

BYLAWS

OF THE UNITARIAN UNIVERSALIST CHURCH

OF BLOOMINGTON, INDIANA, INC.

Adopted by the Congregation May 1976. Amended November 1976; November 1979; November 21, 1982; December 11, 1983; May 4, 1986; December 6, 1987; May 15, 1988; May 6, 1990; May 16, 1993; December 12, 1993; May 1, 1994; January 29, 1995, May 7, 1995, May 5, 1996, April 12, 1998, December 12, 1999, December 1, 2001; April 12, 2002; December 11, 2005, April 20, 2008, June 6, 2010. (All amendments are included in the June 6, 2010, typing.)

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1.0 DENOMINATIONAL AFFILIATION.

This Church shall be a member of the Unitarian Universalist Association.

2.0 MEMBERSHIP AND DIVERSITY.

- 2.1 Eligibility and Incident.** Any person fourteen (14) years of age or older, who signifies sympathy with the purposes of the Church, is eligible for membership and may become a Member eligible to vote in any Church meeting and to hold office, by signing the membership roll as prescribed by the Board of Directors, previously having completed membership classes if under eighteen (18). Members shall not be classified. They are expected to support the purposes of the Church as stated in the Articles of Incorporation. Every new Member shall receive a certificate from the Church, signed by the President or Vice-President and Secretary, stating that he or she is a member of this Church. Certificates of Membership shall not be transferable. The right to vote at any meeting shall be determined by the Secretary from the membership roll, subject to appeal to the Board of Directors. In addition, the Minister(s) may be a Member of the Church eligible to vote. Any Member may advance or lend money to the Church. Any such Member may have any money so advanced or lent returned or repaid at such time and under such conditions as the Church and such Member may agree upon, but no Member shall receive more than the principal sum of any moneys so lent or advanced together with simple interest at a rate not to exceed the legal limit for non-profit organizations.
- 2.2 Review of roll.** Membership rolls shall be reviewed annually with reference to participation. Any Member who has not participated within one year shall be asked whether he or she wishes to remain a Member. The name of a Member who cannot be located, replies in the negative, or does not reply within thirty (30) days of the mailing of an inquiry by first-class mail to the Member's last-known address shall be removed from the roll.
- 2.3 Diversity.** The Church shall not discriminate in any of its activities against any person based on the person's race, color, ethnicity, national origin, ancestry, age, sex, gender, sexual orientation, disabilities, class, economic status, political affiliation or religious beliefs. Hiring, nomination of elected officers and Board members, selection of committee chairs and members, and welcoming into membership shall be without bias. It shall be the affirmative policy of the Church to foster diversity in all areas. Notwithstanding our commitment to these principles, we accept the appropriateness of those with common bonds associating in groups limited to their community for purposes of sharing and growth. All such groups are called on to uphold the highest standards of caring and respect for other communities within our Church.

3.0 MEETINGS OF MEMBERS

- 3.1 Place and Manner of Conduct.** All business meetings of the Congregation shall be held within Monroe County, Indiana and in accordance with Robert's Rules of Order.
- 3.2 Regular Meetings and Fiscal Year.** There shall be two regular meetings of the Members each year, one of which shall be the Annual Meeting (hereinafter referred to as the Spring Meeting) held not more than two months before the close of each fiscal year of the Church, and the other of which shall be the Autumn Meeting held not more than six months after the close of each fiscal year of the Church. The fiscal year of the Church shall end on June 30th of each year.
- 3.3 Special Meetings.** Special meetings of Members may be called by the Minister(s), President, four of the Members of the Board of Directors, or by written petition signed by not less than one-tenth of all Members authorized by the Articles of Incorporation to vote.
- 3.4 Notices.** A written or printed notice stating the place, day and hour of the meeting--and in the case of a special meeting, the purpose for which such a meeting is called--shall be delivered or mailed by the Secretary, or by the Officer or a representative of the group of persons calling the meeting, to each Member of record at the address appearing upon the records of the Church, and on the Church bulletin board, at least ten (10) days before the date of the meeting.
- 3.5 Voting.** Every Member shall have the right to one vote at every meeting. A Member may vote in person only.
- 3.6 Quorum.** Ten percent (10%) of the membership of the Church shall constitute a quorum, except that one third of the total membership shall always be necessary to constitute a quorum at a meeting at which the appointment or dismissal of a Minister(s) is to be determined.
- 3.7 Voting List.** The Secretary of the Church shall at all times keep at the principal office of the Church a complete and accurate list of all Members, which may be inspected by any Member at any reasonable time.

4.0 DIRECTORS

4.1 Number. There shall be a Board of Directors that includes the following four officers of the Church Corporation; The President, Vice President, Secretary, and Treasurer, plus three members At-Large. Lead minister(s) are ex-officio non-voting members of the Board.

4.2 Terms of Office. The Three Board members at large are eligible to serve two consecutive two-year terms as Board members. Each member of the Board shall serve for the designated term or until his or her successor is elected and qualified.

4.3 Election. Directors shall be elected by the Members of the Church at each Spring Meeting and shall take office on the July 1 after the Spring Meeting.

4.4 Vacancies. Vacancies among the non-Officer Members of the Board of Directors caused by death, resignation or other reasons between the Spring Meetings of the Church shall be filled by the Board until the next Spring Meeting. Directors who are absent at three consecutive regularly scheduled board meetings shall forfeit their membership upon majority vote of the Board of Directors.

4.5 Quorums. A majority of the whole Board of Directors shall be necessary to constitute a quorum thereof, except for the filling of vacancies which shall require a majority of the existing Directors for a quorum; and the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

4.6 Meetings of Directors.

4.6.1 Required Meetings. An Annual Meeting of the Board of Directors shall be held within six months after the close of the fiscal year of the Church. The Board shall also meet not more than one month prior to the Autumn Meeting of Members.

4.6.2 Regular Meetings. Regular Meetings shall be held at such times and places as the Board may from time to time designate.

4.6.3 Special Meetings. Special meetings may be called at any time by the Minister(s), the President, or any two Directors.

- 4.7 Duties and Powers.** Subject to the laws of Indiana, the Articles of Incorporation, and these Bylaws, the Board of Directors shall manage the affairs of the Church Corporation and take such actions as may be expedient to discharge this duty.
- 4.8 Executive Committee.** To take action which may be required between meetings of the Board of Directors, the Board may by a majority vote of the whole Board designate four or more of its members to constitute an Executive Committee which shall have and exercise such authority of the Board in the management of the Corporation as the Board may specify; but the designation of the Committee and delegation thereto of this authority shall not operate to relieve the Board of Directors or any member thereof of any responsibility imposed by law by the Articles of Incorporation or by these Bylaws.
- 4.9 Budget.** The budget is proposed by the Board and established by the Congregation at the annual Spring meeting, or at subsequent special congregational meeting prior to the start of the fiscal year. During the fiscal year total expenditures projected to exceed the budget by more than 5% must be approved by the Congregation. Congregational approval also is required for an expenditure in any budget line that is projected to exceed the budgeted amount by more than 10% or \$1,000, whichever is greater. Any mid-year changes to the annual budget may be made at the Fall congregational meeting or at a special congregational meeting. In addition, Board approval is required for all overages on budget lines.
- 4.10 Management Team.** The Management Team shall consist of the Lead Minister(s) and the Church Administrator. The Management Team shall operate within policy set by the Board of Directors in order to facilitate and manage the daily operations of the Church.
- 4.11 Reports to the Board.** The Minister(s) and the Director of Religious Education shall make regular periodic reports to the Board of Directors.
- 4.12 Role of the Board.** The primary role of the Board shall be to care for the temporal and spiritual health of the congregation. The Board shall set policy with end objectives and executive limitations, and shall monitor compliance.

5.0 OFFICERS AND COMMITTEES

5.1 Enumeration. Officers of this Corporation shall be a President, Vice-President, Secretary and Treasurer.

5.2 Election of Officers. During even numbered years, President and Vice President shall be elected. During odd numbered years, Secretary and Treasurer shall be elected.

5.3 Term of Office. The President and Vice President will each serve one two-year term in their respective offices and they are not eligible to serve in their respective offices for two consecutive terms. The Secretary and Treasurer shall serve for a term of two years and until their successors are elected and qualify. No person shall be chosen as an Officer who is then in the concluding year of six or more consecutive years of service as a Director.

5.4 Vacancies. Vacancies in Office caused by death, resignation or otherwise between Spring Meetings of the Church shall be filled by the Board, until the next Spring Meeting of the Church, subject to concurrence by any intervening Congregational Meeting.

5.5 Duties of Directors. Officers shall carry out those duties specified by these Bylaws, by statute, and by other written instruments approved by the Board of Directors.

5.5.1 Delegation of Duties. Officers may delegate their duties, other than participating in Board of Directors' meetings, to persons of their selection, subject to their continued supervision and to approval by the Board of Directors, but shall in all instances remain responsible for the discharge of the delegated duties.

5.5.2 President. The President shall preside at all meetings of the Board of Directors and of the Members and shall have general charge of the affairs of the Corporation subject to the authority of the Board of Directors. In the absence or incapacity of Minister(s), the President shall also, so far as feasible, perform the duties of the Minister(s).

5.5.3 Vice-President. The Vice-President, in the absence or inability of the President, shall have all of the President's powers and duties. The Vice-President shall perform such other duties as may be assigned by the Board of Directors. The Vice-President will also serve as Chairperson of the Council.

5.5.4 Secretary. The Secretary shall □ countersign all certificates of membership and keep a register of Members □□ keep a record of the minutes of the meetings of the Members and of the Board of Directors; □□□ have custody of all books, records, and papers of this Corporation except such as are incident to the office of the President, Treasurer, Minister(s), or other officials or staff members.

5.5.5 Treasurer. The Treasurer shall □ keep accounts of all moneys and valuables of the Corporation received or disbursed □□ deposit all moneys or valuables in the name of and to the credit of the Corporation and in such banks or depositories as the Board of Directors may designate; and □□□ disburse funds of the Corporation as authorized by the Board of Directors or required by law. All books and financial records shall be open for inspection by any Member for proper purposes at any reasonable time.

5.6 Audit. During odd-numbered calendar years the Board shall arrange for an audit or review of the Church's financial records.

5.7 Finance Committee. The Church shall have a Finance Committee of seven members to advise and assist the Treasurer concerning budgetary and other financial matters. Four members shall be appointed by the Board of Directors, one per year, and shall have four-year overlapping terms. The other three members shall be the President, Vice-President and Treasurer, who shall be the chair. Paid professional staff members shall not be eligible to serve on the Finance Committee.

5.8 Leadership Cultivation Committee. The Church shall have a leadership cultivation committee, which shall recruit candidates for elected positions within the church organization and shall provide opportunities both within and outside the church for leadership training. All nominations shall be made in accordance with the Church Diversity Policy set forth in Paragraph 2.3 of these Bylaws. When a committee within the church cannot find its own chair, the Leadership Cultivation Committee may be requested to work with the committee. The Leadership Cultivation Committee shall hold meetings at regular intervals throughout the year. When appropriate, the committee shall identify and publicize posts for which vacancies are expected.

The Leadership Cultivation Committee's membership shall consist of at least one Board member, normally the Vice-President or the President, and three elected members, none of whom shall be members of the Board of Directors. The Leadership Cultivation Committee shall select its own chair. The non-Board committee members shall be elected to overlapping three-year terms, one member chosen each year. Nominees for the Leadership Cultivation Committee shall be selected by the Leadership Cultivation Committee and elected at the Spring annual meeting. Elected committee members shall not serve two successive elected terms. Paid professional staff members shall not be

eligible to serve on the leadership cultivation committee with the exception that a minister shall serve ex-officio, non-voting on the Leadership Cultivation Committee.

The Leadership Cultivation Committee shall provide potential nominees for elected positions with a job description identifying job responsibilities and term of office, confirm willingness to accept those responsibilities, and nominate a slate of candidates recommended to fill elected offices. That slate shall be circulated to the members of the Congregation along with notice of the Spring meeting. Nominations from the floor shall be permitted, with the consent of the nominee.

5.9 Personnel Committee. The Church shall have a Personnel Committee to deal with staff/personnel matters of all employees, with the exception of the Minister(s). Members of the Personnel Committee shall be chosen by the Board of Directors.

The Personnel Committee will be responsible for writing and periodically reviewing job contracts and job descriptions, implementing job searches, setting guidelines for hiring, and evaluating personnel on a regular basis. In addition, the committee shall be charged with helping to resolve grievances concerning staff relations with one another, the Minister(s) or members of the Congregation, in the event of conflicts concerning staff member(s) that cannot be resolved otherwise. The committee shall meet at least twice yearly, in the spring and fall, and other times as needed.

All personnel matters shall be considered in accordance with the Church Diversity Policy set forth in Paragraph 2.3 of these Bylaws.

5.10 Other Officials and Committees. Such other officials or committees of the Corporation as are needed may from time to time be chosen or appointed in such manner and for such terms as the Board may prescribe.

6.0 MINISTER(S)

6.1 Selection and Compensation. A Minister shall be recommended for consideration of the membership by a Ministerial Search Committee appointed by the Board. The Ministerial Search Committee shall report its recommendation to the Congregation, along with a compensation package, vacation terms and other critical contract elements agreed to in negotiation with the candidate, and as approved by the Board. A Minister shall be chosen by an 80% favorable vote of those present at a meeting of the Members of the Church duly called for that purpose. The Minister(s)'s salary shall be recommended by the Board and shall be

reviewed in the consideration of each proposed budget at the Spring Meeting. At the meeting at which a Minister is chosen, a quorum specified by Section 3.6 for such a meeting shall be required.

- 6.2 Dismissal.** A Minister may be dismissed by a majority vote of those present at a duly called and constituted meeting of the Members of the Church called to consider the matter, at which the quorum specified by Section 3.6 for such a meeting shall be required and the Minister shall have an opportunity to be present, to speak, and to offer evidence and comments in his or her behalf. The Minister's salary shall continue for at least three months after the date of any such dismissal.
- 6.3 Tenure and Duties.** The Minister(s) shall have indefinite tenure, shall give three months' notice of any intention to resign, and shall submit a report at each Spring Meeting, including such evaluations and recommendations as he or she may deem fitting. The Minister(s) shall at all times be accorded a free pulpit.
- 6.4 Functions.** The Minister(s) shall be in charge of the pastoral and spiritual affairs of the Church, and have such administrative and other duties as shall be mutually agreed to by the Board and the Minister(s).

7.0 SPECIAL PURPOSES FUND

- 7.1 Creation of the Fund.** There shall be maintained a fund for religious, charitable, educational and civic purposes, which shall be known as the Special Purposes Fund of the Church. The fund is to be administered separately from the other financial affairs and property of the Church for the purposes and in the manner here provided.

Unless otherwise required by the terms of a testamentary bequest or memorial contribution whereby money or property has been received by the Church, the Board of Directors shall cause the care, management and allocation or expenditure of assets so received to vest in the elected committee members of the Special Purposes Fund (SPF).

- 7.2 Purposes of the Fund.** The Fund shall be used solely for the purposes here specified, as determined from time to time by the SPF Committee administering the Fund. Unless otherwise specified in a gift, the income and principal of the Fund may not be used to pay operating expenses of the Church, including interest on indebtedness of the Church, but may in the discretion of the SPF Committee be spent for capital assets, including the retirement of the principal of indebtedness incurred for new or existing assets, and for amenities and auxiliary purposes of the Church, including contributions for denominational, charitable,

educational, and social service purposes outside of the Church. Within these parameters, general or limited-purpose contributions may be made, accepted, and used for purposes specified by the Church Board.

- 7.3 The SPF Committee. Duties and Procedures.** The SPF shall be administered by a Committee chosen in the manner here specified, which shall serve without compensation. The Committee members shall receive all contributions to the Fund; provide for their safe-keeping, management, preservation and investment as required; collect all income from investments and make disbursements from the Fund for its expenses and for Church purposes determined in the manner specified below. In managing and investing the assets of the Fund, the Committee, which shall serve without bond, exercising the judgment and care which prudent persons exercise in the management of their own affairs, shall have the power to sell, assign, transfer, lease, pledge, mortgage, and convey property of the Fund, and to invest or reinvest the assets of the Fund, and to exercise all the powers of ownership of securities or any other assets held by it. Sales and conveyances of assets of the Fund and other transactions relating to its property shall be executed by one or more of the Committee members whom they may designate for this purpose from time to time; but each such transaction involving discretion shall be separately authorized by majority vote of the Committee in meeting. Expenditures from the Fund shall be authorized in the same manner and the Committee shall at all times give consideration to requests made by membership meetings or the Board of the Church for uses of the Fund. Three or more members of the committee shall constitute a quorum at any meeting, timely notice of which must have been given. A meeting of the Committee may be called by the chairperson, by the President of the Church, or by any three Committee members acting together.
- 7.4 Selection and Organization of the Committee.** The members of the SPF Committee shall be five in number; three elected by the Members of the Church, one member of the Board of Directors of the Church elected by the Board, and the Treasurer of the Church. Thereafter one member of the committee shall be elected each year for a three-year term, with their terms overlapping. Vacancies occurring during a term shall be filled by the Board of Directors of the Church for the remainder of the term. Each new Board shall elect the SPF Committee member to be chosen by it from among its members at its initial meeting.
- 7.5 Records of the Fund.** The Committee shall keep accurate minutes of their meetings, including a record of the summons and notice of each meeting. These minutes shall be kept in permanent form in the office of the Church. The Committee shall also prepare a permanent record of contributions and any tribute or memorial designations by donors, for preservation in the Church office. They shall render reports of income, expenditures, and assets of the Fund to the Church Corporation not less often than at each Spring Annual Meeting of the Church.
- 7.6 Endowment.** The Committee of the Special Purposes Fund shall maintain, separate and apart from the general assets it controls, an Endowment. They shall separately account for said Endowment in accordance with the procedures set for their accounting for the Special Purposes Fund. The assets of such Endowment shall not be invaded but shall be held in perpetuity. Said Endowment shall be invested and managed in accordance with the

provisions for management of the Special Purposes Fund. The income from the Endowment may be left in the Endowment and be managed as additions to its corpus or may be added to the general funds of the Special Purposes Fund and used accordingly, as the Committee deems appropriate. If an asset is received by the Committee they shall place it in the Fund or in the Endowment as they deem appropriate, except that they will honor any instruction concerning placement which was made by the donor of the asset.

7.7 Loans to Church. In the discretion of the Committee, the unrestricted general assets of the SPF or the corpus of the Endowment may be loaned to the Church for purposes for which SPF assets could be used. The interest rate paid shall be at least 50% of the mortgage interest rate prevailing in Monroe County of Indiana and the term of any such loan no more than twenty (20) years.

During short-term cash flow shortages unrestricted general assets of the SPF may be loaned to the Church for up to 180 days for any purpose and on any terms. In emergencies which threaten the continued existence of the Church, restricted or unrestricted general assets of SPF or the corpus of the Endowment may be loaned to the Church for any purpose and on any terms, if approved by the Congregation. Appropriate documentation, including at least a promissory note, of all loans shall be maintained.

8.0 EMPLOYEES.

All persons employed to perform duties for the Church, other than the Minister(s), shall be approved by the Board. All employment decisions shall be made in accordance with the Church Diversity Policy set forth in Paragraph 2.3 of these Bylaws.

9.0 REPORTS OF OFFICERS AND COMMITTEES.

All Officers, Directors, and committees shall report in writing to the Board of Directors at least once a year. Such reports shall be kept on file and ready for convenient reference and inspection by Members of the Church.

10.0 AMENDMENT OF BYLAWS.

Alterations, amendments, or repeals of the Bylaws may be made by vote of two-thirds of the Members present at any regular or special meeting of the Church. Any proposed alteration, amendment, or repeal of Bylaws must be communicated to the membership in the notice of the meeting at which it is to be acted upon.

11.0 REFERRALS TO THE MEMBERSHIP.

The Board of Directors may refer any matter to a meeting of the Church Members for comment and recommendation, and must so refer a matter on the demand of a Church meeting or of four or more voting members of the Board.

12.0 AFFILIATED ORGANIZATIONS AND SUB-UNITS

12.1 Association of Members. Voluntary associations formed by Members of the Church, with or without the participation of non-Members, may conduct activities in their organizational names; but their use of the name of the Church Corporation is subject to approval by the Board of Directors and their use of Church facilities is subject to approval by the Board or its designated representative.

12.2 Church Sub-Units. The Board of Directors may establish sub-units of the Church to perform specified Church functions which may include the management of related funds through an officer who shall by virtue of his or her selection be an assistant treasurer, responsible to the Treasurer, of the Church. Activities of the sub-unit shall be subject to limitations and directions which the Board shall prescribe and communicate to the sub-unit in writing, always including submission of adequate reports and accounts to the Board at least annually. Non-Members of the Church may participate in such sub-units, but Members of the Church shall always constitute a majority of all bodies of the sub-unit making policy decisions. The provisions of the Resolution of the Board of Directors which was ratified by the Congregation on April 6, 1973, establishing the Special Purposes Fund, shall, however, as to that Fund, prevail over the provisions of this paragraph of the Bylaws.

13.0 REVERSIONARY CLAUSE

In the event of the dissolution of the church, all outstanding debts shall be paid and the remaining assets, both real and personal, and including all property heretofore and hereinafter donated to said church, shall become the property of the Unitarian Universalist Association, 25 Beacon Street, Boston, Massachusetts, or its successor, subject to all applicable laws.

INDEX (revised 4/02)

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