

Date last Revised: June 2019

## **BYLAWS**

### **NAME**

010.1 The name of this church shall be the Unitarian Universalist Church in Eugene.

### **Purposes**

[Revised 6/2/19]

20.0 UUCE Mission Statement: "Empowered by love, we transform ourselves and serve our world."

020.1 The purposes of this church shall be the development and enrichment of human lives through the study, practice and promotion of liberal religion. We covenant to affirm and promote:

The inherent worth and dignity of every person;

Justice, equity and compassion in human relations;

Acceptance of one another and encouragement to spiritual growth;

A free and responsible search for truth and meaning;

The right of conscience and the use of the democratic process;

The goal of world community with peace, liberty, and justice for all;

Respect for the interdependent web of all existence of which we are a part.

### **Welcoming Congregation**

020.2 We covenant to affirm and promote the full participation of all persons in all our activities and endeavours-including membership, programming, hiring practices, and the calling of religious professionals-without stereotype based on race, color, gender, physical or mental disability, sexual orientation, gender identity, socio-economic status, national origin, or political affiliation.

### **Government**

[Revised 6/2/2019]

030.1 This church shall be governed by the Board of Trustees, elected by its membership. It shall be a member of the Unitarian Universalist Association.

## **Membership**

[Revised 6/2/2019]

040.1 Membership is open to any person who is either entering ninth grade or is 15 years of age or older, who has made a financial contribution of record, and who has signed the Membership Book. Through such signing the member enters into a covenant with the members of the church to use the Unitarian Universalist Association's Principles as guiding values in their life.

040.2 Membership Responsibilities: Members shall accept responsibility for the well-being of the Church community through contributions of time, energy, and financial resources. Members are expected to make ongoing financial contributions of record. The minister, in consultation with the Board President, may grant exceptions to any financial requirement.

040.3 Emeritus Member: A person who has been actively participating member of UUCE or of another Unitarian Universalist congregation for an extended period of time and who is, because of age or infirmity, no longer able to actively participate in UUCE, may be granted the status of Emeritus Member. Names will be submitted to the Board of Trustees for approval.

040.4 Resignations: Members may withdraw from membership by submitting a written or oral resignation.

040.5 Removal of Names from the Membership Roll: A member may be denied membership or expelled from membership for cause by action of the Board of Trustees. The procedure required for giving notice to the member and an opportunity to comment is set forth in the UUCE Membership Policies. The Safe Congregation Policy may provide guidelines for causes for removal. Names of Members shall also be removed if the member resigns, is deceased, or has moved and could not reasonably be contacted for an extended time.

040.6 Membership Roll: The official roll of members shall be updated from time to time throughout the year. The official roll shall be updated 30 days prior to a Congregational Meeting to establish the number of members needed for a quorum and to determine who is eligible to vote. Members who have made a financial contribution of record within the last 15 months and at least 30 days before the Congregational Meeting are eligible to vote.

040.7 The official roll of members shall be updated annually to report the number of members in our Congregation to the UUA by its February 1 deadline. This number shall be submitted to the Board of Trustees for approval at the January Board meeting. A preliminary figure shall be submitted to the Board of Trustees prior to that Board meeting.

## **Officers**

[Revised 6/2/2019]

050.1 The officers shall be a President, Vice President, Secretary, and Treasurer.

050.2 The President shall preside at meetings of the Board of Trustees and meetings of the Congregation. The President shall be an ex officio member without vote of all committees except the Leadership Development Committee.

050.3 The Vice President shall assist the President and shall preside at meetings of the Board of Trustees and of the Congregation in the absence of the President.

050.4 The Secretary shall handle all official correspondence of the Board of Trustees, file all records and communication, and record all proceedings of meetings of the Board and membership. The Secretary also shall be the custodian of the Bylaws, Board Policies and other church procedure documents.

050.5 The Treasurer shall receive and safely keep all money and other property of the church entrusted to their care, and shall disburse the same under the direction and to the satisfaction of the Board of Trustees. The treasurer shall be bonded at a level deemed sufficient by the Board of Trustees and at the expense of the church.

## **Board of Trustees**

[Revised 6/2/2019]

060.1 There shall be a Board of Trustees consisting of the four elected officers of the church and three (3) trustees at large. Each of these members of the Board of Trustees must be a member of the church while in office.

060.2 The Board of Trustees shall, between meetings of the membership, administer the business affairs of the church. The Board of Trustees shall be responsible for the overall direction of the church, financial oversight, and shall establish policies and programs to accomplish the needs and objectives of the church.

060.3 The Board of Trustees shall hold open meetings monthly at such regular time and place as it shall determine. Special meetings of the Board may be called by the President or by any three Board members. A majority of the Board shall constitute a quorum for the transaction of business.

060.4 The Board may temporarily fill any elective office that becomes vacant. A successor shall be elected at the next Annual Meeting.

## **Congregational Meetings**

[Revised 6/2/2019]

070.1 An Annual Congregational Meeting shall be held during the church year, at a date and time to be determined by the Board of Trustees. The agenda of this meeting will include the election of the Board of Trustees, the Leadership Development Committee and approval of the annual budget.

070.2 [deleted]

070.3 Special Congregational Meetings of the membership may be called by a majority of the Board or by written petition of at least 10% of the members of the church. At Special Congregational Meetings, the business acted upon shall be restricted to items on the previously published agenda.

070.4 For all Congregational Meetings, all matters proposed for acceptance must be published at least fourteen (14) days prior to the Annual meeting.

070.5 Twenty percent of the membership shall constitute a quorum except for calling or dismissing a minister or buying or selling property. In those cases a quorum shall consist of forty percent of the membership.

070.6 Those who are not members shall be welcome at all meetings, and shall be given the courtesy of the floor, but they may not vote or make motions.

## **Nominations and Elections**

[Revised 6/2/19]

080.1 Open elected officer positions on the Board of Trustees will be filled each year at the Annual Congregational Meeting for two year terms, with the goal of maintaining continuity when possible. At each Annual Meeting, three trustees shall be elected for two year terms, and five Nominating Committee members shall be elected for two year terms. Terms of office shall commence on July 1 of the year in which elected and expire on June 30.

080.2 The Nominating Committee shall report the names of the nominees to the Board at its meeting the month before the Annual Meeting and shall publish the names in the newsletter at least 14 days in advance of the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting provided the nominee has given prior consent. No person may serve in the same position on the Board of Trustees for more than two consecutive terms. No person may serve in any combination of positions on the Board of Trustees for more than six consecutive years.

080.3 The Nominating Committee shall also offer a slate of five people to serve as the Nominating Committee for the following church year. To insure continuity, the slate shall normally include two members of the current Nominating Committee.

080.4 The Leadership Development Committee shall consult the Minister and the President of the Board as to appropriate candidates for both the Board of Trustees and the Leadership Development Committee. It shall be sure that all candidates are given and understand an outline of expected duties, as specified in Policies.

080.5 The Leadership Development Committee will suggest replacements to the Board of Trustees should a vacancy occur between annual meetings.

080.6 After the election of the Board of Trustees at the Annual Congregational Meeting, nominations from the floor and election of the Nominating Committee shall be held. No member of the Nominating

Committee shall serve concurrently on the Board of Trustees. No member of the Nominating Committee shall serve more than four consecutive years.

## **Financial Management**

[Revised 6/2/19]

090.1 The fiscal year of this church shall be July 1 to June 30.

090.2 There shall be at least one annual canvass to raise funds for the next fiscal year.

090.3 A budget allocating funds for each fiscal year shall be presented by the Board and approved by the Congregation. The funds governed by the annual budget comprise the General Fund. The Board of Trustees is authorized to spend money from the General Fund balance on hand to meet the purposes of the budget. The Board may adjust funds within the budget to meet the changed conditions.

090.4 The Reserve Fund consists of surplus funds allocated for the purpose of providing a margin of safety in meeting ordinary and emergency needs.

090.5 The Capital Fund is made up of gifts, pledges, and other moneys set aside to acquire or construct buildings or for major building repairs not covered by the General Fund. Liquidation of capital funds or other property requires an arrangement that keeps good faith with the groups whose designated gifts the property represents.

090.6 An affirmative vote of the Congregation is required for the purchase or sale of real estate or the borrowing of money.

090.7 Only the Board or the Congregation may accept funds offered the church with restrictions as to their use.

090.8 Borrowing or drawing on other church funds or the cash or bank accounts which represent them to finance a General Fund deficit is prohibited except as explicitly permitted in these Bylaws.

## **Endowment Fund**

095.1 An Endowment Fund shall be established and shall be, except as provided herein, subject to the control of the Endowment Fund Trustees, and all such funds shall be held in accounts separate from all other accounts of the church.

095.2 Monies received for the Endowment Fund shall be invested at the discretion of the fund's trustees. Real or personal property shall be received into the fund upon approval of the trustees and may be disposed of by the trustees in order to convert such property(ies) into cash.

095.3 Unless otherwise specified by the donor(s), money and/or property donated to the fund shall become part of the general account of the fund. Gifts received by the fund for special purposes shall be held in (a) special account(s) for the specified purpose(s).

095.4 Income resulting from the general endowment account shall be released by the fund's trustees to the church's general operating account(s) at the request of the church's Board. However, the fund's trustees may retain a sufficient amount of such income to offset inflation.

095.5 Income resulting from any special account(s) shall be released to the church's Board of Trustees only to meet, in whole or in part, expenses related to the named special purpose(s) of each special account, provided a majority of each of the church Board of Trustees and the trustees of the fund agree that the expenditure is related to the named purpose.

095.6 The principal of any endowment account can be transferred to the general operating funds or other church account only with the prior approval of the Congregation.

095.7 There shall be three Endowment Fund Trustees appointed by the Board of Trustees for terms of three years.

095.8 The trustees shall make an annual report and accounting of all funds under their control to the Congregation at the Annual Meeting.

## **Standing and Other Committees**

[Revised 6/2/2019]

100.1 There shall be standing committees of the church.

100.3 [Deleted]

100.4 [Deleted]

100.5 The Board may establish committees for particular purposes and specific lengths of time as it deems necessary.

## **Minister**

[Revised 6/2/19]

110.1 A minister may be settled in the church by a two-thirds vote of the votes cast at a Congregational Meeting called for this purpose. 110.2 The Minister may not be dismissed except by a written ballot of a majority of those present at a Congregational Meeting called for this purpose. Dismissal or resignation of the Minister shall not carry less than a ninety day termination date except as otherwise provided by mutual consent of the Minister and the Board of Trustees.

110.3 The quorum for a meeting to select or dismiss a minister is specified in article 070.5.

110.4 In keeping with the liberal tradition, the Minister shall be free at all times to express their opinion on any subject, both from and away from the pulpit.

110.5 Ministers are ex officio non-voting members of the Board of Trustees. Ministers may be ex officio non-voting members of any committee, except they may not be members of the Nominating Committee or any Ministerial Search Committees.

110.6 Any minister chosen to serve this Congregation shall be in fellowship with the Unitarian Universalist Association.

## **Parliamentary Authority**

[Revised 2/14/2012]

120.1 The rules contained in the current edition of “Robert’s Rules of Order Currently Revised” shall govern UUCE in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order UUCE may adopt.

120.2 Any matter of policy not provided for in these Bylaws may be determined by the Board of Trustees.

## **Dissolution**

[Revised 6/2/19]

130.1 On dissolution of the church, all properties shall vest in the Pacific Western Region of the Unitarian Universalist Association.

## **Amendments**

140.1 These Bylaws may be amended by a two-thirds vote of the votes cast at any Annual or special meeting, provided that notice of the meeting and of the proposed amendments shall be given to the membership 14 days prior to each meeting.

140.2 Proposed amendments to amendments must be submitted in writing at least 7 days prior to the congregational meeting that addresses such proposed amendments.

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Bylaws Adopted at Congregational Meeting on 3/31/96 (current numbering system adopted at this time)

010.1 Revised at Congregational Meeting on 12/15/96

040.1-040.6 and 080.1-080.6 Revised at Congregational Meeting on 5/18/97 replacing 040.1-040.4 and 080.1-080.3

040.1 Revised at Congregational Meeting on 6/6/99

040.1-040.3, 040.6, 070.1-070.6, 080.1-080.4, 080.6, 090.1-090.8, 100.1-100.5, 110.3, 110.5 Revised at  
Congregational Meeting 4/14/02

Membership bylaws revised 2/11/09

030.1 & 100.5 Revised at congregational meeting 6/12/2016

20.0, 20.2, 30.1, 40.1, 40.2, 40.3, 40.5, 40.6, 40.7, 50.2, 50.5, 60.1, 60.2, 60.3, 60.4, 70.1, 70.2, 70.3, 70.4,  
70.5, 80.4, 80.5, 90.3, 100.1, 100.3, 100.4, 100.5, 110.4, 130.1 Revised, added, and/or deleted at  
congregational meeting 6/2/19