

# **Bylaws - First Unitarian Church of Cincinnati – *revised 2018***

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## Notes

These Bylaws were adopted by a 2/3 standing vote at a Congregational Meeting on January 21, 2018.

Immediately following this vote the following Proviso was adopted:

The Bylaws Committee (ad hoc board committee) is authorized to correct article and section designations, punctuation, and cross references, and to make other such technical, conforming and indisputably necessary changes as may be necessary to reflect the intent of those members adopting these proposed Bylaws at the January 21, 2018 First Unitarian Congregational regular meeting.

Note: The language for this proviso is drawn from pages, 598-599, Section 57, of Robert's Rules of Order, Newly Revised (11 Edition, 2012).

# *Bylaws*

## **ARTICLE I – NAME**

The name of this corporation shall be First Unitarian Church of Cincinnati.

## **ARTICLE II – PURPOSE**

The purpose of this Church is to foster a continuing search for truth, a reverence for the life force, and a respect for the preservation of the dignity of every person as each seeks fulfillment.

## **ARTICLE III – DENOMINATIONAL AFFILIATION**

The First Unitarian Church shall be a member of the Unitarian Universalist Association (UUA), and may be a member of any Unitarian Universalist area organization.

## **ARTICLE IV – MEMBERSHIP**

**Section 1.** There shall be two categories of members as follows:

- Active Member
- Inactive Member

**Section 2.** An Active Member shall be a person over sixteen years of age, who, being in sympathy with the purpose of this Church as given in Article II, has signed the Membership Register and who participates in the life of the Church in a manner described in Section 5. Only Active Members are entitled to all the privileges of this Church. An incomplete list of privileges follows:

**2.1** The right to vote. (This privilege must be established by attending one regular congregational meeting as an observer.)

**2.2** Free use of the Church building (except as limited by guidelines imposed by the Building Use Committee and other policy-makers of the Church) and of the services of the Minister in rites of passage.

**2.3** Free use of the Church building (see limitations in Privilege No. 2) for properly scheduled meetings and social functions where these have a Church related purpose and are generally open to all members.

**2.4** Receipt of the Church Newsletter.

**2.5** Inclusion in the annual Directory.

**2.6** Certification to UUA with the right to attend the General Assembly and district meetings, and to receive The World.

**Section 3.** An Inactive Member shall be a person who was formerly an Active Member but who has been reclassified in a manner described in Section 5.

Inactive Members shall not have any of the privileges listed unless such privilege is granted by the Board of Trustees.

**Section 4.** The Membership Register shall be a suitable book kept by and under the control of the Registrar. Signatures placed in the Register must be witnessed and initialed by at least one Active Member with voting privileges.

**Section 5.** Changing Membership Status: It shall be the joint responsibility of the Registrar and the Vice President of the Board and another person designated by the Board to keep the Membership List current. Once each year in the month of January these three persons shall meet for this purpose. If at that time it is determined that a person listed as an Active Member has for a period of 25 months participated in the life of the Church in none of the following ways:

- Attended a regular congregational meeting.
- Been a member of a Church committee or participated in a recorded activity such as a work party.
- Pledged money for the Church canvass.

Then it shall be recommended to the Board of Trustees that such person be re-listed as an Inactive Member. The Board shall, if the action seems appropriate, direct the Registrar to make the indicated change. This shall not be done, however, without communicating or attempting to communicate with such person with a view toward maintaining his/his active status. After three years as an Inactive Member a person shall be dropped from the Membership List by the Registrar.

An Active Member may change her/his status from Active to Inactive at any time by addressing a written communication to the Board of Trustees indicating a wish to do so. After proper consideration, the Board shall direct the Registrar to make the change if that seems appropriate.

An Inactive Member may reinstate their Active status at any time by addressing a written communication to the Board of Trustees indicating that such member is participating or will participate in the life of the Church. As above, the Board shall direct the Registrar to make the appropriate change.

**Section 6.** Nothing in this Article shall be interpreted as requiring a change in the status of any long-term Active Member, who in the judgment of the Board of Trustees, is prevented by factors beyond his/her control, from participating in the life of the Church as prescribed in Section 5.

## **ARTICLE V – CONGREGATIONAL MEETINGS**

**Section 1.** The regular Annual Meeting of the Congregation shall be held in the month of September each year, and additional regular meetings shall be held by March 15 and May 31 respectively. The times and dates shall be set by the Board of Trustees.

**Section 2.** Notice of every regular and Annual Meeting shall be communicated by written or electronic mail to every member family at least ten (10) days in advance of the meeting, and shall be announced from the pulpit on the two Sundays prior to the meeting. The purpose of the meeting shall be stated in every notice.

**Section 3.** Special Congregational Meetings - Members of the Congregation shall be notified by the Board of Trustees by written or electronic mail of the purpose at least fourteen (14) days prior to a special meeting.

A Trustee may at any time, upon fulfilling the above requirements, call a special meeting of the Congregation.

The Trustees, upon receiving a petition for a special meeting, signed by at least thirty-five (35) members with voting privileges, must call such a meeting in accordance with the above requirements within thirty (30) days.

**Section 4.** Quorum - Any number of members with voting privileges who appear at a legally called meeting shall constitute a quorum for the transaction of business.

**Section 5.** All questions shall be decided by a majority of votes cast by those present and voting, unless otherwise provided (see Article VI, Section 8).

## **ARTICLE VI – TRUSTEES**

**Section 1.** Number - The Board of Trustees, elected by and responsible to the Congregation, shall meet at least once a month. There shall be a Board of Trustees composed of nine (9) members with voting privileges, one third being elected at the last Congregational Meeting prior to the close of each fiscal year, to serve a three (3) year term, or until their successors have qualified. Five voting members of the Board shall constitute a quorum. The Minister and Treasurer shall be ex-officio non-voting members of the Board. A Trustee may be eligible for re-election only after the expiration of one year following a term of service on the Board of Trustees. A Trustee may not be a paid Church staff member. All meetings of the Board at which official business is transacted shall be open to all members of the Congregation and staff. Confidential, legal and personnel items may be discussed in Executive Session, limited to Trustees.

**Section 2.** At their first meeting after the election of Trustees, the Trustees shall elect from their own members a President, a Vice President, and a Secretary. The Trustees shall also select a Treasurer from among the voting members of the Church not presently members of the Board of Trustees. Terms of Trustees and officers begin upon their election or appointment.

**Section 3.** Prior to the last Congregational Meeting each fiscal year, the Board of Trustees shall appoint a member to serve a five year term on the Board of Trustees of the Endowment Fund in accordance with Article IX. Upon ratification by the Congregation, such appointee shall assume the duties of a Trustee of the Endowment Fund. The Board of Trustees of the Church shall also appoint one or more members to fill any vacancy in the Board of Trustees of the Endowment Fund, subject to ratification by the voting members of the Church at a Congregational Meeting as provided in these bylaws, with such appointee assuming the duties of a Trustee of the Endowment Fund immediately upon ratification by the members.

**Section 4.** Vacancies – Vacancies in the Board of Trustees owing to death or resignation shall be filled by appointment by the Trustees until the last Congregational Meeting prior to the end of the fiscal year in which the vacancy occurs when the Congregation shall fill any unexpired terms by election.

**Section 5.** The Board of Trustees is responsible for employing paid Church staff other than the Minister. The Board shall solicit and consider recommendations from the appropriate committees and/or staff supervisors. The Board may select members and non-members to fill unpaid and paid positions as necessary.

**Section 6.** The Board of Trustees shall not authorize any expenditures that would cause the operating budget as most recently approved by the Congregation, to be exceeded by more than twenty percent (20%) of the total amount of the receipts shown in that budget without the concurrence of at least two-thirds (2/3) of those qualified voting members of the Congregation who are present and vote at a legal meeting of the Congregation. Such meetings shall be held no earlier than fourteen (14) days after all members of the Congregation have been notified by written or electronic mail of the meeting location, date, time, agenda and summary of the action for which the concurrence is proposed.

**Section 7.** The Board of Trustees is responsible for strategic planning and will, from time to time, appoint an ad hoc committee to study the long term needs of the church from the standpoint of finance, physical facilities, personnel, programs and organizations. The appointed committee will report its recommendations to the Board of Trustees and the congregation. The Board and Church leaders will use the adopted strategic plan as the guide to annual decision regarding goals and priorities and as the foundation for work undertaken by church staff, committees and the congregation.

**7.1** The Board of Trustees may, from time to time, undertake to survey the Congregation's sentiments about the conduct of Church affairs. This may take the form of mail or online questionnaires, neighborhood meetings, or other special discussion meetings. The findings of such surveys shall be for the guidance of the Board of Trustees. The total number of members participating, however, shall be announced to the Congregation.

**Section 8.** The Board of Trustees shall not sell, encumber, or otherwise dispose of the buildings and land of the Church without the concurrence of at least two-thirds (2/3) of those voting members of the Church who vote on the proposition whether at a special meeting, or by mail as hereinafter directed, and then only after compliance with and in strict conformity to all the laws of Ohio on such subjects in force at the time. Notice of such meetings shall be made by mail to every member at least fourteen (14) days in advance of the meeting, and shall be announced from the pulpit at a regular Sunday Service. A ballot for absentee voting and an agenda for the meeting shall be included in the notice of the meeting. Members who wish to vote by absentee ballot shall be given fourteen (14) days after the legal meeting to be held to register their votes with the Secretary of the Board of Trustees. At that time all votes registered shall be counted and tabulated by the official tellers and the results shall be made known to the entire membership by mail (c). Buildings or land of the Church may then be sold, encumbered, or otherwise disposed of if two-thirds (2/3) of these official votes approve this action

**Section 9.** The Board of Trustees, on behalf of the Congregation, shall have charge of the real and personal property of the Church, conduct all the business affairs of the Church and have control of the administrative affairs of the Church).

The Board is reliant upon committee chairs, staff and individual members to preserve, protect and maintain Church property while exercising good judgment in regard to housekeeping. Disposition of property deemed surplus shall require Board concurrence if any of the following criteria apply:

- the material is listed on the physical inventory.
- estimated value exceeds \$200.
- the material was originally a gift or bequest.
- it is printed matter of historical interest.

In event of questions, those considering disposal should notify the Board. Material considered surplus by the Board per the foregoing shall be offered for members' bids prior to disposal.

Donated materials must be approved for acceptance by the Board of Trustees..

**Section 10.** Persons representing the Church in their appointed volunteer or hired capacity shall not agree to contract for, either orally or in writing, the expenditure of more than \$200 in excess of funds allocated for that purpose in the approved annual Church budget without:

- first notifying the Board of Trustees of such proposed expenditures and the terms thereof, and
- receiving Board authorization for such expenditures).

If an expenditure is to be paid in installments, the \$200 limit shall apply to the sum of all such payments made under the proposed agreement or contract.

**Section 11.** The Board will encourage participation in denominational affairs, such as attending area conferences, and considering annual resolutions of the Unitarian Universalist Association (UUA). The Board will provide close liaison with the UUA and any other Unitarian Universalist area organization with which the Church has affiliation.

## **ARTICLE VII – OFFICERS**

**Section 1.** President: shall serve as the Executive Officer of the Board of Trustees.

**Section 2.** Vice–President: may perform duties as agreed by the Board. The Vice President of the Board of Trustees shall be responsible for convening the Church Council meetings.

**Section 3.** The President or Vice–President: shall preside at all meetings of the Trustees and of the Congregation. In the absence of both, the Secretary shall call the meeting to order, after which the members present shall select one of their number to preside.

**Section 4.** Secretary: shall keep a record of the meetings of the Trustees and of the Congregation, place them in electronic records provided for that purpose, and post them on

the Church bulletin board and website. The Secretary shall send such notices and carry on such correspondence as requested by the Board.

**Section 5.** Treasurer: shall supervise and approve the receipt, accounting and payment of all monies of the Church, except the Endowment Fund, and shall pay out monies under the authority of the Board of Trustees (see Article VI, section 2, regarding selection of Treasurer by Board).

**5.1** The Treasurer shall make quarterly reports for the Board of Trustees.

**5.2** At each Regular Meeting of the Congregation and of the Board of Trustees, the Treasurer shall make a report.

**5.3** At each regular Annual Meeting of the Congregation, the Treasurer shall present in writing a financial statement of the Church corporation, which includes the receipts, expenses, and fund balances. The Treasurer shall be a member of the Finance Committee.

## **ARTICLE VIII – NOMINATING COMMITTEE**

**Section 1.** There shall be a Nominating Committee composed of five (5) members, as follows:

**1.1** Each year at the spring meeting of the Congregation, two members of the Congregation shall be elected to the Nominating Committee from and by the voting members of the Congregation present to serve for a term of two (2) years;

**1.2.** Each year, at or prior to the spring meeting of the Congregation, the Board of Trustees shall appoint a fifth member to the Nominating Committee from among the outgoing members of the Board of Trustees, to serve for a term of one (1) year;

**1.3.** Nominating Committee meetings shall be convened by the senior members of the Nominating Committee;

**1.4.** Vacancies on the Nominating Committee shall be filled by appointment by the Board of Trustees.

**Section 2.** Only members of the Congregation with voting privileges shall be eligible for election to the Nominating Committee. No member of the Board of Trustees may serve on the Nominating Committee.

**Section 3.** Every year, the Nominating Committee shall make known to the members of the Congregation by written or electronic mail notice the list of nominees for the position on the Board of Trustees at least forty-five (45) days prior to the election date.

**Section 4.** Additional nominations for the Board of Trustees may be made by means of a nominating petition signed by twenty-five (25) voting members of the Congregation. Such petitions shall be filed with the Office Administrator no later than fifteen (15) days prior to the election and shall be made known to the Congregation by written notice or electronic mail.



## **ARTICLE IX – ENDOWMENT FUND**

**Section 1.** The primary repository of all permanent or legacy gifts shall be known as the First Unitarian Church of Cincinnati Endowment Fund (Endowment Fund). Into the Endowment Fund shall be placed specific gifts or bequests designated for the Endowment Fund, and all gifts and bequests given through a will, trust or other testamentary document, which are given to the Church and not designated for another purpose or otherwise restricted. All other gifts and bequests may be retained in the General Fund of the Church.

**Section 2.** Responsibility for the Endowment Fund management shall be vested in Endowment Fund Trustees each of whom shall be members of the Congregation, appointed by the Church Board of Trustees to a five-year, staggered term subject to ratification by a majority of the voting members attending and voting at a regular or special meeting of the Congregation.

**Section 3.** The relationship of the Endowment Fund shall be set forth in a Trust Agreement or other governing document. The Trust Agreement or other governing document, together with any amendments thereto, shall be effective upon approval by the affirmative vote of two-thirds (2/3) of the voting members attending and voting at a regular or special meeting of the Congregation.

## **ARTICLE X – MINISTER**

**Section 1.** A Minister shall be called by the Congregation only with the consent of three-fourths (3/4) and dismissed by the Congregation with a majority vote of the voting members present and voting at a meeting expressly called for such a purpose, as set forth in Article VI, Section 2. Voting shall be by secret ballot and both Minister and Congregation shall be notified of the votes cast.

**Section 2.** The Minister shall be called for an indefinite tenure. Contractual arrangements will be made by the Board of Trustees unless such provisions are included in the official call of the Minister by the Congregation.

**Section 3.** The Minister shall be granted freedom of the pulpit without restrictions as to beliefs and teachings.

**Section 4.** In case of proposed dismissal or resignation, the Trustees will instruct the Ministerial Relations Committee to study reasons for proposed dismissal or resignation, and make a report with recommendations to the Congregation.

**Section 5.** In case of dismissal by the Congregation, notice of at least four (4) months shall be given.

**Section 6.** When it becomes necessary to call a new Minister, the Board of Trustees will appoint a Ministerial Search Committee composed of seven (7) to nine (9) members, at least one (1) but not more than three (3) Board members to be appointed by the Board, and six (6) other members of the Congregation to be elected by the membership from a slate prepared by the Nominating Committee.

## **ARTICLE XI – CHURCH STAFF**

Staff is responsible to the Board or its designee. Supervision of staff may be performed by another paid employee when there is a signed written contract in force specifically providing for that; otherwise such supervision shall be determined by the Board–designee.

Assigned supervisors shall be responsible for evaluation of performance in a form specified by the Human Resources Committee and shall forward results of this evaluation to the Human Resources Committee.

## **ARTICLE XII – SELECT ROLES**

**Section 1.** The Historian is selected by the Board of Trustees and shall:

- 1.1 gather and preserve in a Board approved location all valuable historical accounts and documents of the Church.
- 1.2 file an annual report with the Church Administrator.
- 1.3 periodically present to the Congregation historical information in an appropriate form.

**Section 2.** The Registrar is selected by the Board of Trustees and shall:

- 2.1 maintain and continuously update official membership, voting privilege requirements, and UU World subscription lists of the Church.
- 2.2 notify the Board president, office administrator and Finance Committee of any new members.
- 2.3 provide annually to the Congregation the current membership total, number of members gained and lost, with the names of those lost through death. A list of child dedications shall also be provided.
- 2.4 work with the Vice President of the Board of Trustees to organize the annual membership review committee and submit annual membership information as required by the UUA.
- 2.5 maintain files that include lists of voting members present at any legally called meeting of the Congregation, resignations and correspondence with members about their membership status.
- 2.6 at any legally called meeting of the Congregation, or for a vote by special ballot, certify that all persons voting are members of the Church and that they have correctly established their voting privileges. Assist the Board secretary in the counting of ballots.

## **ARTICLE XIII – CHURCH COUNCIL**

**Section 1.** The Church Council shall consist of all Board members, Treasurer, and a representative of each committee. Its goal is to promote communication and collaboration

among Church committees. The Vice President of the Board of Trustees shall be responsible for convening the Church Council meetings. The Church Council shall:

**1.1** meet at least twice a year and Church Council shall consider matters of interest to the Church, and make recommendations to the Trustees, the Standing Committees, and the Congregation, as appropriate.

**1.2** elect a Secretary from among its members.

#### **ARTICLE XIV – COMMITTEE STRUCTURE**

**Section 1.** The Board shall approve chairs for the standing committees from among the members of the Congregation.

**Section 2.** For each committee, a member of the Board of Trustees shall be designated as a Board contact.

**2.1** Committee chairs will provide and maintain up-to-date listings of committee members to the Office Administrator for posting on the Church website and database.

**2.2** All committee meetings shall be open to all members of the Congregation, except when confidential, legal and personnel items are discussed. Minutes shall be kept of each committee meeting, and shall be made available upon request.

**2.3** Non-Church members may participate on committees but without voting privileges. Church members may participate on committees, but without voting privileges, if they are not actually members of the committee.

**2.4** Board may appoint special committees (ad-hoc) to achieve its goals and purposes. When these special committees complete their tasks, they will be disbanded.

**2.5** Standing committee descriptions, responsibilities, policies and guidelines are kept on file. Oversight responsibilities for committees are retained by the Board secretary. They shall be available to members on the Church website and/or database. Oversight responsibilities for committees are retained by the Board.

**2.6** Committees shall work with staff and church members to promote the mission of First Church, consistent with the Bylaws, and guided by the Strategic Plan.

**2.7** Annual reports shall be submitted by committee chairs to their Board contacts by April 30, with updates submitted by June 30.

#### **ARTICLE XV – COMMITTEES**

**Section 1.** Adult Religious Education Committee

**1.1** shall provide educational programs that stimulate religious questioning and spiritual discovery and facilitate development of a personal religious philosophy.

1.2 may include seminars, sharing circles, courses of study, book/literature reviews, presentations, discussions, and adult community events which focus on the Committee's objectives.

## **Section 2.** Building and Grounds Committee

2.1 shall maintain a safe, fully functional and attractive facility.

2.2 shall work with appropriate staff on all matters pertaining to the repair, maintenance, custodial care, furnishing, decorating, renovation and landscaping of the Church building and grounds.

2.3 shall participate in the hiring and evaluations of the Custodian or Facilities Manager.

2.4 shall work with the Facilities Manager to formulate and execute policies and procedures regarding leasing or unpaid use of the Church building and/or grounds by members and outside groups or individuals. The Committee provides trained hosts for rental occasions.

## **Section 3.** Communications Committee

3.1 will promote communications between the Church and the public, and that they are presented in conformance with the Church's principles, policies, goals and calendar.

3.2 may assist other Church committees on appropriate content and timing of internal and external communications, such as the newsletter, annual report, brochures, directories, posted notices, all-member mailings, new member packets, visitor information, orders of service, electronic media, advertising, underwriting and co-sponsorships, news media coverage and articles in UUA publications.

3.3 will monitor communications of non-church groups with offices or events located at the Church.

## **Section 4.** Community Builders Committee

4.1 shall nurture a caring and welcoming congregation by providing church-wide social activities for members and their guests.

## **Section 5.** Development Committee

5.1 seeks long term solutions for the Church's financial security by raising funds with specific benchmarks to provide relief for our pledge-dependent operating budget.

5.2 may raise funds for specific items or services outside the operating budget, and shall recommend to the Board short- and long-range capital improvement plans based on priorities, budget recommendations and funding strategies.

## **Section 6.** Extended Ministry Committee

6.1 works with the Minister or designee to help create a community of people within

the Church that cares for one another.

**6.2** organizes work to aid members in visiting and caring for one another and in keeping the Congregation informed of needs of members.

## **Section 7. Finance Committee**

**7.1** shall be responsible for the presentation of a recommended budget, the selection of the members of the Pledge Subcommittee, and the coordination of any other fund-raising campaigns.

**7.2** shall conduct an All-church pledge campaign, to which members and friends of the Church are asked to make financial pledges in support of the operating budget of the Church. An All-church campaign shall be conducted so as to be completed no later than two weeks prior to the Spring Meeting.

**7.3** shall prepare a preliminary operating budget to be used as the basis for the All-church pledge campaign, following the chair of the Finance committee's request.

**7.4** shall, after the pledge campaign, obtain anticipated income figures from the Pledge Subcommittee. These will be used, along with the committee requests, to prepare a final recommended budget to be represented at the spring meeting of the Congregation.

**7.5** will make decisions about whether and when funds should be kept in a checking account or otherwise invested, depending on anticipated needs.

**7.7** shall oversee the maintenance of proper insurance coverage for Church needs.

## **Section 8. Human Resources Committee**

**8.1** shall consist of at least three members that include a member of the Board of Trustees, with a limited number of additional members, as acceptable to the committee chair, keeping in mind the sensitive nature of the committee's work.

**8.2** shall provide to appropriate Committees instruction on how to use indicators of an employee's contribution to the Church in developing annual evaluations. It will also specify the form in which information should be organized for transmittal to the Human Resources Committee.

**8.3** shall recommend to the Board of Trustees and to the Finance Committee any change in compensation, benefits or terms and condition of employment in sufficient time that, if approved in whole or in part, the same can be included in the next annual proposed budget of the Church.

**8.4** shall regularly consider and make appropriate recommendations to the Board of Trustees concerning Church employment practices and procedures, including recommendations regarding the commencement and termination of employment relationships and compensation, benefits and terms and conditions of employment.

**8.5** shall maintain all personnel records of Church employees in a secure place with restricted access according to written procedures proposed by the Committee and approved by the Board of Trustees.

8.6 shall provide assistance to other committees and the Board of Trustees in regard to changes in staff, using consistent applicable legal considerations and recommendations by or with concurrence of Church (legal) counsel.

**Section 9. Ministerial Relations Committee**

9.1 serves as a support group for the Minister and as a communication channel between the Congregation and the Minister.

9.2 shall be composed of three members of the Church selected by the Board of Trustees from a list of six or more names suggested by the Minister, when beginning his/her ministry to the Church. One of the three members shall serve one year, one for two years and one for three years. Thereafter, to fill a vacancy on the Committee, the Minister may submit to the Board of Trustees a list of three or more names, from which one will be chosen to a three year term. In the event of a resignation, the vacancy would be filled by the Board of Trustees for the remainder of that member's term from a list of three or more names submitted by the Minister.

9.3 may, upon the selection of a new minister, continue for up to three months after the new Minister assumes the pulpit or until a new Committee is chosen by the Minister and the Board of Trustees.

9.4 shall select a Chair from among its members. The Committee shall meet monthly with a regular agenda for each meeting so that the Ministerial–Congregational relationship will be adequately reviewed during the course of the year.

**Section 10. Family Programming Committee**

10.1 shall consist of a member of the Board of Trustees (who is the Board Contact for this Committee), and members who shall be appointed by each successive chair.

10.2 shall work with the Director of Family Programming (DFP) to guide the program of the Church School. Representatives of the Committee will assist in the hiring and evaluations of the DFP.

**Section 11. Right Relations Committee**

11.1 promotes high standards of behavior and acceptance of divergent viewpoints among members.

11.2 builds upon the Church's Safe Congregation/Right Relations policy by adding relevant programming.

11.3 may advise on the resolution of disputes among members of the Church.

**Section 12. Social Justice Committee**

12.1 The Social Justice Committee:

12.1.1 shall be responsible for the study of vital social issues.

**12.1.2** shall advise or inform the Congregation on matters of general social concern.

**12.1.3** may encourage the Congregation to take action with respect to such matters.

**12.1.4** shall have dialogue with the Congregation for the purpose of establishing consensus on major projects.

**12.1.5** shall manage and administer Carter fund monies.

**12.1.6** shall maintain liaison with the UUA Washington Office of Advocacy, UUSC, and the UN UUA Office as these relate to social justice issues.

**12.2** Activities of the Social Justice Committee directed towards those outside the Church for the purpose of informing or educating, influencing opinions, or persuading a course of activity or conduct shall be communicated to the Board of Trustees.

**12.3** All such activities and conduct must be clearly taken in the name of the Social Justice Committee of First Unitarian Church, except when specifically authorized to speak for the Board or the Congregation.

**12.4** The Committee membership should be broadly representative of the social concerns and convictions of the Church membership.

### **Section 13.** Welcome/Membership Committee

**13.1** The Welcome/Membership Committee shall:

**13.1.1** present a welcoming atmosphere to visitors.

**13.1.2** assist in the process by which visitors become prospective members and prospective members are oriented to the responsibilities and opportunities of membership.

**13.1.3** maintain visitor and member information.

**13.1.4** assist with the induction and introduction of new members to the Church.

**13.1.5** help to integrate new members into the Church.

**13.2** The chair shall meet regularly with the minister to communicate status of membership.

### **Section 14.** Worship Committee

**14.1** shall coordinate with the Minister, Director of Music, and Family Programming Director in planning Sunday Services. On Sundays when the Minister is not in the pulpit, the Committee shall have responsibility for the Sunday Service.

**14.2** should be broadly representative of the varied interests and convictions of the Church membership.

## **ARTICLE XVI – RULES OF ORDER**

The rules contained in the current edition of “Robert’s Rules of Order (newly revised)” shall govern meetings of this Congregation and Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special rules of order of the Church.

## **ARTICLE XVII – AMENDMENTS**

**Section 1.** The Bylaws may be amended at a regular or special meeting by a 2/3 vote of those present and voting, provided that notice of the meeting has been communicated by written or electronic mail as specified in Article V, Section 2 or 3, and notice has been read at previous regular or special meeting.

**Section 2.** However, no alteration or amendment affecting the manner of voting on the disposition of the Church buildings or land shall be valid unless approved in the same manner as set forth in Article VI, Section 8.