

**Unitarian Universalist Fellowship of Mankato  
By-Laws**

**ARTICLE I – Name, Objectives and Character**

**Section A.**

The name of this corporation shall be the Unitarian Universalist Fellowship of Mankato, hereinafter referred to as the Fellowship.

**Section B.**

The Fellowship shall further individual freedom of belief in the discipline of truth, irrespective of its source; the democratic process in human relations; the worth and dignity of every person and the goal of world community undivided by nation, race or creed; and the free exchange of ideas through which the values basic to this commitment are strengthened. Toward this end the Fellowship may acquire, own and maintain a meeting place, acquire property and exercise the rights usual to an association of this kind.

**Section C.**

The Fellowship will not participate in a political campaign or devote a substantial part of its activities to influence legislation. A Board and Committees, as detailed below shall conduct the Fellowship business. Members of the Fellowship, Committees, and the Board shall not do anything that violates the objectives of the Fellowship.

**ARTICLE II. Membership and voting membership.**

**Section A.**

This organization affirms and promotes the full participation of persons in all our activities and endeavors; including, but not limited to, membership, programming, hiring practices and the calling of religious professionals; without regard to race, color, gender, physical or mental challenge, affectional or sexual orientation, age, class or national origin.

**Section B.**

Any person may become a member of this Fellowship who has publicly indicated his/her sympathy with its purposes by signing the membership book of the organization and pledging a monetary contribution. It is expected the member shall contribute at least the cost of membership as determined by the Board.

**Section C.**

In order to vote at the annual meeting a member must be a voting member. “Voting member” means that the member has signed the membership book and has made a contribution of record in the existing or immediately previous fiscal year. A “non-voting member” is one whose signature is in the membership book but has not made the required contribution in the existing or immediately previous fiscal year, and has not been removed from membership. Non-voting members may participate in Fellowship activities and serve on committees, but may not vote at meetings.

**Section D.**

A person shall continue to be a member until (a) they give resignation notice to the board;

(b) no identifiable financial contribution has been made by the member for two years before the annual meeting or (c) the person's membership was terminated by the Board for cause, as determined by a ¾'s vote of the full Board (not just those board members present). The member shall have the right to appear before the Board and the right of appeal to a meeting of the Congregation before (c) may be enforced.

### **ARTICLE III. Denominational affiliation.**

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

### **ARTICLE IV. Meetings.**

#### **Section A. Membership Meetings**

Two meetings of the membership shall be held each year. The first will be held in January of each year. The Annual Business Meeting shall be held each year at such time and place as shall be fixed by the Board of Directors. If by the first Sunday in May the Board has failed to set a time and place for the Annual Meeting, it shall be held at 7:30 p.m. on the third Sunday in May at the Fellowship.

The Board may call additional business meetings of the Fellowship or members may, by a petition of five (5) members in good standing. The business to be transacted shall be announced in the call of the meeting. All business meetings of the Fellowship shall be announced in the newsletter or via a special mailing at least ten (10) days prior to the meeting.

#### **Section B. Quorum**

Thirty per cent (30%) of the voting membership shall constitute a quorum for all business meetings of the Fellowship with the following exceptions: Actions to call or dismiss a minister or to purchase or sell real estate shall require the presence of forty per cent (40%) of the voting members to constitute a quorum.

All transactions, except amendments to the by-laws and the calling or dismissal of a minister, shall be carried by a simple majority of those present.

#### **Section C. Board Meetings**

The Board of Directors shall hold regularly scheduled meetings. All Board meetings shall be open to any member of the Fellowship. Half (50%) of the current board members shall constitute a quorum and must be present to vote on Fellowship business at meetings of the Board of Directors. Actions of the Board of Directors shall be determined by a simple majority of Board members present and voting.

### **ARTICLE V. Officers and Board of Directors.**

#### **Section A. Board of Directors.**

The Board of Directors shall consist of the Executive Officers, and three elected Members at-Large. The minister shall be a nonvoting member of the Board of Directors.

The Members-at-Large shall be elected to a two-year term.

Membership on the Board of Directors shall be restricted to members in good standing of the Fellowship.

Terms of office shall coincide with the fiscal year.

### **Section B. Executive Officers**

The Executive Officers shall be the President, Vice President, Secretary, and Treasurer.

The President and Vice President shall be eligible to serve up to three consecutive one-year terms.

The Secretary and the Treasurer shall be elected for two-year terms and shall be eligible for up to three consecutive two-year terms. The Secretary shall be elected at annual meetings in the even numbered years, and the Treasurer shall be elected in the odd numbered year.

### **Section**

#### **B.**

#### **Duties**

#### **of the**

#### **Officers**

**s**

1. The President shall act as Chairperson of the Board, will preside over the business meetings of the Fellowship, and will appoint committee chairpersons with the consent of the Board of Directors.
2. The Vice President shall, in the absence of the President, assume the duties of the President.
3. The Treasurer shall be responsible for the financial transactions of the Fellowship, the Annual Report of Finances, and a quarterly report to the congregation. The Treasurer shall be a member, but not chair, of the Finance Committee.
4. The Secretary shall prepare minutes of the business meetings of the Fellowship and the meetings of the Board of Directors, and shall be responsible for all official correspondence of the Fellowship.
5. The Past-President shall remain a member of the Board until the current President's term's end. The Past-President will not have voting privileges on the Board.

## **ARTICLE VI. Committees.**

### **Section A. Standing Committees.**

The President shall appoint, each term, the following standing committees and their chairs:

1. Program
2. Religious Education
3. Membership
4. Building & Grounds
5. Fellowship
6. Publicity & Outreach
7. Social Concerns
8. Finance

3. Audit
4. Various committees as the Board of Directors shall from time to time consider appropriate to the purposes and activities of the Fellowship.

## **ARTICLE VII. Nominations and Appointment to Vacancies.**

### **Section A. Nominations by Committee**

The Nominating Committee shall present a single slate of candidates for the positions to be filled by election at the Annual Business Meeting of the Fellowship. Additional nominations may be made from the floor.

### **Section B. Vacancies**

In the event of a vacancy occurring within an elected position during the term of that office, the Board of Directors shall appoint a replacement to serve for the remainder of the term, subject to approval of the Fellowship at the next business meeting.

## **ARTICLE VIII. The Minister.**

The minister shall share the responsibility for the conduct of worship within the Fellowship and the Fellowship's spiritual interests and affairs. The minister shall have freedom of the pulpit as well as freedom to express opinions outside the pulpit.

The minister shall be called upon recommendation of a Ministerial Search Committee by a four-fifths (4/5) majority of the qualified members of the Fellowship present at any meeting legally called for the purpose: quorum for such a meeting is to be constituted by forty per cent (40%) of the voting members. Dismissal of the minister shall be by a 2/3rds vote of the members.

In the event of the minister's dismissal, the minister's salary and allowance shall be continued for three months after date of dismissal. Should the minister offer resignation, three months' notice must be given at the time the resignation is made, except as the governing board may allow an interval of less time.

## **ARTICLE VIII. Fiscal Year.**

The fiscal year shall begin July 1 and end June 30 of the following calendar year.

## **ARTICLE IX. Amendments.**

These by-laws, so far as allowed by Law, may be amended or repealed at any business meeting of the Fellowship by two-thirds (2/3) vote of those present and voting. Notice of any proposed changes shall be contained in the notice of the business meeting.

## **ARTICLE X. Dissolution.**

Should the Fellowship cease to function and the membership vote to disband, any assets of

this corporation will be transferred to the Unitarian Universalist Association for its general purposes, the transfer to be made in full compliance with whatever laws are applicable.

Adopted \_\_\_\_\_, 2003

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President

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Secretary