

Bylaws review: congregational meeting

April 14, 2019

Maggie Calkins motioned to approve all 13 non-controversial changes at once. Seconded by Clark Waite. Discussion ensued. Motion carried.

Bylaw Amendments adopted at Congregational Meeting on April 14, 2019

Section 3.5.1 is amended to read in full as follows:

3.5.1

Nomination slates for all elections held by this church shall be submitted by the Nominating Committee. Each prospective nominee shall be given a copy of the Position Description for the position under consideration. The Nominating Committee shall keep the Position Descriptions current.

Nominations for elected positions on the Board of Trustees pursuant to Article 5.1:

Chair

Vice-Chair

Treasurer

Financial Secretary

Secretary

Trustee-at-Large

R.E. Council Chair

Nominations for elected Non-Board positions:

Congregational representatives for the Committee on Ministry with staggered terms pursuant to Article 6.2.1 B

Assistant Treasurer

Members of the Nominating Committee

Copies of this slate shall be placed in the mail or electronically mailed to all members at least thirty (30) days prior to the annual meeting.

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Section 3.6.1 is amended to read in full as follows:

3.6.1

The Nominating Committee shall consist of five (5) members, elected at the Annual Meeting. Members of the Nominating Committee shall serve staggered, two (2) year terms, with three (3) persons elected at the Annual Meeting the first year, and two (2) members elected the following year in alternating fashion. No individual may serve more than one (1) term without a break of at least one (1) year.

Section 3.6.2 is amended to read in full as follows:

3.6.2

Each year, the outgoing Nominating Committee shall nominate the appropriate number of persons for the new Nominating Committee slate. The first year there shall be at least five members elected. Annually, thereafter, there shall be at least four nominees from which at least two or three pursuant to Article 3.6.1 shall be elected. These names shall be placed on the nomination slate pursuant to Article 3.5.1 and placed in the mail or electronically mailed to all members at least thirty (30) days prior to the annual meeting.

Section 3.6.3 is amended to read in full as follows:

3.6.3

The election of members of the Nominating Committee shall be conducted by a secret paper ballot separate from the ballots for all other elective positions.

Section 3.6.5 is amended to read in full as follows:

3.6.5

Any vacancies occurring on this Committee shall be filled by appointment by the Board of Trustees, with the appointee serving the remaining term of the vacated position.

Section 4.1 B is amended to read in full as follows:

B. Membership in this church is open to all persons at least sixteen (16) years of age without regard to race, ethnicity, citizenship, sex, or sexual orientation, whose names are enrolled in the Roll of Members and who have indicated accord with our Purposes as stated in Article 2 herein. Membership in this church is accomplished by signing the Membership Book in the presence of the minister, Chair of the Board, or Member of the Membership Committee. The afore-mentioned witness shall sign as a witness and immediately notify the Membership Committee. The Membership Committee shall report new members monthly to the Board of Trustees. A new member is eligible to vote 30 days after signing the Membership Book.

Section 4.3 is amended to read in full as follows:

4.3 REINSTATEMENT OF ENROLLMENT

Former members may be reinstated by following the procedures of Article 4.1. Upon reinstatement, the witness to re-enrollment shall inscribe the word "reinstated" together with the date and the initials of the witness in the Membership Book next to the original signature. The Membership Committee shall then submit the name of the reinstated member to the Board of Trustees pursuant to Article 4.1.

Section 5.1 is amended to read in full as follows:

5.1 BOARD MEMBERSHIP

The Board of Trustees shall consist of:

Chair of the Board

Vice-Chair of the Board Immediate Past Chair of the Board

Treasurer

Secretary

Financial Secretary

Trustees at Large (two)

Chair of Religious Education Council

*-Senior Minister

*Minister or Director of Religious Education

*NOTE: The Senior Minister and the Minister or Director of Religious Education are non-voting members of the Board of Trustees.

All members are to be elected individually by office, except those who serve on the Board by virtue of their positions (i.e., the Past Board Chair, the Senior Minister, and the Director of Faith Development).

Section 5.2 is amended to read in full as follows:

5.2 TERM OF OFFICE

All elected members of the Board of Trustees exclusive of the Trustee-at-Large, shall serve for one (1) year. The Trustees-at-Large and Chair of Religious Education Council shall serve a two (2) year term. The Trustees-at-large shall serve staggered terms. Re-election to the same Board office in consecutive years may occur only once, unless a Board member is elected for a third term by a two-thirds majority vote of a quorum at an Annual Meeting. No elected member of the Board shall serve more than three (3) years in the same office, without an interruption of at least one (1) year, except that the Trustee-at-Large may only serve one (1) two (2) year term, and cannot be re-nominated or re-elected to that same position without at least one (1) year interruption of time.

Members for all elected positions shall assume duties July 1st of each year.

Section 5.3 is amended to read in full as follows:

5.3 FILLING BOARD VACANCIES

If any member of the Board of Trustees, other than the Chair (See Article 5.7), is absent for four (4) or more regular monthly Board Meetings in a church year, or is unable to perform the duties of the office, or resigns from office, that member may be replaced by the Board of Trustees.

Add the following title before Item 5.5.1

The Board of Trustees:

Section 5.5.3 is amended to read in full as follows:

5.5.3

Shall act on all contracts, including those of the Senior Minister, the Minister of Religious Education/the Director of Religious Education and employees of the church, and may hire an interim minister pursuant to Article 8.2. Shall act on all notes and mortgages, and shall exercise discretion in the determination of what issues and actions should be submitted to the Membership for its approval.

Section 5.5.7 is amended to read in full as follows:

5.5.7

Shall act on the appointment of Committee Chairs and Officers not elected to serve on the Board (i.e., Assistant Treasurer), and shall act on vacancies in other positions.

Section 5.5.11 is relabeled 5.5.10

Section 5.10.8 is added and reads in full as follows:

5.10.8

Shall arrange for signature authority for the Board Chair and Treasurer on all bank accounts, brokerage accounts, and the like, exclusive of the Minister's Discretionary Account, as necessary from time to time.

Section 6.1.1 is amended to read in full as follows:

6.1.1

The following Committees are Standing Committees of East Shore Unitarian Universalist Church:

- A. Religious Education Council
- B. Finance Committee
- C. Worship Arts Committee
- D. Social Justice Committee
- E. Building and Grounds Committee
- F. Membership Committee
- G. Journey Together Committee
- H. District and Denomination Committee

Section 6.2.1 is amended to read in full as follows:

6.2.1

Committee on Ministry

A) A Committee on Ministry shall be established for the purpose of strengthening the quality of ministry within the Congregation, and as a communication channel. The Committee on Ministry shall function by:

1. Promoting good relations between the Minister(s), the Board, and the Congregation;
2. Making contract recommendations for the Minister(s) and Minister or Director of Religious Education.
3. Assisting the Minister(s) with plans for major continuing education, sabbaticals and the like, and communicating these plans to the Board and Congregation, if needed.
4. Perform periodic evaluations of the professional staff.

B) The Ministerial Search Committee shall serve as the Committee on Ministry for the first year of a new Minister's contract.

C) After the first year of a Minister's contract, the Committee on Ministry shall consist of a representative selected by the Minister, one congregational representative who was formerly a member of the Minister's search committee, one representative of the congregation elected by the congregation, and a representative from the Board of Trustees. The representative who was formerly a member of the Minister's Search Committee shall be the convenor, and shall serve only one year. The other congregational representative shall serve two years, and he/she shall become the convenor in the second year. In subsequent years, two representatives shall be elected by the congregation to serve staggered two-year terms with the representative serving his/her second year becoming convenor.

D) The Committee shall meet with the Minister(s) regularly, with a regular agenda. These meetings may function on the premise of strict confidentiality if the Minister(s) and Committee agree. The Committee shall also meet with the Board upon request of either party.

E) If a member of the committee is unable to complete the term for which he/she was elected, the vacancy shall be filled by the Board of Trustees from at least two (2) nominations provided jointly by the Senior Minister, and the Board Chair. The new member shall serve until the next election.

Section 7.1.1 is amended to read in full as follows:

7.1.1

There shall be an Annual Meeting in April, May or June each year. The date, time and place shall be set by the Board of Trustees each year. Written notification to all members shall be placed in the mail or electronically mailed not less than thirty (30) days prior to the date set for the Annual Meeting.

Section 7.1.2 is amended to read in full as follows:

7.1.2

The agenda for the Annual Meeting shall include the following:

Call to Order

Report of the Chair

Report of the Senior Minister

Report of the Minister or Minister of Religious Education/Director of Religious
Education

Reports of the Committees

Report of the Treasurer

Report of the Finance Committee

Adoption of the Budget

Unfinished Business

New Business

Election of the Board of Trustees

Election of Assistant Treasurer

Election of the Committee on Ministry

Election of the Nominating Committee

Appointment of the Financial Review

Committee Adjournment

Section 7.2.3 is amended to read in full as follows:

7.2.3

Written notification to all members, stating the purpose of the special meeting, shall be placed in the mail or electronically mailed not less than ten (10) days prior to each Special Meeting.

Section 8.1 is amended to read in full as follows:

8.1 SENIOR MINISTER

Section 9.2.3 is amended to read in full as follows:

9.2.3

The Board of Trustees shall cause proposed amendments to these Bylaws, including those submitted by Petition, to be placed in the mail or electronically mailed, addressed to all Members thirty (30) days prior to a duly called Membership Meeting.

The section labeled BYLAWS Timeline is amended to read in full as follows:

BYLAWS Timeline

04-08-03 Revision by Bylaws Committee

04-13-03 Approved by Board of Trustees

11-26-03 Revisions to 4.2; 4.3; 5.5.6; and 6.6.6 J

3-31-04 Revisions by Bylaws Committee

6-13-04 Changes by Board of Trustees

09-17-04 Revision to 5.13.1

10-10-04 Approved by Board of Trustees

01-23-05 Approved by Congregation

12-07-06 Proposed Changes to Bylaws of 01-23-05 to be effective October 2007

03-11-07 Approved by Board of Trustees

07-08-07 Amended and Approved by Board of Trustees

09-30-07 Approved by membership at a special meeting with changes to Sections 4.1; 5.1; 6.1.1; and 8.1.7

06-02-11 Amended and approved by membership at Annual Meeting, revisions to Sections 3.5.1; 5.1; 5.2; 5.5.7; 5.12.2; and 6.1.1

03-11-12 Amended and approved by Board of Trustees, revisions to Sections 4.3 and 6.2.1

05-19-13 Approved at a special congregational meeting to Sections 4.1; 4.2; and 5.5.5

03-12-19 Revisions Proposed by Bylaws Committee

04-14-19 Approved at a special congregation meeting to Sections 3.5.1; 3.6.1; 3.6.2; 3.6.3; 3.6.5; 4.1B; 4.3; 5.1; 5.2; 5.3; 5.5.3; 5.5.7; 5.5.11 (renumbered 5.5.10); 5.10.8; 6.1.1; 6.2.1; 7.1.1; 7.1.2; 7.2.3; 8.1; 9.2.3; and BYLAWS timeline (only at end)