

BYLAWS OF THE UNITARIAN UNIVERSALIST CHURCH OF CATAWBA VALLEY

ARTICLE I - NAME

The name of this religious community shall be the Unitarian Universalist Church of Catawba Valley, hereinafter referred to as the UUCCV.

ARTICLE II - PURPOSES

The purposes of the UUCCV are

- to support the free and disciplined search for truth as the foundation of religious fellowship;

- to cherish and spread the universal truths taught by the great prophets and teachers of humanity in every age and tradition;

- to affirm, defend and promote the supreme worth and dignity of every person, regardless of gender identity and expression, sexual orientation, race, ethnicity, age, or ability, and the use of the democratic process in human relationships, meaning equality and worth of all;

- to promote reverence for the earth and the interdependent web of life of which we are all a part.

ARTICLE III- DENOMINATIONAL AFFILIATION

The UUCCV is a member of the Unitarian Universalist Association and the Southeastern Region of the UUA. The UUCCV will make an annual financial contribution to the UUA.

ARTICLE IV - GOVERNANCE/FISCAL AND CHURCH CALENDAR

Section 1. Governance. The ultimate authority of the UUCCV is the membership. A Board of Trustees is elected by the membership, acts on behalf of the membership, oversees the business affairs of the UUCCV, and carries out responsibilities assigned to it by the voting membership and by these bylaws (see ARTICLE VII, section 6, where specific responsibilities are delineated).

Section 2. Fiscal Year. Unless otherwise directed by the Board of Trustees, the fiscal year of the UUCCV shall run from July 1 to June 30.

Section 3. Calendar Year. The church calendar shall run from May 1 through April. Newly elected officers shall assume office on May 1 following the annual meeting in April. (See Article VI, section 1).

ARTICLE V - MEMBERSHIP

Section 1. Qualifications. Any person eighteen years (18) of age or older who agrees with the stated purposes of the UUCCV may become a voting member of the church by signing the membership book and making an annual contribution of record. Any person thirteen (13) through seventeen (17) years of age agreeing with these purposes may become a non-voting associate member. Members are expected to be familiar with the bylaws of the UUCCV and to have an understanding of Unitarian Universalism. Membership is open to all persons regardless of race, color, sex, sexual orientation or national origin.

Section 2. Process of Becoming a Member. The Board of Trustees may prescribe the process of becoming a member and may wish to include an orientation on the history and current status of Unitarian Universalism. The Board of Trustees shall also make new members aware of the responsibilities of membership, including financial support of the UUCCV.

Section 3. Membership Recognition. The Board shall keep a list of current members, and new members shall be introduced to the congregation at a regular service by the minister and/or representative of the Board of Trustees.

Section 4. Withdrawal from Membership. Any member may withdraw from membership in the UUCCV upon written, electronic or oral notice. Whoever receives the withdrawal statement shall transmit it without delay to the Board.

Section 5. Removal from Membership. Members who have not made a contribution of record for a period of one year will be contacted by the Board and will be removed from membership if no further interest is indicated.

ARTICLE VI - MEETINGS OF MEMBERSHIP

Section 1. Annual Business Meeting. The annual business meeting shall be held each year in the month of April.

Section 2. Called Meetings. Special business meetings may be called by the Board of Trustees or at the written request of twenty percent (20%) of the membership.

Section 3. Notice of Meetings. The business to be transacted shall be set forth in a notice sent to all members at least ten (10) days prior to the Annual Business or Called Meetings.

Section 4. Quorum. Forty percent (40%) of the membership shall constitute a quorum.

ARTICLE VII - BOARD OF TRUSTEES AND MINISTRY

Section 1. Officers. The Board of Trustees shall consist of five voting members: President,

President-elect, Secretary, Treasurer, and Trustee-at-Large. The minister serves as an *ex officio* non-voting member.

Section 2. Nominations. The Board will appoint a nominating committee, which will procure a slate of officer candidates for the Board in accordance with the following subsections.

- A. At each annual congregational business meeting, the nominating committee shall present to the membership for its consideration a President-elect, who will serve for one year in that position, then the next year will move into the President position.
- B. The Treasurer and Trustee-at-Large members are elected for two-year terms.
- C. On alternate years the Secretary is elected for a two-year term.
- D. At the annual meeting, nominations from the floor may be made for any Board office. Voting will then occur, and the candidate with a majority of votes will be elected.

Section 3. Reelection. The Secretary, Treasurer and Trustee-at-Large will be eligible for reelection.

Section 4. Vacancies. The Board may appoint persons to fill vacancies until the next annual meeting.

Section 5. Terminations. Any member who is absent from three (3) consecutive board meetings may be asked by the Board to resign. The Board will then appoint someone to fill the vacancy.

Section 6. Duties. The Board of Trustees shall have charge of the property of the UUCCV, shall conduct its business affairs, and shall control its administration. The Board shall also ensure that all UUCCV assets are managed according to accepted accounting and auditing practices. Each member will have one vote. The general duties of the Board of Trustees shall be to develop goals, objectives and long-range plans in order to realize the purposes of the UUCCV as set forth in ARTICLE II. Specific duties of certain members are indicated in the following subsections.

- A. **The Minister.** The minister shall lead Sunday services and other religious ceremonies (e.g., weddings, funerals, special events), including some religious education sessions. The minister also counsels members as they request. The minister advises committees as needed. The minister represents the UUCCV in denominational matters and acts as spokesperson to the community. Board members and Board appointees may also engage in representation, for example as delegates to the UUA General Assembly, in District meetings or in other capacities. In the absence of a minister, the Board may take on and/or assign these duties to congregation members.

- 1. A Council on Ministry, composed of at least three members, including the

President-elect deals with ministerial concerns.

2. A Ministerial Search Committee may be formed by the Board of Trustees for the purpose of interviewing candidates to serve as minister. The Search Committee makes recommendations to the Board and congregation. A congregational vote of at least 80% of members present is necessary to choose a minister. Salary and duties will be specified in a letter of agreement drafted by the Search Committee. The Board will negotiate a contract.
 3. To dismiss a minister or call for resignation, a majority vote of the congregation is necessary.
 4. A minister and/or invited guest speaker enjoys “freedom of the pulpit.”
- B. The President.** The President shall preside over all regular meetings of the Board of Trustees and at special business meetings. The President shall also be responsible for chairing the annual business meeting of the UUCCV, at which time a church status report is presented. The President shall facilitate the assignment of one Board member to serve as liaison to each of the following committees: Buildings and Grounds, Program and Publicity, Membership and Caring, Religious Education and Social Concerns.
- C. The President-Elect.** The President-elect shall serve as the presiding officer any time the President is not available and, as indicated above, will automatically rotate into the Presidency when the President’s term is completed. The President-elect shall also serve on the Council on Ministry.
- D. The Secretary.** The Secretary shall be responsible for correspondence, church records, and the minutes of business and board meetings. The Secretary shall provide the meeting minutes to the Program and Publicity Committee for dissemination (may be in abbreviated form).
- E. The Treasurer.** The Treasurer shall be responsible for accepting, managing and disbursing UUCCV assets as directed by the Board of Trustees. The Treasurer shall render a current statement at the annual business meeting of the UUCCV and at other meetings as requested by the Board. The Treasurer shall also chair the Finance Committee.
- F. The Trustee-at-Large.** The Trustee-at-Large shall support the functions of the Board of Trustees.

Section 7. Meetings. The Board of Trustees shall meet monthly if there is a sufficient quorum and if there is sufficient business, at a time agreed upon by members and the Minister. Board meetings will be open to church members, church attenders and guests unless personal and confidential matters are to be discussed, as the Board determines.

Section 8. Quorum. A simple majority of the members of the Board of Trustees shall constitute a quorum.

ARTICLE VIII. COMMITTEES.

Section 1. Standing Committees. The Board may appoint the following standing committees: Program and Publicity, Membership and Caring, Religious Education, Building and Grounds, Finance, and Social Concerns. The Board liaison assigned to each committee should submit periodic reports of committee activities to the Board.

Section 2. Special Committees.

- A. Council on Ministry – The Council on Ministry shall consist of three to five members and the minister. Members shall serve two-year terms as follows: two members may be selected by the minister and approved by the board in even numbered years, and two members may be selected by the board and approved by the minister in odd numbered years. In the absence of a sitting minister, his/her nominations shall come from the congregation. These members may not serve more than two consecutive two-year terms. The President-elect shall serve a one-year term. The minister shall serve as an ex-officio nonvoting member. The mission of the Council on Ministry is to strengthen the quality of the UCCV ministry in the congregation and in the community.
- B. Nominating Committee. The Nominating Committee shall consist of three (3) UCCV members appointed by the Board of Trustees prior to March 1. No member of the Board who is eligible for reelection may serve on the Nominating Committee. Although two of the committee members may not be Board members, the committee should be chaired by a member of the Board. The Nominating Committee shall identify potential board candidates to present to the sitting Board for screening and then present these candidates to the annual meeting for election.
- C. *Ad Hoc* Committees. The Board shall appoint additional committees as needs arise.

Section 3. Membership of Committees. Except for the Nominating Committee, members of committees do not have to be members of UCCV. However, committees shall be chaired by members of the church.

ARTICLE IX. SPECIAL FUNDS

Special funds, such as memorial or designated-use funds, shall be placed in accounts with two congregation members including either President or Treasurer, authorized by the Board to sign on the account. Only one of the authorized signatures is required to transfer funds to the regular checking account. All transfers must be authorized by the Board of Trustees.

ARTICLE X. AMENDMENTS

These bylaws may be amended or replaced at any business meeting of the UUCCV by a vote of 2/3 of those present and voting. Notice of any proposed change shall be contained in the notice of the meeting sent ten (10) days prior to the meeting, as set forth in ARTICLE VI.

Article XI. DISSOLUTION

Should the UUCCV cease to function and the membership vote to disband, any of its assets shall be transferred to the Unitarian Universalist Association, or to a special account with a "limited life," the length of which would be decided by the disbanding group, and with the understanding that the special account would be the financial basis for a new congregation within the specified time frame. If the time frame is not met, the funds would then be transferred to the Unitarian Universalist Association.

END OF BYLAWS

Revision by congregational vote February 21, 2019