

Unitarian Universalist Community of the Mountains

Bylaws



as amended May 31, 2020

Unitarian Universalist Community of the Mountains
Bylaws

Article I. Name	4
Article II. Purpose	4
Article III. Members	4
A. <i>Meaning of Membership</i>	4
B. <i>Eligibility</i>	4
C. <i>Requirements & Privileges</i>	4
D. <i>Release from Membership</i>	4
E. <i>Reinstatement</i>	5
Article IV. Friends	5
A. <i>Eligibility</i>	5
B. <i>Privileges</i>	5
Article V. Denomination Affiliation	6
Article VI. Fiscal Year	6
Article VII. Congregational Business Meetings	6
A. <i>Annual and Special Congregational Business Meetings</i>	6
B. <i>Notice of Meetings</i>	6
C. <i>Quorum and Voting</i>	6
D. <i>Agenda for Annual Congregational Business Meetings</i>	6
E. <i>Electronic Meetings</i>	7
Article VIII. Officers and Board of Trustees	7
A. <i>Board Membership</i>	7
B. <i>Board's Powers and Responsibilities</i>	7
C. <i>Quorum for Board Meeting</i>	8
D. <i>Monthly Board Business Meetings</i>	8
E. <i>Notice of Regular Monthly Board Business Meetings</i>	8
F. <i>Emergency Session Board Meetings</i>	8
G. <i>Procedure</i>	8
H. <i>Election of Board Members</i>	8
I. <i>Termination of Board Membership</i>	9
Article IX. Calling a Minister	9
A. <i>Ministerial Search Committee</i>	9
B. <i>Duties</i>	9
C. <i>Rights and Responsibilities</i>	9
D. <i>Call and Employment Contract</i>	9

**Unitarian Universalist Community of the Mountains
Bylaws**

<i>E. Dismissal</i>	9
<i>F. Resignation</i>	9
Article X. Committees	10
<i>A. Nominating Committee</i>	10
<i>B. Committee on Shared Ministry</i>	10
<i>C. Other Committees</i>	10
Article XI. Covenant Not to Discriminate	10
Article XII. Dissolution	10
Article XIII. Indemnification	10
Article XIV. Insurance	11
Article XV. Amendments and Replacement	11
<i>A. Proposing Amendments</i>	11
<i>B. Adopting Amendments</i>	11
Article XVI. Effective Date Original bylaws (1995)	11
Amendments:	11

Unitarian Universalist Community of the Mountains

Bylaws

1 **Article I. Name**

2 The name of our religious Community is Unitarian Universalist Community of the Mountains (UUCM).

3 **Article II. Purpose**

4 The purpose of our Community is to foster liberal religious living through worship, study, service and
5 fellowship. We seek the enjoyment of religion founded upon devotion to individual freedom of belief.
6 Relying upon reason as our guide, and upon freedom as our method, we seek to grow in understanding
7 of ourselves and of our world, and to promote and serve the universal human family.

8 **Article III. Members**

9 A. Meaning of Membership

10 Being a Member of UUCM means being in covenantal relationship with other Members,
11 committing to support UUCM and its Mission with time, energy, talent and treasure, and
12 agreeing with the Seven Principles of the Unitarian Universalist Association, declaring personal
13 identification as a Unitarian Universalist.

14 Members of UUCM are also members of the Unitarian Universalist Association.

15 B. Eligibility

16 Membership is open to any person 18 years of age or older, regardless of creed, race, gender,
17 sexual orientation, ethnic and national origin, social status, economic status, marital status, or
18 disability.

19 Membership status may be extended to youths younger than 18 years of age, if approved by the
20 Minister and sponsored by an adult member (who is not their parent or legal guardian) of the
21 congregation.

22 C. Requirements & Privileges

23 Members are those who are in sympathy with the Community's purpose, have signed the
24 Membership Book, participate in the life of the congregation as they are able, agree to abide by
25 UUCM Covenant of Right Relations and/or Behavioral Covenant, and make an annual financial
26 Pledge with an annual financial contribution of record, and actively support the Community by
27 participating in Community programs and activities as they are willing and able. Exceptions to
28 the financial contribution requirement may be granted one year at a time for specific individuals
29 at the discretion of the Minister

30 Members may stand for elected office and serve on any committee, team, work group or task
31 force. Members under 18 years of age may not hold positions of fiscal responsibility.

32 Members may vote 30 (thirty) days after signing the Membership Book.

33 D. Release from Membership

34 Members may be released from Membership:

- 35 1) upon the Member's death,
- 36 2) upon resignation by the Member, preferably in writing to the Minister or Board
37 President, or
- 38 3) if a Pledge for the fiscal year has not been received by the Treasurer prior to July 30
39 and a financial contribution of record has not been received for the previous fiscal year.

40 A Member, Friend, or visitor may be excluded or expelled for destructive behavior or
41 destructive disregard of the UUCM Covenant of Right Relations and/or Behavioral Covenant.

Unitarian Universalist Community of the Mountains

Bylaws

42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83

Process for Removal

- 1) In the event of death, resignation, or failure to meet the financial obligation (as defined in Article III C, 1), a Member may be released by the Board of Trustees as determined by a vote of two-thirds of the Board.
- 2) In the case of destructive behavior or destructive disregard of the UUCM Covenant of Right Relations and/or Behavioral Covenant, the UUCM Safety Policy will be followed.
- 3) The UUCM Safety Policy will be in harmony with UUCM values, mission and Covenant of Right Relations and/or Behavioral Covenant.
- 4) The wellbeing of the community as a whole shall be given priority over the privileges and inclusion of an individual whose behavior is dangerous or destructive.
- 5) Should the Safety Response Team decide that exclusion or expulsion from UUCM is necessary, they will consult the Minister and President of the Board of Trustees prior to action being taken.

E. Reinstatement

A Member who resigned or who was removed from membership for failure to meet the financial obligation and later wishes to rejoin UUCM as a Member, shall meet with the Minister. Upon recommendation by the Minister, the Board of Trustees will approve reinstatement as determined by a vote of two-thirds of the Board. The reinstated Member will comply with Article III, A, B, and C.

Any person who was excluded or expelled from UUCM may personally request the Board of Trustees for reinstatement. The Board will review the request and respond within (60) sixty days as to whether or not to reinstate the removed person. The decision of the Board shall be final and not subject to further appeal.

A reinstatement request may be made no sooner than one year following the removal. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the person being informed of a negative decision on the previous request.

Article IV. Friends

A. Eligibility

A Friend of the Community is someone over the age of 18 who chooses not to be a voting Member but would like to make an annual financial Pledge and an annual financial contribution of record, while actively supporting the Community through participation in Community programs and activities as they are willing and able. In signing a UUCM Pledge Statement, a Friend of UUCM agrees to abide by the UUCM Covenant of Right Relations and /or Behavioral Covenant.

B. Privileges

Friends may participate fully in most aspects of spiritual and social activities of congregational life – including worship services, social events, choir, classes and workshops. Friends may also participate in nondecision-making roles on certain Ministry Teams or Ministry Task Forces at the discretion of the Minister. Although Friends may not serve as Committee members, on the Ministry Council or be in an elected position, they may serve on work groups or other

Unitarian Universalist Community of the Mountains

Bylaws

84 nondecision-making and non-voting groups. Friend status may be revoked or reinstated under
85 the same conditions as defined in Article III, D and E.

86 Friends are not eligible to vote.

87 **Article V. Denomination Affiliation**

88 This Community is a member of the Unitarian Universalist Association and of the Pacific Central
89 District. It is the intention of this Community to make annual Fair Share financial contributions to the
90 Association and the District.

91 **Article VI. Fiscal Year**

92 The fiscal year of the Unitarian Universalist Community of the Mountains shall be July 1 through June
93 30.

94 **Article VII. Congregational Business Meetings**

95 A. Annual and Special Congregational Business Meetings

96 The Annual Congregational Business Meeting is held in May at a time and place chosen by the
97 Board of Trustees. The Board may call a Special Congregational Business Meeting at any time.
98 The Board must call a Special Congregational Business Meeting upon written request signed by
99 ten percent (10%) of the Members.

100 B. Notice of Meetings

101 The business to be transacted at a Congregational Business Meeting shall be set forth in a
102 written notice of the meeting, which shall be sent to all Members by email, newsletter and
103 bulletin board at least fourteen (14) days prior to the meeting.

104 C. Quorum and Voting

105 1) Twenty percent (20%) of the Members qualified to vote and present in person constitutes
106 a quorum except for decisions specified in Article VII.C.2 below. A simple majority of
107 those present in person or by written proxy is needed for a vote to pass except for
108 decisions specified in Article VII.C.2 below. Written proxies must be delivered to the
109 secretary prior to the meeting being called to order.

110 2) Forty percent (40%) of the Members qualified to vote and present in person constitutes a
111 quorum for the following decisions: buying or selling real property, calling or
112 dismissing a Minister, or amending or replacing the bylaws. A two-thirds (2/3) majority
113 vote is needed to amend or replace the bylaws. A four-fifths (4/5) majority vote is
114 needed to buy or sell real property. Proxy voting is not allowed for these decisions.

115 3) Voting will be by a show of Voting Cards unless a written ballot is requested by the
116 presiding officer or by any two voting Members.

117 4) Absentee ballots are not allowed.

118 D. Agenda for Annual Congregational Business Meetings

119 Unless otherwise approved by the Members present, the agenda for the Annual Congregational
120 Business Meeting shall include:

121 1) President's Report

122 2) Minister's Report.

123 3) Treasurer's Report.

124 4) Submission of the next fiscal year's Annual Budget for discussion and adoption.

Unitarian Universalist Community of the Mountains

Bylaws

- 125 5) Election of Members to the Board of Trustees.
126 6) Election of Members to the Nominating Committee.
127 7) Other items that may be brought by the Board of Trustees.

128 E. Electronic Meetings

129 If unusual circumstances of health or safety require, as set out in any applicable governmental
130 directive, any meeting of the Congregation described in this Article may be held in electronic
131 format, and the actions taken at such a meeting will have the same full force and effect as if
132 Members were present in person.

133 **Article VIII. Officers and Board of Trustees**

134 A. Board Membership

135 The Board of Trustees is comprised of the following Members:

- 136 1) A President, with a one (1) year term.
137 2) A Vice President, with a one (1) year term.
138 3) A Treasurer, with a two (2) year term.
139 4) A Secretary, with a one (1) year term.
140 5) Three (3) Trustees at Large, each with a staggered two (2) year term.

141 B. Board's Powers and Responsibilities

- 142 1) The President, Vice President, Treasurer, and Secretary are officers of the Board of
143 Trustees. The officers shall perform the duties as defined in these bylaws and their job
144 descriptions, as developed by the Board. The Board has general charge of the
145 Community, the conduct of its business affairs, and the control of its administration,
146 including the establishment of Committees. It may fill Board, Nominating Committee,
147 Endowment Fund Committee, and Ministerial Search Committee vacancies with persons
148 who shall serve until the next Annual Congregational Business Meeting.
- 149 2) At the Annual Congregational Business Meeting, the Board and Minister shall submit
150 next year's proposed General Funds Budget for approval by the Members. The Board
151 and Minister shall authorize expenditures and incur financial obligations in accordance
152 with the approved Annual Budget. The Board may also authorize expenditures and incur
153 financial obligations over and above the approved Annual Budget, not to exceed twenty
154 (20) percent of the General Funds Investments plus the General Funds projected net
155 profit/loss for the fiscal year. This restriction does not apply to special funds raised in
156 accordance with the Board's instructions for special projects. In carrying out the
157 delegated tasks, Committee Chairs may incur financial obligations within their budgets
158 without the approval of the Board. The Board may not reduce a Committee's budget by
159 more than twenty-five percent, except as authorized by a Special Congregational
160 Business Meeting.
- 161 3) The Minister may, without the approval of the Board, incur financial obligations within
162 the total Ministry budget, reallocating funds within the various Ministries while not
163 exceeding the total Ministry budget. The Board and Finance Committee will be notified
164 of the reallocation before their next scheduled meetings.
- 165 4) The Board may decline to accept any financial gifts or tendered property which in their
166 opinion would not be of any benefit, would be difficult to administer, would expose the
167 congregation to a liability, or would be inconsistent with the principles or tax-exempt

Unitarian Universalist Community of the Mountains

Bylaws

168 status of UUCM. This includes gifts of tangible property or financial gifts with
169 conditions as to the use of the principle or income. For a gift of \$2,000 or more which is
170 not specifically designated the Board shall decide how the funds will be used.

171 5) The Board does not have the power to buy or sell real property, to commit the
172 Community to become a partner to any real property agreement, to call or dismiss a
173 settled Minister, or to amend or replace the bylaws as stated in Article VII.C.2.

174 6) In order to promote efficiency in the best interests of UUCM, the Board may from time
175 to time adopt, amend, or repeal policies and guidelines as may be necessary to
176 implement, interpret, or clarify provisions of these bylaws.

177 Such policies and guidelines shall be consistent with the letter, spirit, or intent of the
178 bylaws, and will be published to Members and Friends fourteen (14) days in advance of
179 Board approval of the policy.

180 7) The Board of Trustees shall cause a review of Membership to be made annually and
181 certify the current Membership List at that time. Only Members certified by the Annual
182 Census are considered in the population count of the Community as reported to the
183 Unitarian Universalist Association.

184 C. Quorum for Board Meeting

185 A quorum for a Board of Trustees meeting requires all of the following three (3) conditions to
186 be met:

187 1) The President or Vice President must be present.

188 2) A minimum of two (2) officers must be present.

189 3) A minimum of four (4) Board Members must be present.

190 D. Monthly Board Business Meetings

191 The Board shall meet monthly at a time and place chosen by the Board Members. The Board
192 may call for additional meetings if needed.

193 E. Notice of Regular Monthly Board Business Meetings

194 The Community shall be notified of the date, time and place of the regular monthly Board
195 meeting by way of verbal announcement at weekly services, and/or by written communication in
196 the bulletin or newsletter at least fourteen (14) days prior to the meeting.

197 F. Emergency Session Board Meetings

198 The Board may meet in emergency sessions without notification of the Community.

199 G. Procedure

200 All business meetings of the Board will be open, unless the Board shall decide that an Executive
201 Session is essential to the consideration of the business at hand. All voting will be held in open
202 sessions.

203 H. Election of Board Members

204 The President, Vice President and Secretary shall be elected at each Annual Congregational
205 Business Meeting. In order to be elected President, the Member must have served previously on
206 the Board of Trustees or have comparable or equivalent experience. The Treasurer will be
207 elected every two years. The candidates will be proposed by the Nominating Committee and
208 additional nominations may be proposed from the floor. The Trustees-At-Large shall be elected
209 at Annual Congregational Business Meetings, two (2) on even numbered years and one (1) on
210 odd numbered years. Only one (1) consecutive re-election is allowed for any position

Unitarian Universalist Community of the Mountains

Bylaws

- 211 I. Termination of Board Membership
212 The position of a Member of the Board of Trustees who misses three (3) regular Board meetings
213 in a twelve-month period may be declared vacant and a replacement may be appointed by the
214 Board if four (4) months or more remain until the next Annual Congregational Business
215 Meeting. Said Member shall be notified by the Secretary of impending termination by written
216 notice mailed not less five (5) days before the fourth regular Board meeting.

217 **Article IX. Calling a Minister**

- 218 A. Ministerial Search Committee
219 When a Congregational Business Meeting determines the readiness to call a Minister, a Search
220 Committee of five to seven Members shall be selected in accordance with the ministerial search
221 guidelines of the Unitarian Universalist Association. The Search Committee shall follow the
222 ministerial search guidelines of the Unitarian Universalist Association and shall operate in a
223 confidential manner. When the committee has selected a suitable candidate, it shall arrange to
224 present the candidate's credentials to the Community in accordance with Unitarian Universalist
225 Association guidelines.
- 226 B. Duties
227 The Minister shall perform the duties customary to that office in liberal churches, shall work in
228 close cooperation with the officers, the Board of Trustees and committees, and committees, shall
229 have primary responsibility for the spiritual and ethical life of the Community. The Guidelines
230 of the Unitarian Universalist Ministers Association shall serve as a standard for the professional
231 conduct of the Minister and for the relations between the Minister and the Community. The
232 Minister shall be an advisor to the Board of Trustees and shall advise committees (except the
233 Nominating committee) as appropriate. The Minister shall be free at all times to express honest
234 convictions and beliefs. The Minister shall be encouraged to participate actively in the life of the
235 denomination and of the Community and shall have the support and assistance of the
236 Community in properly allocating time between obligations to the Community and needs for
237 family privacy, recreation, study, and professional development.
- 238 C. Rights and Responsibilities
239 The Minister and Community share responsibility for the religious meetings and overall
240 program of the Community. The Board of Trustees and the Minister are jointly responsible for
241 an annual evaluation of the Community's program and ministry. The Minister shall have
242 freedom of the pulpit as well as freedom to express his or her opinion outside the pulpit.
- 243 D. Call and Employment Contract
244 The Minister shall be called upon recommendation of the Ministerial Search Committee by a
245 90% majority of the Members of the Community present at a meeting called for the purpose; a
246 quorum for such a meeting is 40% of the Members. The ministerial agreement will specify the
247 duties and compensation of the Minister.
- 248 E. Dismissal
249 The Minister may be dismissed by a 30% vote of the Members of the Community present at a
250 meeting called for the purpose; a quorum for such a meeting is 40% of the Members. In the
251 event of the Minister's dismissal, his or her compensation shall be continued for 90 days after
252 the date of dismissal.
- 253 F. Resignation
254 The Minister must give 90 days notice to resign, except that the Board of Trustees may allow
255 shorter notice.

Unitarian Universalist Community of the Mountains

Bylaws

256 **Article X. Committees**

257 A. Nominating Committee

258 A Nominating Committee of three (3) Members who are not Members of the Board of Trustees
259 shall be elected at the Annual Congregational Business Meeting to serve a one-year term. An
260 alternate shall also be elected for a one-year term, to serve on the committee if one of the
261 Members is not able to fulfill their duties. The Nominating Committee shall nominate Board
262 Members as specified in Article VIII.H, and the next Nominating Committee. If possible one
263 (1) or more of the current Members shall be nominated for a second term. No Nominating
264 Committee Member shall serve for more than two (2) consecutive terms. The meetings may be
265 closed at the option of the committee.

266 B. Committee on Shared Ministry

267 The purpose of the Committee on Shared Ministry shall be to strengthen the quality of the
268 shared and mutual ministry within the Community. On behalf of, and in light of the
269 Community's mission, the Committee on Shared Ministry will systematically assess, report on,
270 and make recommendations regarding the effectiveness of the Community's entire ministry in all
271 of its inter-related facets.

272 The Committee on Shared Ministry shall consist of the Minister and three Members of the
273 Community appointed to staggered three-year terms. Candidates are nominated by the Minister
274 and appointed by the Board of Trustees. Committee Members may not concurrently serve on the
275 Board of Trustees or in a staff position. Committee Members cannot serve two consecutive
276 terms unless their first appointment was to fill an unfinished term and the duration of the
277 unfinished term was less than one year. All meetings of the committee shall be open unless the
278 need for confidentiality requires a closed session.

279 C. Other Committees

280 All other committees will be established and disbanded by the Board of Trustees to further the
281 interests of the Community.

282 **Article XI. Covenant Not to Discriminate**

283 The Community does not discriminate in the calling of a Minister or hiring practices on the basis of
284 race, age, gender, sexual orientation, ethnic and national origin, social status, economic status, marital
285 status, or disability. The Community does not discriminate in its governance, its activities, or the use of
286 its facilities on the basis of race, age, gender, sexual orientation, ethnic and national origin, social status,
287 economic status, marital status, or disability.

288 **Article XII. Dissolution**

289 In the case of dissolution of the Community, all of its property, real and personal, after paying all just
290 claims upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal
291 successor, and the Board of Trustees of the Community shall perform all actions necessary to effectuate
292 such conveyance.

293 **Article XIII. Indemnification**

294 UUCM shall indemnify any person who is or was an employee, trustee, agent, representative, Member
295 of the Board of Trustees, or Endowment Committee volunteer of the UUCM against any liability
296 asserted against such person and incurred in the course and scope of his or her duties or functions with
297 UUCM to the maximum extent allowable by law, provided the person acted in good faith and did not
298 engage in an act or omission that is intentional, willfully or wantonly negligent, or done with conscious

Unitarian Universalist Community of the Mountains

Bylaws

299 indifference or reckless disregard for the safety of others. The provisions of this Article shall not be
300 deemed exclusive of any other rights to which such person may be entitled under any bylaw, agreement,
301 insurance policy, and vote of Members or otherwise.

302 **Article XIV. Insurance**

303 UUCM may purchase and maintain insurance on behalf of any person who is or was a Member, director,
304 officer, employee, or agent against any liability asserted against such person and incurred by such
305 person in any such capacity or arising out of such person's status as such, whether or not the corporation
306 would have the power or obligation to indemnify such person against such liability under this Article.

307 **Article XV. Amendments and Replacement**

308 These bylaws may be amended or replaced at any meeting of the Community subject to the conditions in
309 Article VII (Meetings).

310 A. Proposing Amendments

311 Amendments to these bylaws may be proposed:

- 312 1) By the Board of Trustees, acting on its own motion, or,
- 313 2) On the petition of at least ten (10) Members submitted to the Board at a Board meeting not
314 less than forty-five (45) days before a Congregational Business Meeting.

315 B. Adopting Amendments

316 Amendments to these bylaws may be adopted: At any Annual or Special Congregational
317 Business Meeting by a two-thirds majority of the voting Members present and voting, provided
318 the proposed amendment has been set forth in the notice of meeting sent to the Membership
319 pursuant to Article VII of these bylaws. Approved amendment(s) take effect immediately after
320 adoption, unless otherwise stated.

321 **Article XVI. Effective Date Original bylaws (1995)**

322 These by-laws take effect after approval by a 2/3 vote of the charter Members. People who become
323 Members within 30 days of the approval of the by-laws shall become charter Members and have voting
324 privileges immediately. The initial Board will have one (1) at large Member with a one (1) year term
325 and a President with a one (1) year term as well as the normal positions as stated in Article VIII. The
326 first board starts immediately instead of the next fiscal year. People who are elected to the first board
327 must become Members within one week of the election.

328 **Amendments:**

329 As amended and approved unanimously at the Congregational Business Meeting of August 6, 1995
330 As amended and approved at the Congregational Business Meeting of May 19, 2002
331 As amended and approved at the Congregational Business Meeting of May 22, 2005
332 As amended and approved at the Congregational Business Meeting of May 18, 2008
333 As amended and approved at the Congregational Business Meeting of May 18, 2014
334 As amended and approved at the Congregational Business Meeting of January 25, 2015
335 As amended and approved at the Congregational Business Meeting of May 31, 2015
336 As amended and approved at the Congregational Business Meeting of May 22, 2016
337 As amended and approved at the Congregational Business Meeting of January 29, 2017
338 As amended and approved at the Congregational Business Meeting of May 20, 2018
339 As amended and approved at the Congregational Business Meeting of January 26, 2020
340 As amended and approved at the Congregational Business Meeting of May 31, 2020