### SUMMARY OF CHANGES TO CONGREGATIONAL DOCUMENTS

(Most recent changes on top)

<table>
<thead>
<tr>
<th>Article No.</th>
<th>Section No.</th>
<th>Date of Revision</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>38 A.2 and A.3</td>
<td>Multiple</td>
<td>Multiple</td>
<td>2019.05.05</td>
</tr>
<tr>
<td>37 A.3</td>
<td>XV</td>
<td>3</td>
<td>2018.05.06</td>
</tr>
<tr>
<td>36 A.4</td>
<td>3</td>
<td>2018.05.06</td>
<td>Approved Resolution to install Black Lives Matter banner</td>
</tr>
<tr>
<td>35 A.4</td>
<td>4</td>
<td>2018.05.06</td>
<td>Approved Racial Justice Initiative Resolution</td>
</tr>
<tr>
<td>34 A.2</td>
<td>VII</td>
<td>2</td>
<td>2016.08.28</td>
</tr>
<tr>
<td>33 A.3</td>
<td>I</td>
<td>2.3.a</td>
<td>2015.05.03</td>
</tr>
<tr>
<td>32 A.3</td>
<td>II</td>
<td>4</td>
<td>2015.05.03</td>
</tr>
<tr>
<td>31 A.3</td>
<td>XV</td>
<td>7</td>
<td>2015.05.03</td>
</tr>
<tr>
<td>30 A.2</td>
<td>V</td>
<td>3e</td>
<td>2014.05.04</td>
</tr>
<tr>
<td>29 A.2 &amp; A5.1</td>
<td>II</td>
<td>1</td>
<td>2014.05.04</td>
</tr>
<tr>
<td>No.</td>
<td>Article</td>
<td>Section</td>
<td>Date of Revision</td>
</tr>
<tr>
<td>-----</td>
<td>---------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
<tr>
<td>28</td>
<td>A.3</td>
<td>VII 6</td>
<td>2009.05.03</td>
</tr>
<tr>
<td>27</td>
<td>A.1</td>
<td></td>
<td>2005.12.05</td>
</tr>
<tr>
<td>26</td>
<td>A.1</td>
<td></td>
<td>2005.12.05</td>
</tr>
<tr>
<td>25</td>
<td>A.1</td>
<td></td>
<td>2005.10.02</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td>2004.11.14</td>
</tr>
<tr>
<td>23</td>
<td>A.4.2</td>
<td></td>
<td>2004.05.02</td>
</tr>
<tr>
<td>22</td>
<td>A.3</td>
<td>X 5</td>
<td>2003.05.06</td>
</tr>
<tr>
<td>21</td>
<td>A.3</td>
<td>IX 1</td>
<td>2003.05.06</td>
</tr>
<tr>
<td>20</td>
<td>A.4</td>
<td></td>
<td>1999.05.02</td>
</tr>
<tr>
<td>19</td>
<td>A.2</td>
<td>V 3.d</td>
<td>1997.05.04</td>
</tr>
<tr>
<td>Article No.</td>
<td>Section No.</td>
<td>Date of Revision</td>
<td>Modification</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>A.3</td>
<td>I 2.c</td>
<td>1997.05.04</td>
<td>Replaced “the 12 months prior to the notice of the meeting” with “either the current or prior church fiscal year.”</td>
</tr>
<tr>
<td>A.3</td>
<td>I 3</td>
<td>1997.05.04</td>
<td>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.”</td>
</tr>
<tr>
<td>A.3</td>
<td>II 3</td>
<td>1997.05.04</td>
<td>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).”</td>
</tr>
<tr>
<td>A.3</td>
<td>II 4.g</td>
<td>1997.05.04</td>
<td>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.”</td>
</tr>
<tr>
<td>A.3</td>
<td>III 1</td>
<td>1997.05.04</td>
<td>Added text “and shall begin that term at the adjournment of the meeting of the election.”</td>
</tr>
<tr>
<td>A.3</td>
<td>IV 1</td>
<td>1997.05.04</td>
<td>Added text “and shall begin that term at the beginning of the Board Organizational Meeting of the year elected.”</td>
</tr>
<tr>
<td>A.3</td>
<td>V 2</td>
<td>1997.05.04</td>
<td>Deleted text “(except those funds handled directly by the Treasurer of the Religious Education Committee).”</td>
</tr>
<tr>
<td>A.3</td>
<td>VI 3</td>
<td>1997.05.04</td>
<td>Deleted text “those funds handled directly by the Treasurer of the Religious Education Committee and”</td>
</tr>
<tr>
<td>A.3</td>
<td>VI 6</td>
<td>1997.05.04</td>
<td>Added text “and shall be made a part of the next Annual Report to the congregation.”</td>
</tr>
<tr>
<td>Article No.</td>
<td>Section No.</td>
<td>Date of Revision</td>
<td>Modification</td>
</tr>
<tr>
<td>------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>A.3</td>
<td>VI  7</td>
<td>1997.05.04</td>
<td>Added text “as provided in the Irrevocable Trust Agreement, dated April 23, 1992.”</td>
</tr>
<tr>
<td>A.3</td>
<td>VII 2</td>
<td>1997.05.04</td>
<td>Added text “Terms shall begin and end with the beginning of the Board Organizational Meeting for the relevant years.”</td>
</tr>
<tr>
<td>A.3</td>
<td>VII 10</td>
<td>1997.05.04</td>
<td>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.”</td>
</tr>
<tr>
<td>A.3</td>
<td>VII 12</td>
<td>1997.05.04</td>
<td>Added text “it is desirable that Board members not serve as Committee Chairs.”</td>
</tr>
<tr>
<td>A.3</td>
<td>XIII 1</td>
<td>1997.05.04</td>
<td>Replaced text “are” with “may be.”</td>
</tr>
<tr>
<td>A.3</td>
<td>XIII 3</td>
<td>1997.05.04</td>
<td>Replaced text “and” with “committee or”</td>
</tr>
<tr>
<td>A.3</td>
<td>XIV 1</td>
<td>1997.05.04</td>
<td>Added text “and may be instructed by the Board of Trustees or by the congregation.”</td>
</tr>
<tr>
<td>A.3</td>
<td></td>
<td>1991.04.14</td>
<td></td>
</tr>
<tr>
<td>A.2</td>
<td></td>
<td>1991.04.14</td>
<td></td>
</tr>
</tbody>
</table>
Section A: CONGREGATIONAL DOCUMENTS

A.1 Mission, Vision, and Covenant
   A.1.1 Our Mission
   A.1.2 Our Vision
   A.1.3 Covenant Statement

A.2 Constitution of the Unitarian Universalist Church of Urbana-Champaign

A.3 Bylaws of the Unitarian Universalist Church of Urbana-Champaign
Section A: CONGREGATIONAL DOCUMENTS

A.1 MISSION, VISION, AND COVENANT

A.1.1 Our Mission


A.1.2 Our Vision

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

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 Region 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. Acceptance and disposition of non-recurring gifts or restricted bequests having a value greater than $5,000.00.6
   f. 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.
   g. 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.
   h. 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.

5 Updated: 1997.05.04
6 Updated: 2014.05.4
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.
   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.
ARTICLE I: \textbf{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: \textbf{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)\textsuperscript{7}.

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.

\textsuperscript{7} Updated: 1997.05.04
b. Only business included in the official notice of any Special Meeting may come before the congregation at such meeting.

c. The official notice of the meeting shall be sent via U.S. Postal Service or electronic mail\(^8\) 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.\(^9\)

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

---

\(^8\) Updated: 2015.05.03

\(^9\) Updated: 1997.05.04
minutes of the Board of Trustees, minutes of the Annual Meeting of the congregation and any special meetings, and the Annual Report.

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 term in the even-numbered years and shall begin that term with the beginning of the Board Organizational Meeting of the year elected.

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 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 nine (9) elected members and the Clerk and Treasurer for a total of eleven (11) voting members. Six members shall constitute a quorum.

Section 2: The members of the Board of Trustees shall be elected for three-year terms, with three being elected each year. Terms shall begin and end with the beginning of the Board Organizational Meeting for the relevant years.

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.\textsuperscript{10}

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.

\textsuperscript{10} 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.\textsuperscript{11}

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.

\textbf{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.

\textbf{ARTICLE XI: NOMINATING COMMITTEE}

Section 1: The Nominating Committee shall consist of the three regular Board members entering their last
year of service and three members to be elected at 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 officers, including members of the Board
of Trustees 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.

\textsuperscript{11} 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

Section 1: The Mediation Committee shall consist of five (5) members elected by the congregation.

Section 2: All members of the Mediation Committee must have been voting members of the church for at least five (5) years.

Section 3: Following the adoption of the Article, the next regular or special meeting of the congregation shall elect two members to a one-year term, to expire at the annual meeting occurring in their final year, two members to two-year terms, to expire at the annual meeting occurring in their final year, and one member to a three-year term, to expire at the annual meeting occurring in their final year. Thereafter members shall be elected to three-year terms at the annual meeting.

Section 4: No person shall serve more than two consecutive three-year terms on the Mediation Committee.

Section 5: An effort should be made to have the membership of the Mediation Committee representative of the diversity of the congregation.

Section 6: The Mediation Committee shall select its chair.

Section 7: Each member of the Mediation Committee will receive mediation training.

Section 8: The Mediation Committee shall determine who may attend its meetings.

Section 9: The Mediation Committee shall submit an annual report to the congregation.

Section 10: If a member of the Mediation Committee is close to any person involved in a matter brought before the committee or otherwise feels that she or he cannot be impartial, the committee member must excuse him- or herself from consideration of that matter. If a member of the committee feels s/he can be impartial when considering a matter, but the majority of the committee believes there is a conflict, the committee may vote to have that person excused from the case.

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.

Section 2: All gifts, devises, or bequests to the Unitarian Universalist Trust Fund shall be held by the Trustees for management and safekeeping.

Section 3: In so far as possible, the Trustees shall follow the intent of the donor as to the use of the monies entrusted to it. However, if questions of intent arise, the Board of Trustees of the Church shall make the final decision. 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.  

Section 4: Unless designated otherwise, all funds will be deposited in the General Trust Fund. Monies in the General Trust Fund are held to provide future endowment for the Church and are disbursed in accordance with Section 5.

Section 5: An amount not to exceed 4.5% of the average General Trust Fund balance for the previous three years as of December 31st shall be transferred by the end of each fiscal year to the Financial Secretary for deposit to the Operating Fund of the Church.

Section 6: Specific Funds of the Unitarian Universalist Trust Fund may be created by majority vote of the Board of Trustees of the Church. Specific funds are created to serve specific purpose and terminate when the objective is achieved, or the project is completed.

a. The Board of Trustees of the Church may terminate any Specific Fund based upon evaluation of its viability.

12 Updated: 2018.05.06
13 Updated: 2003.05.04
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 Board of Trustees of the Church may accept or reject any restricted bequest or non-recurring gift subject to the limits set forth in the Constitution Article V, Section 3e.\textsuperscript{14}

Section 8: The promotion of long-term giving to the Church shall be the responsibility of the Board of Trustees of the Church.

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.

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.

\textsuperscript{14} Updated: 2015.05.03