

<b>UUCE GOVERNANCE DOCUMENT</b>			
Document:	<b>Bylaws of the Unitarian Universalist Church in Eugene</b>		
Original	Congregational Meeting	Date:	03/31/1996
CURRENT APPROVED REVISION, RELEASED		Date:	06/17/2023
Current Proposed Revision	Revised by:	Bylaws Committee	Date: 04/15/2024
	Approval:	Board of Directors (Required? [ Y ] )	Date: 04/23/2024
		Congregation (Required? [ Y ] )	Date: Pending 06/16/2024

**Name**

10.1 The name of this church shall be the Unitarian Universalist Church in Eugene (UUCE).

**Purposes**

[Revised 2/20/2022]

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

20.1 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;
- Journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.

**Welcoming Congregation**

25.1 We covenant to affirm and promote the full participation of all persons in all our activities and endeavors - 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]

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

## **Membership**

[Revised 4/15/2024]

40.1 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 pledge of any amount for the current church year, and who has entered into a covenant with the members of the church to use the Unitarian Universalist Association's Principles as guiding values in their life.

40.2 Membership Responsibilities: Members shall accept responsibility for the well-being of the UUCE 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.

40.3 Emeritus Member: A person who has been an actively participating member of UUCE or of another Unitarian Universalist congregation for an extended period 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 for approval.

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

40.5 Removal of Names from the Membership Roll: A member may be denied membership or expelled from membership for cause by action of the Board. 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 cannot reasonably be contacted for an extended time.

40.6 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.

40.7 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 for approval at the January Board meeting. A preliminary figure shall be submitted to the Board prior to that Board meeting.

## **Officers**

[Revised 4/15/2024]

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

50.2 The President shall preside at meetings of the Board and meetings of the Congregation. The President shall be an ex officio non-voting member of all committees except the Leadership Development Committee (LDC) and the Committee on Right Relations (CORR).

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

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

50.5 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. The Treasurer shall be bonded at a level deemed sufficient by the Board and at the expense of the church.

## **Board of Trustees**

[Revised 4/15/2024]

60.1 There shall be a Board consisting of the four elected officers of the church and three Trustees at Large. Each of these members of the Board must be a member of the church while in office. No person may serve in the same position on the Board for more than two consecutive terms. No person may serve in any combination of positions on the Board for more than six consecutive years.

60.2 The Board shall, between meetings of the Congregation, administer the business affairs of the church. The Board shall be responsible for the overall direction of the church, financial oversight, and establishment of policies and programs to accomplish the needs and objectives of the church.

60.3 The Board 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.

60.4 The Board may temporarily fill any elective office that becomes vacant. A successor shall be elected at the next Annual Congregational Meeting. This temporary filling of a vacant office shall not count towards the term limits of the person so appointed.

## **Elected Committees**

[Added 4/15/2024]

65.1 The LDC, composed of five members, shall consult the Minister and the President of the Board as to appropriate candidates for the Board, the LDC, and the CORR. It shall ensure that all candidates are given and understand an outline of expected duties, as specified in Policies. No member of the LDC shall serve concurrently on the Board or the CORR. No member of the LDC shall serve more than four consecutive years.

65.2 The CORR, composed of five members, exists to help mediate conflicts between congregants, between congregants and the ministers, and between congregants and the Board. No member of the CORR shall serve concurrently on the Board or the LDC. No member of the CORR shall serve more than six consecutive years.

## **Congregational Meetings**

[Revised 4/15/2024]

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

70.2 [deleted]

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

70.4 For all Congregational Meetings, all matters proposed for acceptance must be published at least 14 days prior to the meeting.

70.5 Except as described below, a quorum is met when 20 percent of the church membership who are eligible to vote are in attendance, either in-person or virtually. A quorum is met for calling or dismissing a minister, buying or selling property, or withdrawing principal from an Endowment Fund when 40 percent of the church membership who are eligible to vote are in attendance, either in-person or virtually.

70.6 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 4/15/2024]

80.1 Open Board, LDC, and CORR positions will be voted upon each year at the Annual Congregational Meeting. The officers, Trustees at Large, and LDC members shall serve two-year terms. Members of the CORR shall serve three-year terms. Terms of office shall be staggered, when possible, with the goal of

maintaining continuity. Terms of office shall commence on July 1 of the year in which they are elected and expire on June 30 of the year in which the term ends.

80.2 The LDC shall report the names of the nominees of all open positions to the Board at its meeting the month before the Annual Congregational Meeting and shall publish these names in the newsletter at least 28 days in advance of the Annual Congregational Meeting. Additional nominations (with the prior consent of the nominee) and self-nominations may be made at least 21 days in advance of the Annual Congregational Meeting. The slate of candidates shall be published at least 14 days prior to the Annual Congregational Meeting. Nominations may also be made from the floor at the Annual Congregational Meeting.

80.3 The LDC shall be responsible for conducting all elections and votes at any Congregational Meeting.

80.4 [deleted]

80.5 The LDC will suggest replacements to the Board should a vacancy occur between Annual Congregational Meetings.

80.6 [deleted]

80.7 [deleted]

### **Financial Management**

[Revised 6/2/2019]

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

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

90.3 A budget allocating funds for each fiscal year shall be presented by the Board and approved by the Congregation at the Annual Congregational Meeting. The funds governed by the annual budget comprise the General Fund. The Board 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 changed conditions.

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

90.5 The Capital Fund is made up of gifts, pledges, and other monies 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 in good faith with the groups whose designated gifts the property represents.

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

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

90.8 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**

[Revised 4/15/2024]

95.1 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. Management of the Endowment Fund will be in accordance with Oregon law [ORS vol 3, title13, Chapter 128.]

95.2 Monies received for the Endowment Fund shall be invested at the discretion of the fund's trustees. Real or personal property(ies) 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.

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

95.4 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.

95.5 [Deleted]

95.6 The principal of any endowment account can be transferred to the general operating funds or other church account only when approved by 80% of the votes cast at a Congregational Meeting.

95.7 There shall be no less than three or greater than five Endowment Fund Trustees appointed by the Board for terms of three years. Endowment Fund Trustees may be re-appointed. The UUCE Treasurer will serve as an ex officio member of the Endowment Committee.

95.8 The Endowment Fund Trustees shall make an annual report and accounting of all funds under their control to the Annual Congregational 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 and task forces for particular purposes and specific lengths of time as it deems necessary.

### **Minister**

[Revised 6/2/2019]

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 90-day termination date except as otherwise provided by mutual consent of the Minister and the Board.

110.3 The quorum for a meeting to select or dismiss a minister is specified in article 70.5.

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. Ministers may be ex officio non-voting members of any committee, except they may not be members of the LDC, CORR, 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 4/15/2024]

120.1 As applicable and practical, it is a goal to reach consensus in governing UUCE matters. The rules contained in the current edition of "Robert's Rules of Order Currently Revised" will be followed as needed.

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

### **Dissolution**

[Revised 6/2/2019]

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 Congregational Meeting provided that notice of the meeting and of the proposed amendments shall be given to the membership 14 days prior to the meeting.

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

Bylaws Adopted at Congregational Meeting on 3/31/1996 (current numbering system adopted at this time)

## **Change History**

010.1 Revised at Congregational Meeting on 12/15/1996.

040.1-040.6 and 080.1-080.6 Revised at Congregational Meeting on 5/18/1997 replacing 040.1-040.4 and 080.1-080.3.

040.1 Revised at Congregational Meeting on 6/6/1099.

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 4/14/2002

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 6/2/2019.

Nominations and Elections bylaws revised at Congregational Meeting 6/11/2023.

80.1, 80.3, 80.4, 80.6 Revised, added or deleted, 80.7 created and added in support of Committee on Right Relations.

Bylaws revised on 4/15/2024 by the Bylaws Committee, approved by the BOT on 4/23/2024 and to be presented at Congregational Meeting 6/16/2024: In 40.1, Changed the requirement for financial contribution and removed the requirement for signing of the Membership Book. In 40.5, changed one of the Membership removal reasons. In 50.2 added that the Board President cannot be a member of the Committee on Right Relations. In 60.1 clarified Board service terms and years and that temporary vacancy fulfillment does not count towards a limit. Created section 65 which elaborated two elected committees – the LDC and CORR – which were previously defined elsewhere. In 70.5 clarified and changed some meeting quorum requirements. In section 80, clarified some nomination and election details. In section 95, added that Management of the Endowment Fund will be in accordance with Oregon law [ORS vol 3, title13, Chapter 128.]. In 120, removed the strict compliance to Roberts Rules of Order.