Revised Oct. 29, 2009

**Bylaws of the**

**NORTH UNITARIAN**

**UNIVERSALIST CONGREGATION**

**ARTICLE I. NAME**

The name of this religious society shall be the North Unitarian Universalist Congregation, formerly known as the Dublin Unitarian Universalist Church.

**ARTICLE II. PURPOSE**

We gather together in love and fellowship to worship and to foster spiritual growth, to serve humanity, and to understand ourselves and our universe.

**ARTICLE III. NONDISCRIMINATION**

**1.** The North Unitarian Universalist Congregation seeks to foster a climate of purposeful inclusion of all people regardless of race, religion, sex, age, disability, national origin, size, gender identity, gender expression, or affectional or sexual orientation.

**2.** The Congregation affirms and promotes the full participation of all persons in all of its activities, including membership, programming, hiring practices and the calling of religious professionals without regard to race, relgion, sex, age, disability, national origin, size, gender identity, gender expression, or affectional or sexual orientation**ARTICLE IV. MEMBERSHIP**

**1. Criteria.** Any person eighteen years of age may become a voting member of this society who is in sympathy with its purpose, has signed the membership book, and makes an annual contribution of record. Youth fourteen years of age and older may become members if they have satisfactorily completed the congregation’s Coming of Age program. Church membership is required of all Trustees and Nominating Committee members, the Treasurer, and of committee chairpersons.

2. **Orientation.** Members are encouraged to inform themselves as to the historical evolution and current situation of the Unitarian Universalist movement. Attendance at a New Member Orientation also is encouraged.

3. **Removal.** A member shall be removed from membership when the member has moved away or cannot be located, or when he/she fails to meet the membership criteria set forth in Article IV.1 above, or upon his or her request. If a member dies, he or she is automatically removed from the rolls.

**5. Voting rights.** Anew member must wait thirty (30) days from the date of signing the membership book before he/she may vote regarding official congregational business as set forth in Article VI.

**ARTICLE V. DENOMINATIONAL AFFILIATION**

This society shall be a member of the Unitarian Universalist Association. It is the intention of this society to make annual financial contributions equal to its full fair share as determined by the Association and the District.

**ARTICLE VI. CONGREGATIONAL MEETINGS**

**1. Written notice.** The business to be transacted at all congregational meetings shall be set forth in the written notice of such meeting which shall be sent to all members by mail and/or email fifteen (15) calendar days prior to the meeting.

**2.** **Moderator.** The annual and special meetings will be moderated by the Board President or by a designated member of the Board who shall vote only in the event of a tie.

**3.** **Quorum.** Twenty (20) percent of membership shall constitute a quorum. Simple majority vote shall prevail unless otherwise stated in these Bylaws.

**4.** **Annual Elections.** The Annual Elections shall be held each year in the month of March at such time and place as is fixed by the Board. Nominations may be made from the floor during the election. The Annual Meeting order of business shall include reports of the Officers, the Minister and other executive staff, election of new Trustees and Nomination Committee members.

**5.** **Annual Financial Meeting**. The Annual Financial Meeting shall be held each year prior to the end of the fiscal year at such time and place fixed by the Board. The Annual Financial Meeting order of business shall include Treasurer’s report, committee reports, and the adoption of the annual budget.

**6. Special Meetings.** Special meetings may be called by a majority vote of the Board at a regularmeeting, or by written request of any ten (10) percent of the membership submitted to the Board. The Board will establish the time, date, and location of said meeting.

**7.** **Parliamentary Authority.** The Board of Trustees may adopt such procedures and directives as are necessary to implement these Bylaws, and to govern the day-to-day affairs of the church.

**ARTICLE VII. BOARD OF TRUSTEES AND OFFICERS**

**1. Size and Function.** ,Beginning with March 2011, two trustees shall be elected each year to replace three (3) outgoing Trustees until the total number of Trustees becomes six (6), where it shall remain. Trustees between meetings of the membership, shall have general charge of the property of the church and the conduct of all its business affairs and the control of its administration, subject to these Bylaws, including the appointment of such committees and committee chairpersons as it deems necessary, and the dissolution of committees as it deems necessary All members of the Board shall be members of the church.

**2.      Elections.** Trustees will be elected by ballot for a three (3) year term at the Annual Meeting. Resigned Trustees will be replaced by persons named by the Nominating Committee and voted upon by the Board. Replacements shall serve until the next Annual Meeting at which time the congregation will vote to fill the unexpired terms.

**3**. **Officers**. The Board shall elect its own officers at its first meeting after the Annual Meeting. Officers shall hold their office for one year and until their successors have been elected. Officers shall perform the duties usually pertaining to these offices. All shall serve in such office for the church, as well as for the Board.

A Treasurer shall be chosen by the Board from the membership of the church, including Trustees, based upon qualifications, and shall serve ex-officio and non­voting to the Board, if he/she is not a Trustee.

**4. Board Meetings.** Board Meetings shall be held monthly, at least ten (10) times a year. Time and place for the meetings shall be published in the newsletter or notice given by mail or email at least two (2) weeks prior to the meeting. A simple majority of Trustees shall constitute a quorum.

In the event of an emergency which requires action prior to the next regularly scheduled Board Meeting, a special meeting of the Board may be called by the President or by any three (3) members of the Board upon two (2) days’ notice to each member of the Board. Notice of such special meeting shall state the business to be transacted.

Generally, Board Meetings are open to all interested persons, except executive sessions that the Board may call at its discretion. During executive sessions, no action may be taken or voted upon.

**ARTICLE VIII. NOMINATING COMMITTEE**

**1.** **Size and Function.** There shall be a five (5) member Nominating Committee whose function is to nominate a slate of persons for vacant positions on the Board of Trustees and the Nominating Committee. The immediate past Board President shall be an ex-officio and non-voting member of the committee. If the immediate past Board President is not available to serve on this committee, this position remains unfilled.

The Nominating Committee shall interview candidates for their qualifications and to ensure that candidates understand the position requirements.

The Nominating Committee shall publish names of candidates for all elective offices required by these Bylaws to be filled at each Annual Meeting in the written notice of the Annual Meeting to be sent to all members as required in VI.1.

The Nominating Committee shall maintain records of terms of office of each Board and Nominating Committee member; whether the person was appointed or elected; and the person’s eligibility for subsequent election.

**2. Elections**. The members of the Nominating Committee shall be elected for two year terms at Annual Meetings, and shall not be members of the Board. Members of the nominating committee shall be members of the congregation. Resigned Nominating Committee members will be replaced by persons named by the Nominating Committee and voted upon by the Board. Replacements shall serve until the next Annual Meeting at which time the congregation will vote to fill the unexpired terms.

**3. Chairperson.** A chairperson shall be elected at the first meeting of the Nominating Committee following the Annual Meeting.

**4. Meetings**. Nominating Committee meetings are open to all members of the congregation.

**ARTICLE IX. MINISTER**

**1. Primary Duties.** The Minister is responsible for the conduct of worship services within the Church and for the Church’s spiritual interests and affairs. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinions outside the pulpit without sanction. The Minister shall act as chief administrative officer and supervise staff. The minister shall be an ex-officio and non-voting member of the Board, and of all committees.

**2.** **Calling.** The Minister shall be called upon recommendation of the Ministerial Search Committee and by a four-fifths (4/5) majority of members of the Church present at any meeting legally called for the purpose.

**3. Dismissal.** The minister may be dismissed by a majority vote of members of the Church present at any meeting legally called for the purpose.

**4.** **Suspension of the Regular Calling Procedure**. The Board of Trustees shall have power of selection and dismissal in the case of a minister placed for a limited time.

**ARTICLE X. MINISTERIAL SEARCH COMMITTEE**

**1.** **Size and Function.** The Ministerial Search Committee consists of seven (7) voting members of the congregation. It is the responsibility of the committee to recommend to the congregation one and only one candidate for any ministerial position. The committee continues until a contract is executed with this or a subsequent candidate, or until the committee is dissolved on its own motion or by resolution of the congregation. The committee will seek to cooperate with and follow the recommended procedures of the Unitarian Universalist Association.

**2. Elections.** When a vacancy exists or is anticipated in any ministerial position, the congregation elects a Ministerial Search Committee of seven (7) voting members of the congregation. Notice of intent to elect a Ministerial Search Committee must be included in the notice of the congregational meeting. The Nominating Committee must present names of at least eleven (11) members for election to the Ministerial Search Committee. Additional nominations may be made at the meeting.

**3.** **Chairperson.** The Ministerial Search Committee shall elect its own chairperson.

**ARTICLE XI. AMENDMENTS**

These Bylaws, so far as allowed by law, may be amended or replaced in any business meeting legally called for this purpose and approved by a two-thirds (2/3) majority of those present and voting. Notice of any proposed change shall be contained in the notice of the meeting.

**ARTICLE XII. DISSOLUTION**

Should this Church cease to function and the membership vote to dissolve, any assets of the Church will be transferred to the Unitarian Universalist Association. This transfer should be made in full compliance of whatever laws are applicable.

**ARTICLE XIII.**

Any parliamentary procedures not covered by these Bylaws shall be governed by the latest edition of Robert’s Rules of Order.