

**BYLAWS of the UNITARIAN UNIVERSALIST  
SOCIETY OF FAIRHAVEN**

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# **BYLAWS of the UNITARIAN UNIVERSALIST SOCIETY OF FAIRHAVEN**

## **ARTICLE I – NAME**

The name of this institution shall be The Unitarian Universalist Society of Fairhaven, referred to herein as the “Society.”

## **ARTICLE II – PURPOSES OF The Society**

The purposes for which the Society is constituted shall be to establish and maintain a place for public worship in accordance with the principles of a free faith as set forth by the Unitarian Universalist Association (UUA); to join in a cooperative quest for religious and ethical values, and to apply these values to the fulfillment of our objectives, which are the development of character, the enrichment of the spirit, the promotion of universal cooperation, service to humanity, and concern for nature.

## **ARTICLE III – MEMBERSHIP**

### **Section 3.1 - Existing Member; Member Emeritus/Emerita:**

Any person who is Member Emeritus/Emerita or Member of the Society on the date of adoption of the 2003 restatement of these Bylaws, as indicated in the membership book of the Society on that date, shall continue to be Member Emeritus/Emerita or Member of the Society.

### **Section 3.2 – New Member:**

1. Membership is open to any person eighteen years (18) or older, regardless of race, color, gender, sexual orientation, age, beliefs, national origin, or physical disability. Any person, who is committed to the furtherance of its purposes, programs, and expectations, may become a member of the Society by consulting with the Minister and a representative from the Membership Committee, and signing the membership book in the presence of at least two members of the Society. In the event the Minister is not available for an extended period of time, the Membership Committee may act in his/her stead.
2. The names of new members shall be submitted to the Stewardship Committee and the Board of Governors, published in the church newsletter, and announced at a regular Sunday morning worship service.

### **Section 3.3 – Rights and Responsibility of Membership:**

1. A member in good standing is any member of record who has participated during the previous twelve (12) months and who has made at least the minimum financial contributions to the Society as published by the Finance Committee except as financial or physical circumstances prohibit.
2. Members who are in good standing and who are eighteen (18) years or older have full rights and privileges to participate in all aspects of church governance. These rights include the right to vote at business meetings of the Society, the right to address such meetings, the right to participate on any committee, and the right to have an audience

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with the Board of Governors through a written request submitted to the President of the Board.

### **Section 3.4 – Withdrawal or Removal from Membership:**

1. A member may withdraw from membership by submitting a notice to the Clerk or Office Manager. Upon receipt of a membership withdrawal notice, they shall:
  - a) Advise the Minister, Clerk, Office Manager, and the Membership and Stewardship Committees of the member's request to withdraw **from or transfer to another church.**
  - b) Cause to be written upon the records against the name of such member, the word "WITHDRAWN" or "TRANSFERRED" and the date of withdrawal or transfer.
  - c) Notify the person that membership in the Society has ended.
  - d) Provide this information to the Society.
2. A member of the Society may be removed from membership for failure to meet the requirements of a member in good standing (*see section 3.3.1 for description of "member in good standing"*) by the following procedures:
  - a. At the end of the annual stewardship drive, there shall be a meeting of the Collector, the Membership and Stewardship Committee Chairs or their designees, the Director of Religious Education, and the Minister to determine which members are no longer in good standing. This gathering shall decide whether:
    - i. A pastoral call shall be made and by whom to determine the well being of the member;
    - ii. The member can be moved to the "Inactive Member List" because of current life circumstances (see "The Inactive Member List" description below);
    - iii. The member can be removed from membership because it is known that they want to end their membership in the Society.
    - iv. The member can be removed from membership because it is known that the member has moved away from the area and the current address is not known. However, a sincere attempt should be made to contact all such members.
  - b. The Minister and the Membership Committee shall determine which members shall be notified by a letter informing that that they are no longer considered to be in good standing. The letter shall inquire as to whether they desire to continue their membership in the Society by becoming members in good standing or whether they wish to be placed on the Inactive Member List. The letter shall be written by the Membership Chairperson, with input from the Minister, and signed by the Chairperson. Responses from members, to whom such an inquiry is made, shall be submitted to the Board of Governors and kept on file for at least one year.
  - c. The Membership Committee shall present to the Board of Governors the name of any member for removal who has indicated his or her desire not to continue membership in the Society. The Committee shall also present to the Board of Governors the list of members recommended to be placed on the Inactive member List, who have failed to

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become a member in good standing within 30 days after the mailing of the Committee's letter of inquiry. The list of names will be submitted to the Board of Governors no later than its January meeting.

3. The Inactive Member List: A member can be placed on inactive status for such circumstances as taking a leave of absence for study, career change, or by the request of the member, or because the member is no longer in good standing. The member on the inactive list does not have the rights and responsibilities of membership. However, the member may be moved back to active membership one month after becoming a member in good standing. The Society does not include a member with inactive status in its membership count to the UUA. From time to time, the Membership Committee and the Minister shall present to the Board of Governors the name of a person (or persons) for removal from the list upon notice of the death of the person, or if it is known that the person is no longer in the area, or if the person cannot be located.

### **Section 3.5 – Member Emeritus/Emerita:**

1. A Member Emeritus/Emerita is a member of long term service, who is no longer able to participate in church activities or contribute financially.
2. At the end of the annual stewardship drive, there shall be a meeting of the Collector, the Membership and Stewardship Committees, and the Minister to determine which members should become Members Emeriti/Emeritae, and to provide the names to the Board of Governors for review at its January meeting.
3. A Member Emeritus/Emerita is considered a member in good standing and extended all rights and privileges of membership of the Society. He/she shall no longer be approached for financial contributions by the Stewardship Committee, nor be included in the congregational membership total sent annually to the Unitarian Universalist Association for determining our "Fair Share" contribution and district/regional dues respectively.

### **Section 3.5.1 – Professional Staff Member Emeritus/Emerita**

The title Minister, Director of Religious Education, or Music Director Emeritus or Emerita may be granted by the Society to a former professional staff member at the time of his/her departure or no later than within one year of his/her retirement in order to honor long and meritorious service to the Society where his or her competent and devoted leadership has been exhibited.

The process will begin with a proposal to the Board of Governors ("Board") by any member in good standing, or by any group of members in good standing. A task force shall be appointed by the Board to consider this proposal, and shall report its recommendation to the Board.

If the Board is satisfied with the recommendation and finds it appropriate to confer the title Emeritus or Emerita on a former professional staff member, a motion for this designation shall be presented to the Society for a vote, as designated in Article IV, Meetings of the Society.

Following a vote of acceptance, the Unitarian Universalist Association shall be informed of this designation, in order that the information can be entered into the professional staff member's file record, and that the professional staff member can be recognized accordingly.

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### **Section 3.6 – Friend of the Society:**

A friend of the Society is any person who participates in the activities of the Society, or who pledges or makes a financial contribution, but chooses not to become a member.

### **Section 3.7 – Junior Members:**

1. A Junior Member can be a youth of the Society of age fourteen years to seventeen years (14-17) who is recommended by the Religious Education Committee and who has:
  - a) Completed the Coming of Age program; or
  - b) Attended a special class given by the Minister or a designate.
2. He/She may join the Society by signing the Membership Book and recording his/her birth date along with his/her signature, in the presence of a member of the Society, and the Minister or the D.R.E.
3. A Junior Member may be invited to participate as a member in the meeting of the Board of Governors and any Standing Committee or Special Committee (except the Nominating Committee), as follows:
  - a) Junior Members, ages fourteen years to fifteen years (14-15) may participate in Church committees but are considered non-voting members.
  - b) Junior Members, ages sixteen years to seventeen years (16-17) may vote on committees and on the business of the Society.
4. Junior Membership ends at the age of eighteen (18) years.
5. Junior Members may become full participating and contributing members of the Society at the age eighteen (18) by putting their initials and the current date next to their previous signature in the Membership Book, in the presence of the Minister and a member of the Membership Committee.

## **ARTICLE IV – MEETINGS OF THE SOCIETY**

### **Section 4.1 - Annual Meeting**

The Annual Meeting of the Society shall be held during the latter half of the month of May or the first half of June at a time and date specified by the Board of Governors. The purpose of the meeting shall be to elect officers and committee members, act on the budget for the new fiscal year, swear in new officers, receive the Annual Report of the Society, and conduct any business which may be in order and relevant to the interests of the Society.

### **Section 4.2 – Semi-Annual Meeting:**

The Semi-Annual Meeting shall be held during the months of October or November at a time and date specified by the Board of Governors. The purpose of this meeting shall be to elect members of the Nominating Committee and to conduct any business, which may be in order and relevant to the interests of the Society.

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### **Section 4.3 – Special Meetings:**

Special Meetings may be called at any time by the Board of Governors on its own motion, or upon written request to the Board of Governors by a minimum of twenty-five (25) members in good standing.

### **Section 4.4 – Notice of Meetings:**

All meetings of the Society shall be called by written notice authorized by the Clerk. Such notice shall include time, place, purpose for calling the meeting, quorum number, and the definition of a member in good standing. Copies of the meeting notice shall be posted in conspicuous places near principal areas of worship and activity, and mailed or emailed at least seven (7) days prior to the date of the meeting to each member entitled to vote at the address shown in the membership directory.

### **Section 4.5 – Moderator:**

A Moderator of the Society shall be appointed by the Board of Governors during its first meeting after the Annual Meeting, and shall serve a term of one year. The Moderator presides at all meetings of the Society, and installs new officers during the Annual Meeting using procedures established by the Board of Governors. In the absence of the Moderator, the President of the Board shall appoint a Moderator pro-tempore, who shall preside at that meeting only. Any Moderator must be a member of the Society.

### **Section 4.6 – Voting:**

Any person who is eighteen (18) years or older on the date of any meeting of the Society, and who is considered a member in good standing, shall be considered a voting member and entitled to vote at such meetings. Voting at any meeting shall be done in person and not by proxy. A majority vote of all votes cast shall be decisive on all matters voted upon at all meetings of the Society, except as otherwise provided in these Bylaws.

### **Section 4.7 – Adjournment:**

Any meeting of the Society may be adjourned by a majority vote of the members present, to reconvene at the same or some other place. Notice of the adjourned meeting shall follow the process outlined in Section 4.4 of these Bylaws. At the reconvened meeting, the Society may transact any business that was scheduled, but not completed at the original meeting.

### **Section 4.8 – Quorum:**

A quorum at all meetings of the Society (except those entailing calling or dismissing a minister) shall be 25% of voting members. In order to sell tangible property or real estate valued in excess of \$2,500, a two-third (2/3) majority of voting members present is required. To call a minister the quorum shall be 40% of voting members. And to dismiss a Minister a 30% vote (for dismissal) of ALL voting members of the Society is required (see Section 7.3). In the absence of a quorum at any meeting of the Society, the voting members present may adjourn the meeting by a majority vote until a quorum shall be present.

### **Section 4.9 – Order of Meetings:**

The most recent edition of *Robert's Rules of Order* shall govern the conduct of business at all Annual, Semi-Annual, and Special meetings of the Society, except where the *Rules* are inconsistent with these Bylaws or any special rules of order the Society may adopt.



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## **ARTICLE V – BOARD OF GOVERNORS**

### **Section 5.1 – Structure:**

The Board of Governors shall consist of the following officers: President, President-Elect, Past President, Clerk, Treasurer, and four (4) Members-at-Large. All officers shall be voting members and shall be members of the Society in good standing.

### **Section 5.2 – Term of Office; Elections:**

1. The President shall be elected to serve for one (1) year. Upon completion of this term, the President shall succeed to the office of Past President. The President-Elect shall be elected to serve for one (1) year. Upon completion of this term, the President-Elect shall succeed to the office of President. The Past President shall be elected to serve for one (1) year. The Clerk shall be elected to serve for two (2) years not to exceed three (3) consecutive two-year terms. The Treasurer shall be elected to serve for four years not to exceed two (2) consecutive four-year terms. The Members-at-Large shall be elected for three (3) years not to exceed two (2) consecutive three-year terms.
2. All officers shall be elected at an Annual Meeting of the Society. Vacancies for open positions shall be published at least one month prior to the Annual Meeting. Persons wishing to apply for open positions shall notify the Nominating Committee directly or indirectly through the church office.
3. The names of candidates shall be accepted up to two (2) weeks before the election. Names of all candidates shall be posted in conspicuous places near principal entrances to areas of worship and activity in the buildings, and shall be published in the church newsletter, but not less than seven (7) days before the election. The names shall be included with the call to the Annual Meeting.
4. Elections shall be at the Annual Meeting. If there is a contested position a written ballot will be used. Said ballot shall include the names of all candidates and space for writing in additional names, including nominations made by other members from the floor. A written ballot will not be necessary if a position is not contested.
5. Should a written ballot be needed, the Moderator shall designate two tellers, who shall distribute, collect, and tabulate the ballots at the meeting. Elections shall be decided by majority vote. The names of new officers shall be announced immediately and published in the next issue of the church newsletter.

### **Section 5.3 – Resignation; Removal; Vacancy:**

1. Any officer may resign at any time upon written notice to the Clerk.
2. An officer may be removed from the Board of Governors, by a majority vote of Officers upon failure to attend three (3) consecutive regular meetings.
3. In case of a vacancy in the office of President due to resignation or removal, the President-Elect shall assume the office of President for the un-expired portion of the term.

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4. A vacancy in the office of President-Elect, Past President, Clerk, Treasurer, or Member at Large due to resignation or removal, may be filled by the Nominating Committee for the un-expired portion of the term.

### **Section 5.4 – Duties:**

1. The Board of Governors shall be the executive/administrative body of the Society, with full powers of decision-making and control in matters of business and welfare of the Society at all times when the Society as a whole is not in session.
2. Act upon recommendations concerning the appointment and salary of all employees of the Society, with the exception of the election of the called Minister.
3. Approve and present a budget to the Society at the Annual Meeting.
4. Act upon recommendations from the Finance Committee for all expenditures over and above amounts in the approved Annual Budget. When the total additional requested expenditures exceed 10% of the current year's total budgeted expenditures such requests must be approved by a majority vote of the Society.
5. Manage all real estate, contents of buildings, finances, and trust funds of the Society. The Board shall have no powers to sell, mortgage, or gift any part of the real estate or other tangible property valued at over \$ 2,500.00 without an authorizing vote of the Society. This shall not apply to the normal function of the Investment Committee in respect to the management of the endowment and other funds under their jurisdiction.
6. Advise the Society of all income from pledges, contributions, and payments, and any unusual income, such as from stocks, bonds, bequests, or real estate.
7. Act upon applications of new organizations for affiliation with the Society.
8. Ensure the proper auditing of the Society's financial records.

### **Section 5.5 – Regular Meetings:**

The Board of Governors shall meet monthly throughout the year, with the exception of July. This exception shall be at the discretion of the Board. Officers shall attend all regular meetings, except in instances of understandable emergency.

### **Section 5.6 – Special Meetings:**

1. Special meetings of the Board of Governors may be called by the President, President-Elect, Past President, or upon receiving written request from at least three (3) officers of the Board of Governors.
2. A Minister may request a special meeting of the Board of Governors by providing written notice to the Clerk.
3. At least seven (7) calendar days' notice is required except in cases of emergency.

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## **Section 5.7 – Quorum:**

A quorum of the Board of Governors shall be five (5) officers. In the absence of a quorum at any meeting of the Board, the officers present may adjourn the meeting, by majority vote, until a quorum is present.

## **ARTICLE VI – OFFICERS**

### **Section 6.1 – President:**

1. The President shall be the official lay representative and administrative head. The President shall be familiar with all areas of ministry, service, and programming of the Society. He/she shall confer regularly with the Minister, President-Elect, and Past President concerning the condition and effectiveness of the Society.
2. The President prepares the agenda and properly conducts all Board meetings.
3. The President may attend any committee meetings of the Society except the Nominating Committee, Ministerial Search Committee, and the Committee on Ministry, unless invited.

### **Section 6.2 – President-Elect and Past President:**

1. The President-Elect and Past President shall be the Society's alternate official lay representatives and administrative heads.
2. The President-Elect and Past President shall support and assist the President. They shall be charged with the duties of the President at such times as he/she may be absent or incapacitated. They shall confer regularly with the President and the Minister.
3. The President-Elect may attend any committee meetings of the Society except the Nominating Committee, Ministerial Search Committee, and the Committee on Ministry, unless invited.
4. The President-Elect shall be responsible for learning the duties of the President.
5. The Past President shall be responsible for maintaining the content of the Congregational Handbook and incorporating all changes.

### **Section 6.3 – Clerk:**

1. The Clerk shall keep in the church office full and accurate records of all proceedings and actions at meetings of the Society and of the Board of Governors.
2. The Clerk shall provide officers of the Board and Standing Committee Chairpersons with copies of the corrected/amended minutes of all Board meetings.
3. The Clerk shall receive, file and have readily accessible all inventories required by the Bylaws.
4. Copies of all Society and Board correspondence shall be kept in the Church Office.

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5. The Clerk shall be responsible for maintaining the accuracy of these Bylaw articles and incorporating all changes.

### **Section 6.4 – Treasurer:**

The Treasurer shall:

1. Receive all deeds, receipts, and other legal documents for the Society and shall keep them in a manner provided for by the Society.
2. Pay all bills, including bills incurred by Standing or Special Committees, which bear the signature of approval of the Chairperson of such committees, so long as budgeted monies remain.
3. Pay all salaries as scheduled.
4. Keep accurate accounts of all receipts and expenditures of Society funds and submit report of same at each Annual and Semi-Annual Meeting of the Society, and at monthly meetings of the Board of Governors and Finance Committee.
5. Make any other financial reports legally required of the Society.
6. Employ bookkeeping assistance with the approval of the Board of Governors and Finance Committee. The Treasurer and the Bookkeeper shall be bonded at the expense of the Society.
7. Be an ex-officio, voting member of the Finance Committee.

### **Section 6.5 –Members-at-Large:**

1. The Members-at-Large shall chair the Program Council and any other ad-hoc committees as directed by the Board of Governors.
2. The Members-at-Large shall provide two-way communication between the Program Council (and other assigned committees) and the Board of Governors.

## **ARTICLE VII – MINISTER**

### **Section 7.1 – Duties:**

1. The Minister shall be the spiritual director of the Society and its parish, exercising responsibility in all areas of ministry, service, and programming.
2. The Minister shall have freedom of the pulpit, shall have primary authority concerning the use of the church sanctuary, and shall use his or her time as deemed necessary for the best fulfillment of his or her ministry.
3. The Minister may, without the power of a vote, attend meetings of all committees of the Society, with the exception of the Search Committee for Minister (unless invited), or special meetings of the Board of Governors or Committee on Ministry. The Minister shall be notified in writing, in advance of all such meetings.

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## Section 7.2 – Calling a Minister; Compensation:

1. The procedure for searching, calling, and electing a Minister shall be in accordance with Article VIII section 8.5.1 of these bylaws.
2. In case of a vacancy in the Ministry, the Board of Governors may hire an Interim Minister to serve until a new minister is called. The Board of Governors may appoint an Interim Search Committee for the purposes of conducting a search in accordance with the latest UUA guidelines, and recommending a candidate.
3. The contractual agreement between the Minister and the Society shall be approved by the Board of Governors. After the initial contract, the Minister and the Board of Governors shall periodically review the terms of the contract.

## Section 7.3 – Tenure; Removal; Resignation:

1. The Minister shall be considered to have indefinite tenure, unless otherwise provided for by contract.
2. The services of the Minister may be terminated by 30% vote of all voting members of the Society at a duly called Special Meeting of the Society. Any such removal shall entitle the Minister to continue salary and benefits for a period of three (3) months, and may be subject to contractual obligations for service between the Society and the Minister.
3. The Minister may resign three (3) months after providing written notice to the President of the Society, the Clerk, and the Committee on Ministry. Any such resignation may be subject to contractual obligations for service between the Society and the Minister.

## Section 7.4 – Fellowship:

It shall be the obligation of the Minister to pursue for fellowship with the Unitarian Universalist Association.

# ARTICLE VIII – COMMITTEES

## Section 8.1 – Standing Committees:

### 1. Formation:

Standing committees shall be constituted by a vote of the Society to perform a continuing function and shall remain in existence for the life of the Society or until dissolved by a majority vote of the Society. They are charged with managing a portion of the Society's affairs, have the power and authority to take necessary steps to carry out its duties, and may create one or more sub-committees or task forces. Here is a list of Standing Committees of the Society:

Stewardship	Investment	Denominational Affairs
Finance	Membership	Ministry
Music	Nominating	Property
Public Relations/Publicity	Religious Education	Social Action
Worship		

### 2. Meetings:

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Standing committees shall meet at least three times a year. Meetings shall be run by the chairperson, who shall give at least seven (7) calendar days notification of committee meetings, unless otherwise agreed to by members of the committee. In the event the chairperson is unable to attend a meeting, he/she shall appoint a member to act in his/her stead.

### **3. Tenure; Resignation; Removal:**

- a) All standing committee members shall be members of the Society in good standing. Except for the Nominating Committee, each standing committee member shall be elected to serve one three-year term, not to exceed two (2) consecutive three-year terms, unless authorized by the Board of Governors.
- b) Each member shall remain a member until his or her successor is elected, or until his or her removal or resignation. Any member may resign at any time upon written notice to the chairperson.
- c) The chairperson, after consulting with the Nominating Committee, may decide to remove a member with cause at any time. A majority vote of the committee is required for member removal. The chairperson shall report a vacancy due to removal or resignation immediately to the Nominating Committee.

### **4. Elections:**

One-third of the members of standing committees shall be elected each year at the Annual Meeting of the Society. New members shall assume their duties immediately. At the first committee meeting, members shall elect a chairperson and secretary for a one-year term, and the secretary shall notify the Nominating Committee and the Church Office of the election.

### **5. Duties:**

Each standing committees shall:

- a) Keep accurate records of all meetings for the benefit of future committees and the Board.
- b) Comply with the annual request from the Finance Committee to submit a budget for approval by the required time.
- c) Conduct employee evaluations, if the committee has responsibility for recommending salary for such persons employed by the Society.
- d) Prepare a report summarizing the committee's accomplishment during the fiscal year, and submit the report to the church office for inclusion in the annual report for the Annual Meeting of the Society.
- e) Maintain the committee's information in the Congregational Handbook.
- f) Maintain an inventory of property, supplies, and equipment, if the committee has such responsibilities, and submit an updated inventory to the church office.
- g) Prepare and channel publicity material to the Public Relations Committee for distribution and publication.

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- h) Send a representative to Program Council Meetings.
- 6. Expenditures:
  - a) An approved budget allotment shall be allocated for expenditures only through committee action, with payment authorized by the chairperson.
  - b) Any expenditure not provided for in the budget shall be submitted to the Board of Governors for approval.
  - c) Requests for funds beyond the budgeted allotment shall be submitted in writing to the Finance Committee for action. The Finance Committee shall submit its recommendation to the Board of Governors for approval.

### **Section 8.2 – Program Council:**

1. The Program Council shall meet at least three times a year under the direction of the Members-at-Large. Chairpersons or designated representatives of all standing committees, special committees, task forces, and affinity groups (i.e. Men’s Fellowship, Women’s Alliance) are Members of the Program Council.
2. Program Council Meetings will be a forum for collaborative decision making and event scheduling, to reinforce the strategic direction of the church, to communicate Board of Governors’ decisions, and to provide leadership development and support.

### **Section 8.3 - Special Committees:**

1. Special committees shall be constituted by the Board of Governors or by a vote of the Society to perform specified activities or tasks. They shall remain in existence until specified activities or tasks are completed, or until dissolved by the entity which created it. A Search Committee is an example of a Special Committee.
2. All special committee members shall be members in good standing. Duties and authority shall be determined by the creating entity, and duties should not encroach on the duties of any existing committee, sub-committee, or task force.
3. Special committees may have budget and expenditure responsibilities, may create one or more task forces or sub-committees without approval of the creating entity, and are required to submit a report upon completing specified activities.

### **Section 8.4 – Task Forces:**

1. Task forces may be constituted by the Board of Governors, a vote of the Society, standing committee, special committee, or sub-committee to perform specified activities or tasks. They shall remain in existence until specified activities or tasks are completed or until dissolved by the entity, which created it.
2. Task force members may be either members or friends of the Society. Duties and authority shall be determined by the creating entity, and cannot exceed those granted to the creating entity. A final report shall be submitted once the specified activities or tasks have been completed.

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## **Section 8.5 – Nominating Committee**

### 1. Purpose:

The Nominating Committee is a standing committee and shall consist of four (4) members of the Society. Its primary purpose is to recruit members to fill open positions on the Board of Governors, the Nominating Committee, and all Standing Committees.

### 2. Elections:

- a) One-half of the members of the Nominating Committee shall be elected each year at the Semi-Annual Meeting of the Society.
- b) Vacancies for open positions shall be published at least two months prior to the Semi-Annual Meeting. Persons wishing to be candidates for open positions shall notify the Nominating Committee directly or indirectly through the church office.
- c) Names of candidates shall be accepted up to two (2) weeks before the election. Names of all candidates shall be posted in conspicuous places near principal entrances to areas of worship and activity in the buildings, and shall be published in the church newsletter, but not less than seven (7) days before the election. They shall be included with the call to the Semi-Annual Meeting.
- d) Elections shall be by written ballot provided at the Semi-Annual Meeting. Said ballot shall include the names of all candidates and space for writing in additional names including nominations made by other members from the floor. A written ballot will not be necessary if a position is not contested.
- e) The Moderator shall designate two tellers, who shall distribute, collect, and tabulate the ballots at the meeting. Elections shall be decided by majority vote. The names of new members shall be announced immediately and published in the next issue of the church newsletter.

### 3. Tenure; Resignation; Removal:

- a) Each member is elected to serve one (1) two-year term, not to exceed two (2) consecutive two-year terms.
- b) Each member shall remain a member until his or her successor is elected or until his or her resignation or removal. Any member may resign at any time upon written notice to the chairperson.
- c) The chairperson, after consulting with the Board President, may remove a member with cause at any time. A vacancy due to removal or resignation may be filled by the Nominating Committee for the un-expired portion of the term.

### 4. Duties:

The Nominating Committee shall:

- a) Recruit candidates to fill open positions or un-expired terms on the Board of Governors, the Nominating Committee and all standing committees
- b) Recruit new members to serve on committees and task forces



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- c) Become knowledgeable of the duties of the Board of Governors and responsibilities of all standing committees
- d) Prepare and present at each Annual Meeting, Semi-Annual Meeting, or Special Meeting as required, a list of candidates to fill open positions or un-expired terms on the Board of Governors, the Nominating Committee and all standing committees
- e) Receive and publish the names of all candidates for elected offices in the Society
- f) Prepare and print a ballot for use in elections

### **Section 8.6 – Search Committees:**

#### **1. Minister:**

- a) When it shall be necessary to call a Minister for the Society, the Board of Governors shall advise the Ministerial Settlement Representative of the District or the District Executive of the need. Advisement shall also be sent to the UUA.
- b) The Board of Governors is empowered to hire an Interim Minister for the transition period. Current UUA guidelines should be followed in the search and hiring of an Interim Minister. The Society shall vote on the length of the transition period and the members of the search team.
- c) A special committee shall be elected by the Society for the purpose of searching for and recommending a candidate. This special committee, called the Search Committee, shall be constituted by the Board of Governors and conduct itself in accordance with the latest available UUA guidelines.
- d) In the annual budget of the Society, the Search Committee shall be provided with funding to adequately perform its tasks.
- e) The Board of Governors after consulting with the Search Committee shall appoint a team to negotiate a contract between the Society and the recommended candidate. Search Committee members shall have the preliminary terms of the contract before they begin to interview candidates. The final contract shall be approved by the Board of Governors and the Society.
- f) Upon selection of a candidate, the Search Committee shall report to the Board of Governors the résumé of the candidate, the date of candidate week, and a request for a Special Meeting of the Society to consider the calling of the candidate.
- g) The candidate shall be approved by at least 90% of those members present and entitled to vote at a Special Meeting called for that purpose (see section 4.8 Quorum).
- h) Upon election and contracting of a Minister, the Search Committee shall be discharged.
- i) If a candidate is brought forward and does not secure the required vote of the congregation, the search committee had performed its task of bringing a candidate for consideration. Its task is complete and the committee will be dismissed and a new search committee shall be formed.

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- j) If no candidate is brought forward for consideration by the congregation the existing search committee is invited to search again the following year.
2. Director of Religious Education:
- a) When it shall be necessary to call a Director of Religious Education for the Society, The Religious Education Committee shall request that the Board of Governors appoint a special committee for the purpose of searching for and recommending a candidate.
  - b) The special committee, called a Search Committee, shall consist of representatives from the Religious Education Committee, members of the Society and the Minister.
  - c) In the annual budget of the Society, the Search Committee shall be provided with funding to adequately perform its tasks, and shall conduct itself in accordance with the latest available UUA guidelines.
  - d) The Religious Education Committee after consulting with the Search Committee shall appoint a team to negotiate a contract between the Society and the recommended candidate. Search Committee members shall have the preliminary terms of the contract before they begin to interview candidates.
  - e) Upon selection of a candidate, the Search Committee shall report to the Religious Education Committee the résumé of the recommended candidate and a date for meeting the candidate.
  - f) The candidate shall be approved by the Religious Education Committee and the final contract shall be approved by the Board of Governors.
  - g) Upon selection and contracting of a Director of Religious Education, the Search Committee shall be discharged.
3. Director of Music:
- a) When it shall be necessary to call a Director of Music for the Society, The Music Committee shall request that the Board of Governors appoint a special committee for the purpose of searching for and recommending a candidate.
  - b) This special committee, called the Search Committee, shall consist of representatives from the Music Committee, members of the Society and the Minister.
  - c) In the annual budget of the Society, the Search Committee shall be provided with funding to adequately perform its tasks, and shall conduct itself in accordance with the latest available UUA guidelines.
  - d) The Music Committee after consulting with the Search Committee shall appoint a team to negotiate a contract between the Society and the recommended candidate. Search Committee members shall have the preliminary terms of the contract before they begin to interview candidates.

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- e) Upon selection of a candidate, the Search Committee shall report to the Music Committee the résumé of the recommended candidate and a date for meeting the candidate.
- f) The candidate shall be approved by the Music Committee and the final contract shall be approved by the Board of Governors.
- g) Upon selection and contracting of a Director of Music, the Search Committee shall be discharged.

### **ARTICLE IX – MISCELLANEOUS**

#### **Section 9.1 – Fiscal Year:**

The fiscal and program year of the Society shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

#### **Section 9.2 – Denominational Affiliations:**

The Society shall be a member of the Unitarian Universalist Association, the Ballou-Channing District, New England Region, of the Unitarian Universalist Association, and other denominational groups affiliated with the Unitarian Universalist Association.

#### **Section 9.3 – Bylaw Review, Amendment, and Adoption:**

1. These Bylaw articles shall be reviewed at least every five (5) years by a special Bylaws Task Force, appointed by the Board of Governors.
2. These Bylaw articles may be amended or repealed at any official meeting of the Society by a majority vote of the voting members present, provided such amendment or repeal is stated in the notice of the meeting at which such action is to be taken.
3. These Bylaw articles shall be adopted at an official meeting of the Society called for that purpose by a majority vote of the voting members. Once adopted, all Bylaw articles, which heretofore have been in force for the governing of the Society, are hereby annulled and repealed.

#### **Section 9.4 – Dissolution:**

Upon dissolution of the Society by a two-third (2/3) vote of the membership, all real property, after paying all just claims upon it, shall be conveyed and vested in the Unitarian Universalist Association or its legal successor with the stipulation that it be used for the promotion of Unitarian Universalism in the Greater New Bedford area of the state of Massachusetts. Exception shall be made for any property restricted by its original deed of gift. Such restrictions shall be honored. The Board of Governors shall perform all actions necessary to effectuate such conveyance.

#### **Section 9.5 – Who May Speak for the Society:**

1. Public statements concerning issues construed to reflect the position of the Society as a whole shall require a 2/3 vote in support by the Board of Governors or a majority vote at a duly called Congregational Meeting.
2. The Society supports the minister's involvement in and expression of support for issues which reflect the values of our Unitarian Universalist Principles.