

# **Unitarian Universalist Fellowship of Wayne County, Ohio**

## **Bylaws**

### **ARTICLE I. NAME**

The name of this religious society shall be the Unitarian Universalist Fellowship Of Wayne County, Ohio("UUFWC").

### **ARTICLE II. OFFICE**

The UUFWC's principal office shall be located at 3186 Burbank Road, Wooster, Ohio.

### **ARTICLE III. MISSION**

The Unitarian Universalist Fellowship will have a Mission Statement adopted at a meeting of the Membership. The Board will take steps to insure that the Mission Statement is integrated into the life of the Fellowship.

### **ARTICLE IV. MEMBERSHIP**

Any person aged 16 years or over, or younger if they have completed the Fellowship's Coming of Age Program, who is in sympathy with its purpose and who has signed the Membership Book may become a voting member of this Fellowship.

A member's name may be removed for one of the following reasons: request, relocation, death of the member, or recommendation from the Membership Committee.

The Board of Directors shall remove a member's name by a unanimous vote, a quorum being present.

The Board of Directors may remove a member of the Fellowship by a two-thirds vote if the Member's actions are harmful or threatening to the Fellowship.

### **ARTICLE V. DENOMINATIONAL AFFILIATION**

This Fellowship shall be a member of the Unitarian Universalist Association and of the Ohio Meadville District of that Association.

### **ARTICLE VI. MEETINGS**

The Annual Meeting shall be held each year in the month of April or May at such time and place as shall be fixed by the Board of Directors. Special meetings may be called by the Board of Directors and shall be called at the written request of ten percent of the members of the Fellowship; the business transacted shall be limited to that stated in the call to the meeting.

Twenty-five percent of the membership as of the first day of February preceding the meeting shall constitute a quorum, except where otherwise provided in these bylaws.

All persons who will have been members for at least 60 days on the date of a meeting shall be notified of that meeting 15 days in advance by mail, or by such substitutes for mail, such as e-mail, which that member has indicated are acceptable as a method of communication with the Fellowship. The notification by mail may be as a notice in the newsletter. The Board of

Directors shall adopt a policy limiting participation in meetings by persons who have been members for a certain minimum period as long as that period does not exceed 180 days.

No resource of the Fellowship may be used to support or oppose ballot issues unless this Fellowship has taken a position on those ballot issues. The Fellowship may take a position on a ballot issue only by a 2/3 vote at a meeting of the Fellowship.

Except as stated otherwise in these bylaws, Robert's Rules of Order Newly Revised will apply to the conduct of meetings of the Fellowship.

Proxy votes of voting members shall be accepted during annual or special meetings. The attending voting member shall vote both her/his vote and the proxy. In the event of a written ballot, the attending member shall receive, in addition to her/his own, a ballot for each member for whom a proxy vote will be cast. No attending member shall hold more than two proxies. Proxy ballots may not be used for a vote on calling or removing minister(s). The attending member shall register all proxies held with the Board Secretary or Administrator prior to any vote taken at that meeting. Registered proxy votes shall not count as members present for quorum purposes.

## ARTICLE VII. BOARD OF DIRECTORS AND OFFICERS

There shall be a Board of Directors comprised of 7 members and the immediate past president. The Board of Directors shall conduct regular meetings, and shall, between meetings of the membership, have general charge of the property of the Fellowship and the conduct of all its business affairs and the control of its administration, except where otherwise limited in these bylaws. Except where otherwise limited in these bylaws they shall be responsible for the appointment of committees, including committee chairs, as it may deem necessary.

The Directors, elected by ballot for 3 year terms at the Annual Meeting, shall serve staggered terms. Each 3 year term shall commence on June 1<sup>st</sup> and end on June 30<sup>th</sup>. A Director may be elected to serve 2 consecutive three year terms. A Resigned Director will be replaced within 90 days by a person named by the Leadership Development Team. Replacements shall serve until the next Annual Meeting, at which time the membership shall vote to fill the unexpired terms. All Directors shall be voting members of the Fellowship and be at least 18 years of age.

The Board shall elect its own officers. There shall be chosen by ballot a President, a Vice-President, and a Secretary. A Treasurer shall be chosen by the Board from the membership of the Fellowship, including Directors, and shall be a nonvoting member of the Board if he/she is not a Director. If the immediate past president has completed their 3<sup>rd</sup> year they shall serve on the Board one additional year in the office of Past President and shall be a full voting member of the Board. No one shall hold more than one office at the same time.

The Board may appoint, give a name to, and delegate administrative responsibilities to one committee. The Board shall determine the makeup of such committee and its responsibilities will be limited to those outlined by the Board. The Board shall not delegate any of its own policy making responsibilities to said committee.

## ARTICLE VIII. LEADERSHIP DEVELOPMENT TEAM (LDT)

There shall be a nine member Leadership Development Team whose function it is to lead, support, and encourage leadership development in all aspects of the congregational life of the UUFWC. The LDT will nominate a slate of persons for vacant positions on the Board of Directors and the LDT. The members of the Leadership Development Team, elected by ballot for 3 year terms at the Annual Meeting, shall serve staggered terms. Each 3 year term shall commence on June 1st and end on June 30th. No one shall be elected to serve consecutive 3 year terms on the Leadership Development Team and shall not be members of the Board of Directors. Additional non-voting members may be added to the LDT as needed. The LDT shall meet regularly.

A resigned member of the Leadership Development Team will be replaced within 90 days by a person named by the LDT. Should the LDT fail in this responsibility, the resigned member of the LDT shall be replaced by the Board of Directors.

## ARTICLE IX. STANDING COMMITTEES

Standing Committees shall conduct regular meetings.

No one shall be chair of a standing committee for more than four consecutive years (following the adoption of this language).

## ARTICLE X. MINISTER

The Minister is responsible primarily for the leading of worship services, pastoral care, and adult religious education within the Fellowship and outreach to the community. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinions outside the pulpit.

The Minister shall be a non-voting member of the Board of Directors. The Minister shall be chosen by a two-thirds vote of the members of the Fellowship present, a quorum being necessary, at a meeting called specifically to include that purpose.

Before a Minister can begin, there shall exist a letter of agreement (or covenant) between the Fellowship and the Minister. In situations not covered with the Minister, the Unitarian Universalist Ministerial Association (UUMA) guidelines shall serve as the professional standard for the Fellowship and Minister.

The Minister may be dismissed by a majority vote of the members of the Fellowship present at a meeting legally called for that purpose. Forty per cent of the membership shall constitute a quorum for such a meeting. Three months notice will be given the Minister following a vote to dismiss, which may include immediate termination of ministerial duties.

## ARTICLE XI. FISCAL MATTERS

The fiscal year shall end June 30.

The membership must approve any expenditure or obligation for indebtedness that exceeds \$30,000. The membership must also approve the purchase, sale, or mortgage of real property.

In the case of a financial circumstance that requires immediate action by the Board of Directors which involves an amount greater than \$30,000, the Board may take such action based on an unanimous recommendation of the finance committee if the Board of Directors also unanimously agree to do so.

#### ARTICLE XII. AMENDMENTS AND PARLIAMENTARY AUTHORITY

The bylaws, so far as allowed by law, may be amended or replaced at any meeting of the Fellowship by a two-thirds vote of those members present and voting, a quorum of 25 per cent of the membership being present.

Notice of any proposed change shall be contained in the notice of the call to the meeting. This notice must be sent to all members of the Fellowship not less than 30 days prior to the meeting. Except as stated otherwise in these bylaws and the UUMA Guidelines, Roberts Rules of Order newly revised will apply.

#### ARTICLE XIII. DISSOLUTION

Should this Fellowship cease to function and the membership vote to disband, any accrued assets of the Fellowship will be assigned to the Unitarian Universalist Association to be used for the extension of liberal religion.