

Unitarian Universalist Community of the Mountains

Bylaws



Revised
January 24, 2021

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Mission Statement

With courageous love and a sense of wonder, we cultivate our spiritual, emotional, and intellectual strength to create a world more compassionate, sustainable, and just.

Preamble

The purpose of the Unitarian Universalist Community of the Mountains (the “Community”) is to foster liberal religious living through worship, study, service and fellowship guided by the Unitarian Universalist Principles and a shared commitment to anti-racist, anti-oppressive, and multicultural practice. Based on a foundation of individual freedom of belief and relying upon reason as our guide we seek to grow in understanding of ourselves and of our world, and to promote and serve the universal family.

Article 1

1. Scope of Authority and Limitations

The Community, acting through its Board of Trustees (the “Board”), may do any lawful act that may be necessary or convenient to fulfill its purpose, except as otherwise limited by these bylaws.

Article 2

2. Denomination Affiliation

This Community is a member of the Unitarian Universalist Association and of the Pacific Western Region. It is the intention of this Community to make annual financial contributions to the Association and the Region.

Article 3

3. Fiscal Year

The fiscal year of the Community is July 1 through June 30.

Article 4

4. Members

4.1. Meaning of Membership

Being a Member of the Community (“Member”) means being in covenantal relationship with other Members, committing to support the Community and its mission with time, energy, talent and treasure, agreeing with the Seven Principles of the Unitarian Universalist Association, and declaring personal identification as a Unitarian Universalist.

Members of the Community are also members of the Unitarian Universalist Association.

4.2. Eligibility

Membership is open to any person 18 years of age or older, regardless of creed, race, color, sex, gender, identity or expression, affectional and sexual orientation, ethnic and national origin, social status, financial means, marital status, or disability.

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

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38 Entering into membership requires meeting with the minister, or their designee,
39 participating in an orientation, being in sympathy with the Community's purpose,
40 and signing the membership book.

41 4.3. Requirements & Privileges

42 Members:

- 43 – actively support the Community's Mission, by participating in programs and
44 activities of the Community as they are able,
- 45 – agree to abide by the Community's Covenant of Right Relations,
- 46 – make an annual financial pledge with an annual financial contribution of
47 record. Exceptions to the financial contribution requirement may be granted
48 one (1) year at a time for specific individuals at the discretion of the Minister.

49 The Board, in consultation with the minister, may refuse membership to someone
50 for cause in the best interests of the Community.

51 Thirty (30) days after signing the Membership Book, Members may vote, be
52 nominated for an elected position, be appointed to decision-making positions, or
53 serve on any committee, team, work group or task force. Members under 18 years of
54 age may not hold positions of fiscal responsibility.

55 4.4. Removal from Membership

56 Members may be removed from membership:

- 57 – upon resignation of the Member, preferably in writing to the Minister or
58 Board President, or
- 59 – if their pledge for the next fiscal year has not been received by the Treasurer
60 within thirty (30) days after the start of that fiscal year and in addition a
61 financial contribution of record has not been received for the previous fiscal
62 year within 30 days after the close of that fiscal year, or
- 63 – if the Member, in spite of counseling by the minister or designee, repeatedly
64 engages in destructive behavior that threatens the emotional and/or physical
65 security of others at UUCM, or
- 66 – if the Member, in spite of counseling by the minister or designee, repeatedly
67 demonstrates destructive disregard of the Community's Covenant of Right
68 Relations or UU Principles.

69 4.5. Process for Removal

70 In the event of resignation or failure of a Member to meet the financial obligations
71 defined in this Article, and upon two-thirds affirmative vote of the Board,
72 membership will be revoked. .

73 In the case of destructive behavior or destructive disregard of the Community's
74 Covenant of Right Relations, the Community's policies will be followed. Such policies
75 will be in harmony with the Community's values, mission and Covenant of Right
76 Relations and these bylaws. The wellbeing of the Community as a whole will be
77 given priority over the privileges and inclusion of an individual whose behavior is
78 dangerous or destructive. Removal from membership for destructive behavior will
79 be decided by a vote of two-thirds affirmative vote of the Board.

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80 4.6. Reinstatement

81 If a Member who resigned or who was removed from membership for failure to
82 meet the financial obligations and who later wishes to rejoin the Community as a
83 Member, must meet with the Minister. Upon receiving a report from the Minister,
84 the Board may approve reinstatement as determined by an affirmative vote of two-
85 thirds of the Board. The reinstated Member must comply with these bylaws.

86 Any person who was excluded or expelled from the Community and wishes to rejoin
87 must meet with the Minister and will submit a written request for reinstatement by
88 the Board. The Board and Minister will review the request and respond in writing
89 within sixty (60) days regarding the Board's decision on reinstatement. The decision
90 of the Board is not subject to review.

91 A reinstatement request may be made no sooner than one (1) year following the
92 removal and no sooner than one (1) year following a Board decision to not grant a
93 request for reinstatement.

Article 5

94
95 **5. Friends**

96 5.1. Eligibility

97 Becoming a Friend of the Community is open to any person 18 years of age or older,
98 regardless of creed, race, color, sex, gender, identity or expression, affectional and
99 sexual orientation, ethnic and national origin, social status, financial means, marital
100 status, or disability.

101 A Friend is in sympathy with the Community's purpose, and would like to, support
102 the Community's Mission through active participation and financial support.

103 5.2. Requirements and Privileges

104 Friends:

- 105 – actively support the Community's Mission by participating in programs and
- 106 activities of the Community as they are able,
- 107 – agree to abide by the Community's Covenant of Right Relations,
- 108 – make an annual financial pledge with an annual financial contribution of
- 109 record.

110 Friends may participate fully in most aspects of spiritual and social activities of
111 Community life – including worship services, social events, choir, classes and
112 workshops. Friends may also participate in volunteer activities in nondecision-
113 making roles on ministry teams and task forces at the discretion of the Minister and
114 in accordance with policies adopted by the Board.

115 Friend status may be revoked or reinstated under the same conditions as defined in
116 Article 4 of these bylaws.

117 Friends are not eligible to vote.

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Article 6

6. Officers and Board of Trustees

6.1. Board Membership

The Board is comprised of the following members:

- A President
- A Vice President
- A Treasurer
- A Secretary
- Three (3) Trustees at Large

To be elected President, the Member must have served previously on the Board or have comparable or equivalent experience.

6.2. Election of Board Members

Board candidates are proposed by the Nominating Committee and elected at the Annual Community Business Meeting. Additional nominations may be proposed from the floor. Family members or persons in the same household may not serve on the Board at the same time.

6.3. Term Limits

Officers are elected for a two (2) year term with the option for a one (1) consecutive reelection. President and Vice President will be elected in odd numbered years and Secretary and Treasurer will be elected in even numbered years.

Trustees-at-Large are elected for two (2) year terms with the option for a one (1) consecutive reelection. Two (2) Trustees-at-Large are elected in even numbered years and one (1) Trustee-at-Large is elected in odd numbered years.

Elected Board members cannot be elected for three (3) consecutive terms.

6.4. Board's Powers and Responsibilities

The Board has a fiduciary responsibility to the Community in the conduct of its business affairs. This includes the control of its administration, management of assets, and protecting the tax -exempt status of the Community. The Board's responsibilities include establishing committees, oversight, monitoring, and evaluation of overall Community efforts in fulfilling the Community's mission.

6.4.1. Officers

The President, Vice President, Treasurer, and Secretary are officers of the Board and of the corporation. The officers perform the duties as defined in these bylaws and in their job descriptions, as developed by the Board.

6.4.2. Removal of a Board Member

If a member of the Board misses three (3) monthly Board Business meetings in a twelve-month period, the Board may declare that position vacant. The affected Board member must be notified by the Secretary of impending removal by written notice mailed not less five (5) days before the next regular Board meeting.

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158 6.4.3. Vacancies in Elected Positions

159 If a vacancy occurs in midterm for an elected position the Board may
160 appoint a replacement until the completion of the term for that vacated
161 position. Term limits as stated in these bylaws will apply.

162 6.4.4. Spending Authority

163 The Board may delegate spending authority as needed for efficiency in
164 managing the annual general funds budget approved by the Community.
165 The Board may also authorize expenditures and incur financial obligations
166 over and above the approved Annual Budget, not to exceed twenty percent
167 (20%) of the General Funds Investments plus the General Funds projected
168 net profit/loss for the fiscal year. This restriction does not apply to special
169 funds raised in accordance with the Board's instructions for special projects.

170 6.4.5. Gift Acceptance

171 The Board may decline to accept any financial gifts or tendered property
172 that in its opinion would not be of any benefit to the Community, would be
173 difficult to administer, expose the Community to a liability, or be
174 inconsistent with the principles or tax-exempt status of the Community. This
175 includes gifts of tangible property or financial gifts with conditions as to the
176 use of the principle or income.

177 For a single gift of \$2,000 or more which is not specifically designated by the
178 donor, the Board will decide how the funds will be used.

179 6.4.6. Policies

180 In order to promote efficiency in the best interests of the Community, the
181 Board will from time to time adopt, amend, or repeal policies and guidelines
182 as necessary to implement, interpret, or clarify provisions of these bylaws.
183 Such policies and guidelines must be consistent with the letter, spirit,
184 and/or intent of the bylaws, and will be published to Members fourteen (14)
185 days in advance of Board approval of the policy.

186 6.5. Board Business Meetings

187 The Board conducts a monthly Board Business Meeting at a time and place chosen
188 by the Board members.

189 The Community must be notified of the date, time and place of the monthly Board
190 Business Meetings at least fourteen (14) days in advance. The Board will decide the
191 methods of communication, including by electronic means and newsletters, to
192 achieve notice to the greatest number of the Community.

193 Business meetings of the Board will be open for observation. If the Board
194 determines the business at hand is of a confidential nature, discussion may be held
195 in a closed session. All voting must be done in open sessions while keeping sensitive
196 information confidential.

197 6.5.1. Emergency Business Meetings

198 The Board may conduct emergency business meetings when the following
199 three (3) conditions are met:

- 200 – the matter is of an urgent nature, and

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- 201 – a vote of the Board is required, and
202 – the vote cannot be postponed until the next Board Business Meeting.
203 Emergency Board Business Meetings do not require notice to the
204 Community and will follow all voting requirements in this Article.

205 6.5.2. Quorum and Voting for Board Business Meetings

206 A quorum for a Board Business Meeting requires all of the following three
207 (3) conditions to be met:

- 208 – The President or Vice President must be present.
209 – A minimum of two (2) officers must be present.
210 – A minimum of four (4) Board members must be present.

211 An affirmative vote by a simple majority of those present in person is
212 sufficient for a motion to pass unless otherwise stated in these bylaws.

213 6.5.3. Electronic Meetings

214 Any meeting of the Board described in this Article may be held in electronic
215 format or in a combined in-person and electronic format. The actions taken
216 at such a meeting will have the same full force and effect as if all Board
217 members were present in person.

218 Article 7

219 7. Community Business Meetings

220 7.1. Annual and Special Community Business Meetings

221 The Annual Community Business Meeting is held in May, unless otherwise required
222 by law, at a time and place chosen by the Board. The Board may call a special
223 Community Business Meeting at any time. The Board must call a special Community
224 Business Meeting upon written request signed by ten percent (10%) of
225 membership.

226 7.2. Notice of Community Business Meetings and Agenda

227 The business to be transacted at a Community Business Meeting is communicated in
228 a written notice of the meeting and sent to all Members at least fourteen (14) days
229 before the meeting. The Board will decide the methods of communication, including
230 by electronic means and newsletters, to achieve notice to the greatest number of the
231 Community.

232 The agenda as sent out in the written notice may be modified or replaced by a
233 majority affirmative vote of the Members present.

234 The Annual Community Business Meeting agenda includes:

- 235 – President’s Report
236 – Minister’s Report
237 – Treasurer’s Report
238 – Endowment Committee Report
239 – Adoption of the next fiscal year’s Annual Budget

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- 240 – Election of members to the Board
- 241 – Election of members to the Nominating Committee
- 242 – Other items brought by the Board

243 7.3. Electronic Meetings

244 Any business meeting of the Community described in this Article may, at the
245 discretion of the Board, be held in electronic format, or combined in-person and
246 electronic format. The actions taken at such a meeting will have the same full force
247 and effect as if Members were present in person.

248 7.4. Voting Methods

249 Voting is conducted by the presiding officer who also determines the voting method.
250 Voting may be done by one of the following:

- 251 – Voting cards, or
- 252 – General consent, or
- 253 – Voice, or
- 254 – Written ballot or
- 255 – Proxy voting, or
- 256 – Roll call.

257 7.4.1. Absentee Ballots

258 Absentee ballots are not allowed.

259 7.4.2. Proxy Ballots

260 Proxy voting is allowed for some decisions as stated in the following
261 sections of this Article. Written proxies must be recorded before the meeting
262 is called to order. Upon presentation of a proxy authorization, a voting card
263 will be issued to authorize the Member to be a proxy.

264 7.4.3. Written Ballots

265 Written ballots will be used if requested by the presiding officer or by any
266 two (2) voting Members who are present.

267 7.5. Quorum and Affirmative Votes

268 7.5.1. General Voting

269 General voting is defined as any vote which is not specified in this Article. A
270 quorum for general voting consists of twenty percent (20%) of the
271 Community's total membership who are qualified to vote and present at the
272 meeting. An affirmative vote by a simple majority is sufficient for a motion
273 to pass except for decisions specified in this Article. Proxy voting is allowed.

274 7.5.2. Buying or Selling Real Property

275 A quorum for decisions regarding buying or selling of real property is fifty
276 percent (50%) of the Community's total membership who are qualified to
277 vote and present at the meeting. A seventy-five percent (75%) affirmative
278 vote is needed for these motions to pass. Proxy voting is not allowed.

279 7.5.3. Calling a Minister

280 A quorum for decisions to call a minister is fifty percent (50%) of the

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281 Community's total membership who are qualified to vote and present at the
282 meeting. A ninety percent (90%) affirmative vote is needed for these
283 motions to pass. Proxy voting is not allowed.

284 7.5.4. Dismissing a Minister

285 A quorum for decisions to dismiss a minister is fifty percent (50%) of the
286 Community's total membership who are qualified to vote and present at the
287 meeting. A thirty percent (30%) affirmative vote is needed to dismiss a
288 minister. Proxy voting is not allowed.

289 7.5.5. Amending or Replacing Bylaws

290 A quorum for decisions to amend or replace bylaws is forty percent (40%)
291 of the Community's total membership who are qualified to vote and present
292 at the meeting. A two-thirds majority vote is needed for these decisions.
293 Proxy voting is not allowed

Article 8

294
295 **8. Minister**

296 8.1. General Duties

297 The Minister will perform the duties customary to that office in liberal churches,
298 working in close cooperation with the Board, staff, committees and ministry teams
299 to sustain a productive partnership with the Community in support of the Mission,
300 values, and goals. The Minister has primary responsibility for the spiritual and
301 ethical life of the Community.

302 The Minister is head of staff and all ministry programs and acts as an advisor to the
303 Board.

304 The Guidelines of the Unitarian Universalist Ministers Association are the standard
305 for the professional conduct of the Minister and for the relations between the
306 Minister and the Community.

307 8.2. Rights and Responsibilities

308 The Minister and Community share responsibility for overall ministry programs to
309 fulfill the Community's mission. The Board and the Minister are jointly responsible
310 for an annual evaluation of the Community's programs and ministries.

311 The Minister has freedom to express opinions, honest convictions, and beliefs and
312 has freedom of the pulpit. The Minister is encouraged to participate actively in the
313 life of the denomination, the Community, and the neighboring community. The
314 Minister has the support and assistance of the Community in properly allocating
315 time between obligations to the Community and needs for family privacy,
316 recreation, study, and professional development.

317 8.3. Ministerial Search Committee

318 When a Community Business Meeting determines the readiness to call a Minister, a
319 Ministerial Search Committee of five to seven Community Members will be selected
320 The Ministerial Search Committee must follow the ministerial search guidelines of
321 the Unitarian Universalist Association and operate in a confidential manner.

322 Ministerial Search Committee members may not serve on the committee and the
323 Board at the same time and may not be a family member or person in the same

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324 household as a Board member or another Ministerial Search Committee member.

325 8.4. Call and Letter of Agreement

326 When the Ministerial Search Committee has selected a suitable candidate, it must
327 arrange to present the candidate's credentials to the Community in a Community
328 Business Meeting assembled for that purpose. The Minister is called to serve the
329 Community upon recommendation of the Ministerial Search Committee and by an
330 affirmative vote of the membership as defined in Article 7. A Letter of Agreement
331 specifies the duties and compensation of the Minister and is signed by the called
332 Minister and the President.

333 8.5. Dismissal

334 The Minister may be dismissed by a vote of the Members as defined in Article 7.

335 8.6. Resignation

336 The Minister must give ninety (90) days' notice to resign, except that the Board may
337 allow shorter notice.

Article 9

338 9. **Committees**

339 Committees exist to help the Board to govern, are under the direction of the Board, and are
340 accountable to the Board for their performance. Committees are established and disbanded
341 by the Board to further the mission of the Community.
342

343 Unless otherwise specified in these bylaws, the Board appoints committee chairs and
344 committee members. Committee chairs and committee members must be Community
345 Members qualified to vote.

346 All meetings of committees shall be open unless the need for confidentiality requires a
347 closed session.

348 The following committees are required:

349 9.1. Committee on Shared Ministry

350 The purpose of the Committee on Shared Ministry is to strengthen the quality of the
351 shared and mutual ministry within the Community. On behalf of, and in light of the
352 Community's mission, the Committee on Shared Ministry systematically assesses,
353 reports on, and makes recommendations regarding the effectiveness of the
354 Community's entire ministry in all of its interrelated facets.

355 The Committee on Shared Ministry consists of the Minister and three (3) Members
356 of the Community appointed to staggered three-year terms. Candidates are
357 nominated by the Minister and appointed by the Board. Committee members cannot
358 concurrently serve on the Board or in a staff position. Committee members cannot
359 serve two (2) consecutive terms unless their first appointment was to fill an
360 unfinished term and the duration of the unfinished term was less than one (1) year.

361 9.2. Finance Committee

362 The purpose of the Finance Committee is to assist the Board in managing the
363 Community's finances, investments, and assets. The committee leads the
364 development of the Annual Budget through collaboration with the Board and
365 Minister.

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366 The Finance Committee consists of four to six (4-6) members appointed by the
367 Board to staggered three (3) year terms. Members may be reappointed once for a
368 three (3) year term.

369 9.3. Endowment Committee

370 The purpose of the Endowment Committee is to encourage, receive and administer
371 The Community's Endowment Fund in a manner consistent with the loyalty and
372 devotion expressed by the donors and in accord with the policies of this Community.

373 The Committee consists of three to five (3-5) members. The Board initially appoints
374 members of the Endowment Committee as follows: a maximum of two (2) members
375 for a term of three (3) years, a maximum of two (2) members for a term of two
376 (2)years, and one (1) member for a term of one (1) year. Subsequently, the Board
377 appoints the necessary number for a term of three (3) years. No member serves
378 more than two (2) consecutive three (3) year terms.

379 9.4. Nominating Committee

380 The Nominating Committee nominates Board members as specified in Article 6 and
381 nominates the next Nominating Committee.

382 The Committee consists of five (5) members who are elected at the Annual
383 Community Business Meeting for a one (1) year term and may be nominated and
384 elected for one additional one (1) year term. Committee members will not be a
385 member of the Board. A Committee member will not participate in the candidate
386 selection process when a family member or person in the same household is being
387 considered for nomination of any elected position.

Article 10

388
389 **10. Covenant Not to Discriminate**

390 The Community does not discriminate in calling a Minister and in its hiring practices, its
391 governance, its activities, or use of its facilities on the basis of race, color, sex, gender,
392 identity or expression, affectional and sexual orientation, ethnic and national origin age,
393 social status, financial means, marital status, or disability.

Article 11

394
395 **11. Dissolution**

396 If the Community is dissolved, any just claims upon it will be paid. All of its property, real
397 and personal, must then be conveyed to and vested in the Unitarian Universalist
398 Association or its legal successor, and the Board of the Community shall perform all actions
399 necessary to effectuate such conveyance.

Article 12

400
401 **12. Indemnification**

402 The Community will indemnify any person who is or was an employee, trustee, agent,
403 representative, or member of the Board, against any liability asserted against such person
404 and incurred in the course and scope of their duties or functions with the Community to the
405 maximum extent allowable by law, provided the person acted in good faith and did not
406 engage in an act or omission that was intentional, willful or wantonly negligent, or done
407 with conscious indifference or reckless disregard for the safety of others. The provisions of

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408 this Article are not exclusive of any other rights to which such person may be entitled
409 under any bylaw, agreement, insurance policy, or vote of the Community's Members.

Article 13

410

411 13. Insurance

412 The Community will purchase and maintain insurance on behalf of any person who is or
413 was a Community Member, director, officer, employee, or agent against any liability
414 asserted against such person and incurred by such person in any such capacity or arising
415 out of such person's status whether or not the corporation would have the power or
416 obligation to indemnify such person against such liability under this Article.

Article 14

417

418 14. Amendments and Replacement

419 These bylaws may be amended or replaced at any Community Business Meeting subject to
420 the requirements in Article 7.

421 14.1. Proposing Amendments

422 Amendments to these bylaws may be proposed:

- 423 – By the Board, acting on its own motion, or,
- 424 – On the petition of at least ten percent (10%) of Community Members
425 submitted to the Board at a Board Business Meeting not less than forty-five
426 (45) days before a Community Business Meeting.

427 14.2. Adopting Amendments

428 Amendments to these bylaws may be adopted at any duly called Community
429 Business Meeting in accordance with Article 7 of these bylaws. Amendments to
430 these bylaws will be published to Members at least fourteen (14) days before the
431 meeting to adopt. The Board will decide the methods of communication, including
432 by electronic means and newsletters, to achieve notice to the greatest number of the
433 Community. Approved amendment(s) take effect immediately after adoption,
434 unless otherwise stated in the amendment.

Article 15

435

436 15. Effective Date of Original bylaws (1995)

437 These bylaws became effective August 6, 1995 upon a unanimous vote at the Community
438 Business Meeting.

Amendments

Amended and approved at the Community Business Meeting of May 19, 2002
Amended and approved at the Community Business Meeting of May 22, 2005
Amended and approved at the Community Business Meeting of May 18, 2008
Amended and approved at the Community Business Meeting of May 18, 2014
Amended and approved at the Community Business Meeting of January 25, 2015
Amended and approved at the Community Business Meeting of May 31, 2015
Amended and approved at the Community Business Meeting of May 22, 2016
Amended and approved at the Community Business Meeting of January 29, 2017
Amended and approved at the Community Business Meeting of May 20, 2018
Amended and approved at the Community Business Meeting of January 26, 2020
Amended and approved at the Community Business Meeting of May 31, 2020
Amended and approved at the Community Business Meeting of January 24, 2021