

BY-LAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF LONGVIEW

May 24, 2009

ARTICLE I: NAME

The name of this religious society shall be Unitarian Universalist Fellowship of Longview.

ARTICLE II: PURPOSE

Love is the spirit of this Fellowship and service is its law. This is our covenant: to dwell together in peace, to seek the truth in love, to help one another, and to work to build a better community through service.

The purpose of this Fellowship is to promote:

- Individual freedom of belief;
- Dedication to the continuing search for truth;
- The democratic process in human relations;
- A society undivided by nation, race or creed; and
- Allegiance to the causes of peace, liberty and justice for all people.

ARTICLE III: MEMBERSHIP

Any person may become a voting member of this Fellowship who is in sympathy with its purpose and program, has read the membership by-laws, has signed the Fellowship record book, makes an annual contribution of record, and is eighteen years of age or older. It is generally understood that all members should have an understanding of the history and the principles of Unitarian Universalism. It is specifically understood that membership is open to all qualified persons regardless of ethnic origin, gender identity, sexual orientation or political orientation. Application for new membership must be approved by a majority of the Governing Board.

Contribution, as stated in this Article, shall be defined as service and/or financial donation to the Fellowship as the member determines he or she is able.

Membership is terminated with the death of a member. Membership is terminated with the resignation of a member. The resignation shall be effective on the date specified in the resignation. If no date is specified, the resignation shall be effective when received by the Secretary.

Membership may be terminated by a majority vote of the Governing Board at a regular business meeting. The Governing Board may base its decision on either of the following situations:

- member moves out of the area, or
- member has not been involved either through attendance or contribution of record for a period of at least one year

For such other reasons the Governing Board may deem appropriate to terminate a membership, a special congregational business meeting will be called (per the stipulations stated in Article V of this document). Termination will be decided by majority vote.

The Secretary shall maintain the Fellowship record book, and shall make appropriate notations of the status of all members.

ARTICLE IV: DENOMINATIONAL AFFILIATION

This Fellowship shall be a member of the Unitarian Universalist Association (UUA), the Southwest District of the UUA (SWDUUA), and the North Texas Association of Unitarian Universalist Societies (NTAUUS). It is the intention of this Fellowship to make annual financial contributions equal to its full share as determined by the Associations and District.

ARTICLE V: MEETINGS

Governing Board Meetings

Governing Board meetings shall be held at such time and place as shall be fixed by the Governing Board. A simple majority will constitute a quorum.

Congregational Meetings

The dates of regular non-business meetings of the congregation shall be determined by the congregation itself, or by any person or persons designated to do so by the membership.

The **Annual Business Meeting** shall be held each year in the month of May at such time and place as shall be fixed by the Governing Board. The Governing Board shall prepare a budget and the Nominating Committee shall prepare the slate approved by the Board to be presented to the membership for vote at the Annual Business Meeting. Twenty percent of the membership, or five members, whichever is greater, shall constitute a quorum.

Special business meetings of the congregation may be called at the written request of any five or more members of the congregation or by the Governing Board. The business to be transacted at all special business meetings of the congregation shall be set forth in a notice of the meeting which shall be sent to all members by mail or email at least fifteen days prior to the meeting. Announcement of a special business meeting in the newsletter of the Fellowship may serve as notice. Twenty percent of the membership, or five members, whichever is greater, shall constitute a quorum.

ARTICLE VI: OFFICERS and BOARD MEMBERS AT-LARGE

Any member of the Fellowship may be elected as an Officer or Board Member At-Large of the Governing Board. At each Annual Business Meeting the congregation shall elect a President, a Vice-President, a Secretary, a Treasurer, and four Board Members At-Large, each of whom shall hold office for one year and until the successor to each office has been elected and qualified. No person may serve more than three consecutive years in the same office. These Officers and Board Members At-Large shall constitute the Governing Board.

The Governing Board shall have general charge of the property of the Fellowship and the conduct of all of its business affairs and control of its administration, including the appointment of such committees as it may deem necessary. It may fill vacancies with persons who shall serve until the next annual meeting.

A Nominating Committee of three members shall be chosen by the Governing Board. Nominations for Officers and Board Members At-Large shall be presented to the congregation at the Annual Business Meeting. At such time as the membership reaches fifty persons, two additional Board Members At-Large may be added to the Governing Board. Thereafter, a Board Member At-Large may be added for each additional increase in membership of twenty-five members, except that the maximum number of Board Members shall be nine.

In addition, the immediate past President shall be an ex-officio member of the Governing Board during the first year following his or her term of office.

Unless special consideration is granted by the Governing Board to accommodate Board Members who are temporarily inactive for good cause, any Board Member who misses three consecutive regular or special meetings of the Board may be deemed to have resigned by a majority vote of the remaining Board Members.

ARTICLE VII: DUTIES OF OFFICERS

President

The President shall generally supervise and control the business and affairs of the Fellowship and shall preside at all meetings of the Governing Board. The President shall perform all duties incident to the office and other duties prescribed from time to time by the Governing Board. The President may execute contracts or other instruments that the Governing Board has authorized to be executed.

Vice President

The Vice President shall have primary responsibility for the coordination, scheduling and presentations of the program and worship services of the Fellowship. The Vice President shall appoint and chair a committee that assists with programs and worship. In the absence of the President, or if the President is unable or refuses to act, the Vice President shall perform the duties of the President.

Treasurer

The Treasurer shall perform such duties as are usually incumbent upon such an office. The Treasurer shall maintain the financial records of the Fellowship in the manner prescribed by the Governing Board, maintain the bank accounts of the Fellowship and serve as custodian of the financial resources of the Fellowship. The Treasurer shall report the financial condition of the Fellowship at each meeting of the Governing Board and at the Annual Business Meeting of the congregation, and perform other duties the President assigns from time to time.

Secretary

The Secretary shall be the custodian of the records of the Fellowship. The Secretary shall record and keep, or cause to be recorded and kept, all votes and minutes of the meetings of the Governing Board and of the congregation. The Secretary shall give, or cause to be given, notice of all business meetings of the congregation and perform other duties as may be prescribed by the Governing Board or President.

Board Members At-Large

Board Members At-Large shall work under the direction of the President. The chief responsibilities of the Board Members At-Large shall be to chair committees that conduct business of the Fellowship other than finances.

ARTICLE VIII: STAFF POSITIONS

Music Director:

The Music Director shall be responsible for coordination of musical support and enrichment of the services and activities of the Fellowship including the maintenance of music materials and resources. The Music Director may appoint and chair a music committee and enlist assistance from the congregation in the administration of music ministry to establish a spiritual and aesthetic climate for Fellowship activities, and perform other duties as may be prescribed by the Governing Board or President.

R E Director:

The R E Director shall be responsible for the Religious Education Program and other youth activities of the Fellowship. The R E Director may appoint and chair an R E committee, enlist assistance from the congregation in administering the R E functions of the Fellowship, be responsible for policy and program implementation for all religious education activities, and perform other duties as may be prescribed by the Governing Board or President.

ARTICLE IX: THE MINISTER

At such time as the Fellowship chooses to hire a minister by a majority vote at either the Annual Business Meeting or a special business meeting, a Ministerial Search Committee, composed of seven members, shall be formed. The Search Committee shall be elected by the voting members of the congregation at a meeting called for that purpose, from a slate prepared by the Nominating Committee. The minister recommended by the Ministerial Search Committee shall be called by a four-fifths majority vote of the qualified members of the Fellowship present at any meeting legally called for the purpose to do so; quorum for such a meeting is to be constituted by forty percent of the voting members rather than twenty percent as called for in Article V.

The minister shall be responsible for the conduct of worship within the Fellowship and the Fellowship's spiritual interests and affairs. The minister shall have freedom of pulpit as well as freedom to express personal opinions outside the pulpit. The minister shall be an ex-officio member of the Governing Board and of such committees as the Governing Board may designate. The minister may be dismissed by a majority vote of the qualified members of the Fellowship present at any meeting legally called for that purpose, quorum for such meeting to be constituted by forty percent of the voting members, rather than twenty percent of the voting members as called for in Article V. A separate contract between the minister and the Fellowship shall be signed.

ARTICLE X: FISCAL YEAR

The fiscal year shall end June 30.

ARTICLE XI: AMENDMENTS

These by-laws, so far as allowed by law, may be amended or replaced at any meeting of the Fellowship by a two-thirds vote of those members present and voting. Notice of any proposed changes shall be contained in the notice of the meeting.

ARTICLE XII: DISSOLUTION

Should this Fellowship cease to function and the membership vote to disband, any assets of the Fellowship shall be transferred to the Unitarian Universalist Association for its general purposes, this transfer made in full compliance with whatever laws are applicable.