

South Coast Unitarian Universalist Fellowship Bylaws

Article I: Name

The name of this religious society shall be *South Coast Unitarian Universalist Fellowship*.

Article II: Purpose

The purpose of this fellowship is to further freedom of religious experience and toleration of religious ideas, promote personal choice based on reason and conscience, advocate the never-ending search for truth, celebrate the worth and dignity of each human being, accept the motive force of love, and proclaim the importance of a religious community.

The purposes for which the *South Coast Unitarian Universalist Fellowship* is organized are exclusively religious, charitable, literary, and educational within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article III: Membership

Any person may become a voting member of this society who is in sympathy with its purpose and program, has signed the Membership Register, and makes an annual contribution of record. It is generally understood that all members should have an understanding of the history and current situation of the Unitarian Universalist movement.

Membership is open to all persons regardless of race, color, ethnic or national origin, sex, affectional or sexual orientation, or age.

Children under the age of 18 shall be non-voting members and may not serve on the *Board of Directors*.

A person can be removed from membership by the *Board of Directors* upon that person's written request; when the member has died, moved away, or cannot be located; or when the member has not attended any meeting or supported the fellowship for a period of twelve (12) months.

Article IV: Denominational Activities

This fellowship shall be a member of the Unitarian Universalist Association and the Pacific Northwest District. Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Article V: Membership Meetings

The *Annual Business Meeting* shall be held each year in May. Election of members of the *Board of Directors* and adoption of the annual budget shall take place at the *Annual Business Meeting*.

Special Business Meetings may be called by the *Board of Directors* or by written request of any five (5) members. Written notice of all *Special Business Meetings*, including the business to be transacted shall be sent to each member by mail at least ten (10) days prior to the meeting. No other business may be transacted at a *Special Business Meeting*.

The nature, time, and place of regular non-business meetings shall be determined by the *Board of Directors*, or by any person or persons designated by the Board.

Twenty percent (20%) of voting members shall constitute a quorum. Members absent from the meeting may vote by written proxy.

Article VI: Board of Directors

The *Board of Directors* shall consist of the Officers and the Directors. In addition to the officers, there shall be at least two (2) Board Members at large until such time as the number is changed by vote of the fellowship. Board Members shall hold office for two years and serve until their successors have been elected and qualified.

The *Board of Directors* shall be responsible for the conduct of the business of the Fellowship and the control of its administration. The Board shall exercise all powers inherent in the Fellowship except those expressly reserved to the membership. The *Board of Directors* shall supervise all financial transactions of the Fellowship.

The *Board of Directors* shall hold at least four meetings per year. Special meetings may be called by the President or upon written request of two (2) Board Members. Members must be given at least 24 hours notice of the meeting, including a statement of the purpose of the meeting. No other business may be transacted at a special meeting.

Chairs of Committees and any other members are encouraged to attend and speak at Board meetings, but only Board members may vote.

The *Board of Directors* may remove a member and declare a vacancy when that member has been absent for three (3) consecutive Board meetings without adequate reason.

A majority (at least 50%) of the members of the Board shall constitute a quorum.

Article VII: Officers

The officers of the Fellowship shall be the President, Secretary, and Treasurer.

The **President** shall preside at all Board and business meetings, appoint committee chairs, be an ex-officio member of all committees, and represent the Fellowship on all appropriate occasions.

The **Secretary** shall keep a written record of all meetings of the membership and the *Board of Directors*, and be custodian of all records other than financial. The **Secretary** shall assume the duties of the President in the absence of the President until the Board of Directors makes formal arrangements to replace the President, if needed.

The **Treasurer** shall receive and disburse all funds, maintain an account of all financial transactions, and present a financial report at each Board meeting and at each *Annual Business Meeting* of the Fellowship. The Treasurer shall provide individual members a statement of their pledge status upon request.

All officers shall be subject to removal for cause at any time by the *Board of Directors*, subject to review by the membership.

Article VIII: Terms of Office

The Officers shall serve for a term of one (1) year, beginning July 1 following their election or until their successor has been elected and qualified.

Directors shall serve for two (2) years or until their successor has been elected and qualified. Terms shall begin July 1 following their election.

All vacancies in the elective positions, except President, shall be filled for the unexpired term by the *Board of Directors*.

In case of a vacancy in the office of President, the Secretary shall assume immediate responsibility for the President until such a time that the Board of Directors shall make formal arrangements for the replacement of the President.

Article IX: Elections

The **Nominating Committee** members shall be appointed by the President at a *Board of Directors* meeting at least two (2) months prior to the *Annual Business Meeting* of the membership in May.

The Nominating Committee shall prepare a slate of candidates for election as Officers and Directors. At least One (1) Board Member at large shall be elected each year for a two (2) year term. If possible, the *Board of Directors* shall arrange the election of Board Members at large so that their terms overlap by one (1) year. All nominees must be voting members of the fellowship and consent to the nomination.

Officers and Directors shall be elected by the membership at the Annual Business Meeting and take office July 1 of that year.

Nominations must be called for from the floor.

Article X: Committees

Standing committees shall be the Program, Religious Education, Finance, and Membership.

The Chair of each committee shall be appointed by the President of the *Board of Directors*. Each Chair shall appoint members of that committee. Terms of all committee members shall expire June 30 of each year.

The **Program Committee** shall plan, arrange, and conduct programs for all meetings of the Fellowship except the business meetings.

The **Religious Education Committee** shall be responsible for organizing and carrying out the religious education program under the direction of the Board.

The **Finance Committee** shall plan and provide for the means to raise the funds needed to provide for the activities and programs of the fellowship.

The **Membership Committee** shall be responsible for informing prospective members about the Fellowship, maintain an up-to-date list of members including addresses and telephone numbers, maintain a guest resister, and other duties assigned by the Board.

Special Committees may be appointed as the need arises.

Article XI: Finances

The fiscal year shall end June 30.

The *Board of Directors* shall prepare a proposed budget and send a copy to each member by mail prior to the *Annual Business Meeting*.

The *Board of Directors* shall audit the financial records annually following the end of the fiscal year.

Two signatures shall be required on all checks. The persons authorized to sign shall be designated by the *Board of Directors*.

Article XII: Amendments

These Bylaws, so far as allowed by law, may be amended or replaced at any business meeting of the membership by a two-thirds (2/3) vote of those present and voting.

Changes may be proposed by the *Board of Directors* or by a petition signed by ten (10) or more voting members. Any proposed change shall be sent in writing to each member at least 30 days prior to the meeting at which it is to be voted upon.

Article XIII: Dissolution

In the event of dissolution, the residual assets of the organization will be turned over to the Unitarian Universalist Association (25 Beacon Street/Boston MA 02108), an exempt organization as described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code, or its legally constituted successor, providing that successor is also exempt as described above, transfer to be made in full compliance with all applicable law. In the event that the Unitarian Universalist Association or its legally constituted successor no longer exists, any residual assets shall be turned over to the Federal, State, or local government for exclusively public purpose.

Article XIV: Procedures

Robert's Rules of Order, Newly Revised shall govern the conduct of meetings when questions arise which are not covered in these Bylaws.

Certificate of Adoption

I certify that these are the current Bylaws, including all amendments, of the *South Coast Unitarian Universalist Fellowship*.

Date: 23 Feb '92

Fellowship Chair: (signed) Don Loftus

Fellowship Secretary: (signed) Roger L. Sample

Amendment 1:

Date: 18 May '97

Fellowship President: (signed) Marty Giles

Fellowship Secretary: (signed) Asiale Crumley