

HARBOR UNITARIAN UNIVERSALIST CONGREGATION BYLAWS

As passed by the Congregation on 5/31/1997 and amended on 5/30/1998, 5/22/1999, 5/21/2006,
5/20/2007, 6/1/2008, 5/31/2009, 2/20/2011, 12/11/2011 and 5/20/2012

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HARBOR UNITARIAN UNIVERSALIST CONGREGATION BYLAWS

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

Harbor Unitarian Universalist Congregation Vision:

The people of HUUC envision a community where our connections are strengthened and deepened, where families are supported, where diversity is celebrated.

Harbor Unitarian Universalist Congregation Mission:

Harbor Unitarian Universalist Congregation is a safe haven inspiring people to seek their own spiritual truths through worship and learning in community as we build a better world together.

ARTICLE III – MEMBERSHIP

- A. **Membership:** Any person having attained the age of sixteen (16), who is in sympathy with the purposes and goals of Harbor Unitarian Universalist Congregation, may become a member by signing the membership book in the presence of two (2) board members. Membership is open to all, regardless of race ethnicity, national origin, gender or sexual orientation.
- B. **Definition of an Active Member:** A member shall be defined as one who has signed the membership book and contributed to the congregation within the past year by attendance, service and/or financial contribution. All persons are welcome to take part in the activities of this congregation without regard to membership. However, membership offers the opportunity of serving as an officer on the Board of Trustees, as a committee chair and the privilege of voting following a membership of at least sixty (60) days.
- C. **Privileges of Membership:** Membership offers the following opportunities:
 - Serving on the Board of Trustees
 - Serving as a committee chair
 - Voting at congregational meetings sixty (60) days after having signed the membership book.

- D. **Associate Members:** Those individuals between the ages of fourteen (14) and sixteen (16) may become associate members with the appropriate privileges and responsibilities of membership except that of voting and holding office or committee chair.
- E. **Membership transfer, resignation or revocation:** Transfer of resignation of membership shall be by letter to the board of trustees. Membership shall be considered inactive if the member has not attended a congregational activity nor made a financial or service contribution for a period of one (1) year. The board of trustees shall review the membership rolls in January of each year and shall cancel the membership of those deemed inactive.
- F. **Resumption of Membership:** If a former member wishes to resume active membership, he/she may do so by again signing the membership book.

ARTICLE IV – FISCAL YEAR

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

ARTICLE V – CONGREGATIONAL MEETINGS

- A. **Worship Services:** Services shall be held each Sunday except when otherwise agreed by a simple majority vote of the board of trustees.
- B. **Annual Congregational Meeting:** The annual business meeting of the congregation shall be held each year within three (3) to ten (10) weeks prior to the end of the fiscal year.
- C. **Special Congregational Meetings:** Special meetings of the congregation, business or otherwise, may be called by the board of trustees as necessary, or upon written petition to the board of trustees signed by twenty-five percent (25%) of the current membership.
- D. **Written Notice for Congregational Meetings:** Written notice of business meetings of the congregation shall be given to all members at least ten (10) days prior to the meeting, except in the case of a special meeting, when at least five (5) days written notice shall be given. Written notice shall be defined as any communication delivered by first class mail delivered either by the United States Postal Service, any publicly recognized carrier where proof of delivery can be obtained or electronic mail if the message is sent to the address provided by a congregation member agreeing to receive communications through that method.
- E. **Quorum for Congregational Meetings:** For all business meetings, thirty-three percent (33%) of the current membership shall constitute a quorum. A motion will carry at an annual; or business meeting with the support of at least fifty-one percent (51%) of those voting.

F. Annual Budget Approval:

1. The budget for the following fiscal year shall be adopted by the congregation at the annual meeting.
2. A two thirds vote of the board of trustees present shall be required for any expenditure not included in the budget adopted by the congregation. The board of trustees shall be given five (5) days written notice of any proposal for an expenditure not authorized by the budget approved by the congregation.
3. In anticipation of emergency needs not included in the budget, the board of trustees may grant authority to any specified member of the board to make such expenditures as emergency requires, subject to such limitations as the board of trustees may establish.

ARTICLE VI – MINISTER

A. Obtaining/retaining a Minister:

1. The procedure should be that recommended by the Unitarian Universalist Association as far as practicable.
2. The contract of a current minister may be extended by the board of trustees.
3. The minister's salary and terms of her/his contract are to be determined by the board of trustees on the recommendation of the Human Resources Committee, the Ministerial Search Committee or Committee on Ministry and the Finance Committee.

B. Duties of the Minister: The duties shall be detailed in the minister's annual contract with the board of trustees

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

ARTICLE VII – OFFICERS AND DUTIES

A. President:

1. Shall have been an active member of the congregation for at least two (2) years immediately prior to assuming the office of president.
2. Where possible shall have served as vice president prior to assuming duties as president.
3. Shall be elected for a two (2) year term on even calendar years.
4. Shall be the chief executive officer of the congregation.
5. Shall serve as the spokesperson for the congregation and the board of trustees with the approval of said board.
6. Shall be an ex-officio member of all committees.

B. Vice President

1. Shall have been an active member of the congregation for at least two (2) years prior to assuming the office of vice president.
2. Shall be elected for a two (2) year term on even years.
3. Shall serve as president elect and act as president in the absence of the president.
4. Shall serve as HUUC representative/liason to the UU General Assembly (at the expense of the congregation as budgeted) and to the Heartland District for purposes of communication and coordination.

C. Secretary

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

D. Treasurer

1. Shall be an active member of the congregation.
2. Shall be elected for a two (2) year term on odd calendar years.
3. Shall be responsible for receiving all earnings and financial contributions and be responsible for payment of obligations assumed in the name of the congregation.
4. Shall be responsible for maintaining and making available financial records of the congregation in accordance with the general procedures established by the board of trustees
5. Shall be bonded or otherwise insured.
6. Shall be an ex-officio member of the Finance Committee.
7. The treasurer's records shall be audited annually as determined by the board of trustees.

ARTICLE VIII – BOARD OF TRUSTEES

A. Membership: The board of trustees shall be composed of four (4) congregation officers and three (3) trustees. The immediate past president shall serve as an ex-officio member of the board.

B. Trustees – other than the officers

1. Shall represent the members of the congregation as a whole.
2. Shall be active members of the congregation.
3. Shall be elected to serve two (2) years with one (1) member being elected one year and the other two (2) members being elected the following year.

- C. **Chief Duties:** The board of trustees shall have general charge of the property of the congregation and the conduct of its business affairs, as well as the control of its administration, including the appointment of standing and special committees and hiring or dismissal of staff.
- D. **Replacements:** The president, with the approval of the board of trustees, shall appoint officers and trustees to fill any vacated office for the time necessary to complete the term in office of that resigned or vacated office. An office will be considered vacated when a board member misses three (3) consecutive board meetings unless there are approved, extenuating circumstances.
- E. **Meetings:**
 - 1. Meetings shall be held monthly.
 - 2. Special meetings may be called as necessary.
 - 3. Meetings shall be called by the president or any member of the board of trustees.
 - 4. Prior notice of all board of trustee meetings shall be given to all board members.
 - 5. The presence of five (5) board members shall constitute a quorum for board meetings. A majority vote will be required for a motion to be carried or rejected.
- F. **Insurance for Board Member:** Indemnity shall be provided for board members or any member acting in an official capacity on behalf of the congregation.
- G. **Emeritus Appointments:** The board of trustees may, at its discretion, honor any member who has given outstanding leadership and service to the board and to the congregation with a position as board member emeritus, which position shall be life long and non-voting.

ARTICLE IX – COMMITTEES – MINISTRIES – TASK FORCES

- A. **Leadership Development Committee**
 - 1. The members of the Leadership Development Committee will present a slate of officers to the congregation at the time of notification of the annual meeting. Members of the Leadership Development Committee will attend selected board meetings to evaluate the talents represented and needed by the board.
 - 2. The Leadership Development Committee shall have three (3) non-board members, elected by the congregation at the annual meeting to serve staggered three-year terms.
- B. **Other Committees**
 - 1. The board of trustees may create such committees as it sees fit under the regulations and procedures as may be adopted by the board of trustees/
 - 2. Committees so created will have the powers delegated to them by the board of trustees, provided the board may not give to a committee a power not held by the board under these bylaws.

ARTICLE X – ELECTIONS

A. Nominations

1. The Leadership Development Committee shall develop a slate of candidates for the elective-offices of the congregation to be voted on by the membership at the annual business meeting.
2. The Leadership Development Committee shall notify the membership of the congregation to be voted on by the membership at the annual business meeting.

B. Election Procedure

1. The secretary shall prepare a written ballot, with space for nominations from the floor for each office.
2. Ballots shall be tallied and the results announced prior to the end of the meeting.
3. The newly elected board members shall assume their offices with the beginning of the next fiscal year.
4. Election of the board of trustees members shall be by simple majority of the members of the congregation present and voting.

ARTICLE XI – RECALL OF OFFICERS and/or TRUSTEES

- A. Upon written petition to the board of trustees demanding a recall of an officers or trustee, signed by twenty five percent (25%) of the active members of the congregation, a vote of confidence shall be taken at the next regular or special meeting of the congregation by secret ballot.
- B. If a simple majority of the votes cast shall indicate no confidence, the office shall be declared vacant.
- C. The office shall be filled as provided by the bylaws.

ARTICLE XII – PARLIAMENTARY PROCEDURE

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

ARTICLE XIII – AMENDMENTS

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

ARTICLE XIV – DISSOLUTION

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

ARTICLE XV - ENDOWMENT FUND

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