

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF CENTRE COUNTY, PA.

MARCH 1975, REVISED 1981, REVISED 1986, REVISED 1992, REVISED 1994, REVISED 1996, REVISED (Nov) 1997, (corrections 2/98), Added paragraph 11/98, BYLAW 5.e changed May 16, 1999, REVISED May 20, 2001, REVISED November 18, 2002, REVISED May 15, 2005, REVISED May 2007, REVISED May 2008

### BYLAW 1: NAME

The name of this religious society shall be "The Unitarian Universalist Fellowship of Centre County," incorporated in the Commonwealth of Pennsylvania as "The Unitarian Fellowship of Centre County," hereafter referred to as "the UUFCC."

### BYLAW 2: PURPOSE

The purpose of the UUFCC is to bring together people of honest and reverent spirit for the common study, affirmation, and practice of active religion without dogma, envisioned in harmony with reason and conscience.

The UUFCC welcomes the participation and membership of all persons without regard to age, race, ethnicity, gender, disability, affectional or sexual orientation, language, citizenship status, economic status, or national origin.

The UUFCC affirms the dignity and worth of all individuals and is committed to inclusiveness and nondiscrimination in all dimensions of congregational life, including membership, hiring practices, and the calling of religious professionals.

The religious education program for children is designed to achieve the following:

- 1) introduce them to our Unitarian Universalist heritage as well as to the religious heritage of all peoples
- 2) support their feelings of self-worth and awareness of their place in the family and society
- 3) encourage them to develop an ethical code of conduct and to take responsibility for their actions
- 4) help them to explore the mystery and the spiritual dimensions of life
- 5) help them reach their potential as creative beings

### BYLAW 3: MEMBERSHIP

#### a) Becoming a Member

Membership in the UUFCC does not require adherence to any particular interpretation of religion or to any particular religious belief or creed. Any person who is in sympathy with the UUFCC's purpose may become a member by signing the Membership Book in the presence of the Minister, the Director of Lifespan Religious Education, or a member of the Membership Committee.

Members automatically become members of the Unitarian Universalist Association (UUA).

The right to vote is automatically granted to a member three months after signing the UUFCC Membership Book.

b) Maintaining Membership

The requirement for maintaining member status is the yearly submission of the annual update form.

c) Inactivating Membership

Members will be granted inactive status upon their request. Members who do not return the annual update form for two successive years may be designated as inactive.

d) Reactivating Membership

Inactive members may reactivate their membership by submitting the annual update form.

e) Becoming an Emeritus Member

This status is based on inability to participate in UUFCC activities and to submit the annual update form. Emeritus membership may be granted to members by their request or by recommendation of the Membership Committee in consultation with the Minister, the Director of Lifespan Religious Education, and Caring Committee. Emeritus members are nonvoting members.

#### BYLAW 4: DENOMINATIONAL AFFILIATION

The UUFCC shall be a member of the Unitarian Universalist Association of Congregations and shall support and promote the mission, principles and purpose of the Unitarian Universalist Association of Congregations.

#### BYLAW 5: MEETINGS OF THE MEMBERSHIP

- a) There shall be an annual meeting, a midyear meeting, and such additional business meetings of the voting membership as may be necessary. A special business meeting of the UUFCC shall be called by the Board of Trustees on its own initiative or within three weeks following receipt of a petition signed by ten percent or twenty-five of the voting members.
- b) The annual meeting shall be held after April 30 and on or before June 15. The midyear meeting shall be held in the month of November. The announcement of all meetings shall be mailed at least ten days prior to the dates selected. The announcements shall include notice of the principal business to be transacted. The agenda of the annual meeting shall include reports of officers, staff, and committees, the election of new officers, and the adoption of an annual budget based on figures proposed by the Board of Trustees.
- c) Subject to the restrictions of paragraphs a) and b) of this Section 5, the time and place of meetings of the UUFCC shall be determined by the Board of Trustees.
- d) A quorum for business meetings shall consist of twenty-five percent or fifty of the voting members, whichever of the two is smaller.
- e) The fiscal year shall be July 1 through June 30, effective July 1, 2000.
- f) The business meetings of the UUFCC shall use as its guidelines the most recent edition of "Robert's Rules of Order".
- g) No proxy voting shall be permitted. Provision for absentee ballots may be made in advance by resolution of the Board.

## BYLAW 6: OFFICERS

The officers of the UUFCC shall be the President, President-Elect, Treasurer, and Secretary. The President-Elect shall be elected annually for a three-year term, shall succeed to the presidency for the second of the two years, and shall remain on the Board of Trustees the third year as Immediate Past President. The Treasurer and Secretary shall be elected for two-year terms, one each on alternate years.

## BYLAW 7: DUTIES OF OFFICERS

- a) The President shall act as the chief administrative officer of the UUFCC, shall be responsible for insuring that the affairs of the UUFCC are properly attended to, and shall bring to the attention of the Board of Trustees, the Minister, and the Membership all matters affecting the operation and well-being of the UUFCC. Subject to the approval of the Board, the President shall have the power to appoint, or delegate appointment of, the members of all committees authorized by the Board.
- b) The President-Elect shall assist the President in the administration of the UUFCC, fulfill the duties of the President in the latter's absence, chair the Program Council, and be a member of the Long-Range Planning and Personnel Committees.
- c) The Treasurer shall serve as the chief fiscal officer of the UUFCC and shall be empowered to receive, disburse and manage the funds. The Treasurer shall be covered by an appropriate bond, shall provide the Board with periodic reports of the financial condition of the UUFCC, shall prepare annual and midyear financial reports and shall assist the Board in the preparation of a proposed budget to be submitted at the Annual Meeting.
- d) The Secretary shall be responsible for the minutes of the business meetings of the UUFCC and of the Board.

## BYLAW 8: BOARD OF TRUSTEES

The Board of Trustees shall consist of the President, President-Elect, Immediate Past President, Treasurer, Secretary, three additional members of the UUFCC elected at large (for three-year terms each), the Minister(s), and the Director of Lifespan Religious Education. The President shall serve as chairperson of the Board. The Minister(s) and Director of Lifespan Religious Education shall belong to the Board as ex-officio, non-voting members. All voting members of the Board of Trustees must be members of the UUFCC.

All meetings of the Board shall be open to the membership except when, for consideration of highly delicate matters as determined by the Board, the Board may meet in executive session. Action can be taken only in open meetings.

## BYLAW 9: DUTIES OF THE BOARD OF TRUSTEES

- a) The Board of Trustees shall plan for and administer the resources and facilities needed to fulfill the purpose of the UUFCC, and shall assess the opinions of the membership, and set policy and act in the name of the UUFCC between meetings of the membership.
- b) The Board shall have final jurisdiction over the activities of the officers and committees of the UUFCC.
- c) The Board shall have final authority in the employment of all personnel other than the Minister(s) and shall prepare job descriptions in cooperation with the Minister and the Personnel Committee.
- d) The Board shall have authority to revise an approved budget, but may not add expenditures totaling more than ten percent of the previous year's income without approval of the membership at a business meeting.
- e) The Board shall have final authority for the maintenance and operation of the physical plant. It shall be authorized to negotiate with municipal authorities on all matters affecting the UUFCC.
- f) The Board shall authorize all committees needed for carrying out its responsibilities and specify their duties in cooperation with the minister.
- g) A quorum of the Board shall be five of the eight voting members.

## BYLAW 10: NOMINATION AND ELECTION OF NOMINATING COMMITTEE, OFFICERS AND BOARD TRUSTEES AT LARGE

- a) No later than April 15 of each year, the Nominating Committee, after consultation with the Minister(s), shall prepare a slate of one or more candidates for each office to be filled. In addition, nominations for any office may be made from the floor. Every even numbered year the offices to be filled shall include: President-Elect, Secretary, and one Board member at large. In odd numbered years, the offices to be filled will include: President-Elect, Treasurer, and one Board member at large. No later than September 15, an ad hoc committee of the Board shall prepare a list of four or more candidates for the New Nominating Committee for consideration by the current Nominating Committee. No later than October 15, the Nominating Committee shall prepare a slate of two or more candidates from this list, and one candidate from the current Nominating Committee, for a three or more member Nominating Committee to serve for the following year.
- b) Voting for Officers and Board members shall take place at the annual meeting. Voting for members of the Nominating Committee shall take place at the midyear meeting. Secret ballots may be used if determined by the President to be desirable.
- c) Newly elected Officers, Board members and members of the Nominating Committee shall assume office at the close of the meetings at which they are elected.
- d) Any vacancy, other than in the Presidency, shall be filled by Presidential appointment, and the appointee shall serve until the next annual or midyear meeting, when the office shall be filled by election for the remainder of the unexpired term.

## BYLAW 11: PROGRAM COUNCIL

- a) The Program Council shall consist of the President-Elect, a Representative from each of seven Program Areas, the Minister(s), Director of Lifespan Religious Education, and Music Director. Program Areas will include: Communications, Community Life, Property, Religious Education, Social Action, Sunday Services, and Youth. The President-Elect shall serve as the chairperson of the Program Council. The Minister(s), Director of Lifespan Religious Education, and Director of Music shall belong to the Program Council as ex-officio, non-voting members. All voting members of the Program Council, except the Youth Representative, must be members of the UUFCC.
- b) Program Area Representatives shall be elected at the annual meeting. Not more than four Representatives shall be elected in any one year, except to fill vacancies from unexpired terms. A Representative's term will be two years, beginning at the close of the meeting at which they are elected. The maximum continuous service as a Representative shall be four years with a minimum rotation interval of two years. Any Representative vacancy shall be filled by the President-Elect, and the appointee shall serve until the next annual meeting, when the vacancy shall be filled by election for the remainder of the unexpired term.
- c) Nominations for each Program Area Representative shall be made by the retiring Representative from each Area, soliciting input from committee and activity members within their Area and in consultation with the President-Elect. The President-Elect shall present the slate of candidates at the annual meeting. Nominations for any Program Area Representative may also be made from the floor at the annual meeting.
- d) All Program Council meetings shall be open to the membership.

## BYLAW 12: DUTIES OF THE PROGRAM COUNCIL

- a) The Program Council shall facilitate the coordination of all program activities, including coordination of the budgeting process for all committees and program activities represented on the Program Council. Duties of the Program Area Representatives include facilitating communication between the Program Council and members of Standing Committees, other committees, and any organized UUFCC activities represented within their respective Area. Standing Committees represented on the Program Council are described in Bylaw 17.
- b) The Program Council shall have authority to propose changes to the organizational structure of Program Areas within the guidelines of these bylaws. Proposed changes to Program Area organization must be approved at the subsequent annual meeting and shall be effective at the close of the same annual meeting.
- c) A quorum of the Program Council shall be five of the eight voting members.

### BYLAW 13: MINISTER(S)

- a) The Minister(s) shall be in either preliminary or final fellowship with the UUA Ministerial Fellowship Committee and be in good standing with the UU Ministers' Association.
- b) When a minister is to be called, the Board of Trustees shall nominate a chairperson and up to seven members of a Ministerial Search Committee, subject to approval by a meeting of the membership. After study and consultation, this committee shall recommend no more than one candidate at a time to the congregation. The Minister(s) shall be called by a special meeting of the membership. Forty percent of the membership or four fifths of the voting members present, whichever is greater, must approve the candidate.
- c) There will be a contract between the congregation and the minister(s) with details to be negotiated and approved by the Board of Trustees.
- d) The Minister(s) shall be responsible in their ministerial capacity to the congregation. The Minister(s) shall be ex-officio non-voting members(s) of the Board and all committees except the Nominating Committee and the Ministerial Search Committee. The Minister(s) shall work closely with the officers, the Board and appropriate committees of the UUFCC.
- e) A contract of a minister may be terminated only by a majority vote of the membership at a special meeting, the notice of which shall have been mailed thirty days in advance of the date on which it is to be held. The quorum for such a meeting shall be forty percent or 100 voting members, whichever is smaller.

### BYLAW 14: DIRECTOR OF LIFESPAN RELIGIOUS EDUCATION

The Director of Lifespan Religious Education shall be appointed by the Board of Trustees on recommendation of the Personnel Committee and the Religious Education Committee. The position will be defined by a job description, recommended by the Personnel Committee and approved by the Board.

### BYLAW 15: OTHER STAFF

Each paid position shall have a job description approved by the Board of Trustees on the recommendation of the Personnel Committee. All final action on offers to employ or terminate shall be taken by the Board of Trustees on the recommendation of the Personnel Committee.

## BYLAW 16: AMENDMENTS

These Bylaws may be amended at any business meeting of the UUFCC by a vote of two-thirds majority of the voting members present and voting. The proposed changes must be included in the written notice of such meetings.

## BYLAW 17: STANDING COMMITTEES

Standing Committees shall: 1) report to the Board, 2) report to the Program Council, or 3) operate independently. The maximum continuous service as a chair of any one standing committee shall be four years with a minimum rotation interval of two years. Standing Committees, by organization, include:

*Board:*

Development and Finance	Endowment and Directed Gifts Fund	Personnel
Leadership Development	Long Range Planning	Stewardship

Chairpersons for the Board Standing Committees and all other committees reporting to the Board shall be appointed annually by the President. Because of the Board's fiscal responsibilities, the Board shall appoint members to serve on the Endowment and Directed Gifts Committee and shall have direct oversight for major physical plant expenses.

*Program Council:*

Building Interior	Building Exterior and Grounds	Caring
Communications	Membership	Religious Education
Social Action	Sunday Services	

Chairpersons for the Program Council Standing Committees and all other committees reporting to the Program Council shall be appointed annually by the President-Elect.

*Independent:*

Committees on Ministries (Minister, DLRE, Music, and Office Administrator), Fellowship Relations, and Nominating.

Chairpersons of the Independent Standing Committees (except Nominating Committee) shall be appointed annually by the President.

## BYLAW 18: DISSOLUTION

Should this society cease to function and the membership vote to disband, any assets of the society will be transferred to the Unitarian Universalist Association to be held in escrow 20 years using only the interest on such funds for its general purposes. If another Unitarian Universalist Association desires to organize in Centre County, the funds will be returned to that Society from the Unitarian Universalist Association. The transfer is to be made in full compliance with whatever laws are applicable.