06.05

¹² Updated: 2022.06.05

¹³ Updated: 2022.06.05

Section 4: If any provision of these Bylaws or application of these Bylaws is held invalid for any reason whatever, the remainder shall not be affected and shall remain in full force and effect.