

BYLAWS  
of the  
OAKLANDON UNITARIAN UNIVERSALIST CHURCH

As Amended  
at the  
Annual Congregational Meeting  
Dated  
*May 16, 2010*

ARTICLE 1 - NAME AND AFFILIATION

1.1 The name of this congregation shall be the Oaklandon Unitarian Universalist Church as stated in the original Articles of Incorporation.

1.2 This congregation shall be a member of the Unitarian Universalist Association of Congregations.

ARTICLE 2 – PURPOSE

Our purpose is to affirm and promote:

- The inherent worth and dignity of every person.
- Justice, equity and compassion in human relations.
- Acceptance of one another and encouragement to spiritual growth in our congregation.
- A free and responsible search for truth and meaning.
- The right of conscience and the use of the democratic process within our congregation and society at large.
- The goal of world community with peace, liberty, and justice for all.
- Respect for the interdependent web of all existence of which we are a part.

ARTICLE 3 - MEMBERSHIP

3.1 Membership in this Church is open to all persons regardless of race, color, sexual orientation, disability, or national origin. Any person fourteen years of age or over who is in sympathy with the purposes of this Church as stated in Article 2 shall be accepted as a member upon subscription to the bylaws of this Church by signing the Church Membership Register. People who were members when these bylaws were adopted shall continue to be members.

3.2 Any member eighteen years of age or over shall be deemed a voting member and entitled to vote at any meeting of the Church if he or she has been a member of the Church for the three consecutive months immediately preceding such meeting.

3.3 A member may have his or her name removed from the membership list by notifying the Secretary.

3.4 The Secretary shall remove the names of deceased members from the membership list.

#### ARTICLE 4 - CONGREGATIONAL MEETINGS

4.1 In these bylaws, "Congregational Meeting" shall refer to the Annual Business Meeting or any special meetings of the Church membership.

4.2 The Annual Business Meeting of the Church shall be held within four weeks of the close of the fiscal year. The Executive Board shall determine and announce the time and place at least eight weeks prior to the meeting. The purpose of the meeting shall be to elect officers and members-at-large of the Executive Board; to receive reports from officers, staff, and the standing committees; to adopt an annual budget; and to conduct such other business as may properly be brought before the entire membership.

4.3. Special meetings of the Church may be called at any time by the Executive Board, or shall be called at any time upon written request by twenty voting members of the Church. All such special meetings shall be held at such time and place as may be designated by the Executive Board.

4.4 Notice of all Congregational Meetings shall be posted and announced at the two Sunday Services immediately prior to the meeting. The Secretary shall cause notification of the place, time, and purpose of all such meetings to be communicated to each member at least 10 days prior to the meeting.

4.5 Twenty percent of the voting members of the church shall constitute a quorum and the vote of the majority of the voting members present shall prevail at all Congregational Meetings, except where otherwise provided by the terms of these Articles. Business shall be conducted only in the presence of a quorum. Non-members may attend, but shall not vote.

4.7 The fiscal year of the Church shall be from June 1st through May 31st.

#### ARTICLE 5 - OFFICERS

5.1 The officers of the Church shall be a President, a Vice-President, a Secretary, a Treasurer, and an Assistant Treasurer. These officers must be voting members of the Church and shall be elected by a majority vote of voting members present at the Annual Business Meeting of the Church. The President's and Vice-President's terms shall be two years. The President and Vice-President shall not serve more than two consecutive terms in the same office, excluding terms served before the adoption of these bylaws. The terms of other officers shall be two years. Other officers shall not serve for more than three

consecutive terms, excluding terms served before the adoption of these bylaws. Each officer shall serve until a successor is elected.

5.2 The President shall preside over, and may vote at Congregational Meetings and meetings of the Executive Board. In the absence of the President and Vice-President, the President shall designate another Executive Board member to preside.

5.3 The President, together with the Treasurer, shall sign all leases, deeds, contracts, and promissory notes, as authorized by the Church Membership or the Executive Board.

5.4 The President shall be responsible, subject to the Executive Board, for giving overall leadership in conducting the Church's affairs by providing appropriate guidance and consultation to other officers, committees, and the Minister (if called to serve the Congregation).

5.5 The President shall submit to the congregation at the annual Congregational Meeting for its review and approval a report of the progress the Church has made to realize the Church's Vision and Mission statement.

5.6 The President shall be an ex-officio, nonvoting member of all standing committees except the Nominating Committee and the Committee on the Ministry.

5.7 The Vice-President shall, in the event of the temporary absence of the President, perform all the duties of that office. The Vice-President shall perform such other duties as the President and the Executive Board may designate.

5.8 The Secretary shall keep minutes of Congregational Meetings and Executive Board meetings, and shall issue the notice of such meetings. The Secretary shall assure a registry of members and voting members of the Church, with the dates of their admission is maintained. The Secretary, in cooperation with the Assistant Treasurer, shall determine when modifications should be made to the membership records.

5.9 The Treasurer shall collect and receive all monies due the Church. The Treasurer shall be the custodian of these monies and ensure that these funds are deposited in one or more financial institutions designated by the Executive Board. The Treasurer shall disburse the same under the direction of the Executive Board. The Treasurer shall present periodic statements to the Board, and an annual report at the Annual Business Meeting. The Church's accounts shall be available for inspection at any reasonable time by members of the Executive Board.

5.10 The Assistant Treasurer shall, in the event of the temporary absence of the Treasurer, possess all the powers and perform all the duties of that office. The Assistant Treasurer shall maintain records of contributions to the Church, and perform such other duties as the Treasurer and the Executive Board may designate.

## ARTICLE 6 - EXECUTIVE BOARD

6.1 The Executive Board shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Assistant Treasurer, and four elected members-at-large. All Executive Board members must be voting members of the church. Two members-at-large shall be elected at each Annual Business Meeting to serve for a term of two years. All Executive Board members shall have an equal vote.

6.2 No member-at-large may be elected to more than two complete, consecutive terms, or serve more than six consecutive years, including partial terms. Members-at-large shall be eligible for re-election one year after completing a term of office. An officer of the Church shall not simultaneously be an elected member-at large.

6.3 The Executive Board shall decide on matters of policy, within the limits set by the bylaws. It shall be responsible for the full range of activities essential to the achievement of the Church's vision and mission.

6.4 The Executive Board shall have charge of the property and business of the Church, including the hiring and termination of personnel other than a Minister.

6.5 The Executive Board shall have the power to designate ad hoc committees and task forces for its work and assistants to the officers as needed. The Board shall approve the chairpersons of the standing committees, other than the Nomination Committee, to serve for not more than two years.

6.6 The Executive Board shall meet at least ten times per year. A special meeting shall be called at the request of any four members of the Board.

6.7 A majority of the Executive Board may declare a vacancy to exist in any elected position if the person holding that position:

- Ceases to be a voting member of the Church, or,
- Resigns, in writing, from the position, or,
- Fails to fulfill the requirements of that position for three consecutive months and receives written notice of such failure from the Executive Board.

6.8 In the event of a vacancy in any elected office or position that cannot be filled by the succession rules in the bylaws, the Executive Board may designate a successor to serve until the next Annual Business Meeting following the vacancy. If the term of the person who vacated the office is unexpired at the time of the Annual Business Meeting, the Church Membership shall elect a successor to serve for the remainder of the term.

6.9 A majority of members of the Board shall constitute a quorum. Business shall be conducted only in the presence of a quorum. When business is conducted, a majority of those present shall decide the Board's action.

6.10 The Executive Board is responsible to the membership of the Church for conducting the affairs of the Church. An action of the Executive Board may be overturned or modified by a two-thirds vote of the voting members present at a Congregational Meeting.

## ARTICLE 7 - NOMINATIONS AND ELECTIONS

7.1 The Nominating Committee shall consist of three members. Two members shall be appointed by the Executive Board from its own membership to serve for one year. The other member shall be elected by the Church at its Annual Business Meeting to serve a one year term.

7.2 All Nominating Committee members must be voting members of the church. No member of the Nominating Committee may be a candidate for elected office prior to the expiration of the member's term on the Nominating Committee unless nominated from the floor.

7.3 The Nominating Committee shall choose its own chairperson from among its elected members.

7.4 The Nominating Committee shall present to the Church Membership at the Annual Business Meeting nominations for open or vacation positions for Officers, At-Large Members of the Executive Board, and Nominating Committee members. The committee's report of said nominations shall be submitted to the Secretary for inclusion with the notice of the Annual Business meeting.

7.5 Voting Members of the Church shall also have the opportunity to make nominations from the floor at the Annual Business Meeting.

7.6 If there is more than one candidate for an office, the election shall be by secret ballot. A majority vote of those voting members present shall determine the election.

## ARTICLE 8 - COMMITTEES

8.1 Ad hoc committees and task forces may be authorized by the Executive Board or by a majority vote of the voting members present at a Congregational Meeting. The makeup of each ad hoc committee, its purpose, and its longevity shall be determined by the body which authorized it.

8.2 The Church's standing committees shall be as follows:

Committee on the Ministry

Community Outreach

Nominating

Religious Education

Worship and Services  
Building and Grounds

8.3 Except as otherwise provided for in these bylaws, the duties, size, and membership of the standing committees shall be defined by a separate document, The Policies and Procedures Handbook. This handbook will become effective upon approval by the Executive Board. Modifications to the handbook shall be approved by the Executive Board.

8.4 Each committee shall report regularly on its work to the Executive Board. The Board shall act promptly on these reports and communicate its actions to the committees concerned.

ARTICLE 9 - THE MINISTER

9.1 The Minister, when called, is the spiritual leader of the Church. The Minister shall enjoy the right of free expression in the pulpit, and shall share responsibility with the Executive Board for the Church's spiritual, interpersonal, and communal interests and concerns.

9.2 The Minister, when called, shall be a member, ex-officio and without vote, of all committees of the Church, except the Nominating Committee. The Minister shall present to the Executive Board any matter requiring its attention. The final decision on matters of policy shall remain with the Board or with the Church membership.

9.3 The Minister shall be called by the Church only with the consent of at least two-thirds of the voting members present at a Congregational Meeting called expressly for such purpose.

9.4 The Minister, when called, shall be required to hold Fellowship or Preliminary Fellowship with the Unitarian Universalist Association.

9.5 The Minister, when called, shall be employed for an indefinite term. A notice of desired termination must be given in writing by either party at least 90 days in advance. On the part of the Church, such a written notice must be ordered by the consent of at least two-thirds of the voting members present at a Congregational Meeting called expressly for such purpose.

9.6 Should the pulpit become vacant, the Executive Board shall define and initiate the process of searching for a new minister.

9.7 There is no requirement that a minister be called. If no minister is called by the congregation as provided herein, matters regarding worship shall be managed by the Worship and Services Committee.

ARTICLE 10 - PROPERTY

No lands or buildings shall be purchased, sold or mortgaged, and no buildings shall be erected or extended by or for the congregation without the consent of at least two-thirds of the voting members present at a Congregational Meeting expressly called for such purpose.

#### ARTICLE 11 - INVESTED FUNDS

11.1 The Executive Board shall control all funds of the Church.

11.2 The Executive Board shall have the power to invest, reinvest, distribute, and expend the principal and income of said funds subject only to such restrictions as may have been imposed by the donors.

11.3 The Executive Board may delegate the power of investment and re-investment to any national bank or trust company on an indenture of trust.

11.4 The Executive Board may employ such custodians as it sees fit and maintain one or more custodial and advisory accounts, in which case the duty to control investments and re-investment remains with the Executive Board.

11.5 The Executive Board may appoint an investment committee, from the voting members of the church, to act as liaison with the trustees and custodians selected by the Executive Board, and to review the performance of said trustees and custodians.

#### ARTICLE 12 - DISSOLUTION

12.1 This congregation may only be dissolved by the consent of at least three-fourths of voting members present at a Congregational Meeting called especially for this purpose. The quorum for such a meeting shall be 50 percent of the total voting membership.

12.2 Upon dissolution, any net assets of this congregation shall be transferred to the Unitarian Universalist Association or its successor organizations. This transfer is to be made in full compliance with whatever laws are applicable. The proportions of this distribution shall be decided at the Congregational Meeting called to dissolve the congregation.

12.3 Upon dissolution, historical records of the Church shall be transferred to the Unitarian Universalist Historical Society or the Marion County Historical Society or their successor organizations as appropriate.

#### ARTICLE 13 - AMENDMENTS

These bylaws, so far as is allowed by law, may be amended or replaced at any Congregational Meeting by the consent of at least two-thirds of the voting members present.