

Unitarian Universalist Fellowship of Redwood City Bylaws

Article I – Name

The name of this religious fellowship shall be the Unitarian Universalist Fellowship of Redwood City (hereafter referred to as the Fellowship). It is a non-profit organization incorporated under the laws of the State of California.

Article II – Purpose

The purpose of the Fellowship is to provide religious services and to create a caring community rooted in our Unitarian Universalist tradition that encourages each person's free religious search, spiritual growth, and expression of her/his principles and values through speech, action and service in our community and in the larger world.

Article III – Denominational Affiliation

This Fellowship shall be a member of the Unitarian Universalist Association (UUA) and of the Pacific Central District (PCD). As a member of the Unitarian Universalist Association, we affirm and promote the Unitarian Universalist principles and purposes. (See attached current Unitarian Universalist Principles and Purposes). It is the intention of this congregation to make annual financial contributions equal to its full Fair Share as determined by the UUA and the PCD.

Article IV – Nondiscrimination

The Fellowship affirms and promotes the full participation of persons according to their interest and ability in all our activities and endeavors, including membership, programming, hiring practices, and the calling of religious professionals, without regard to race, ethnicity or national origin; gender or gender identification; affectional preference or sexual orientation; age; physical or mental challenge; or social, economic or marital status.

Article V – Membership

Membership in the Fellowship is open to any person who supports the purposes of the Fellowship and who desires to participate in the Fellowship community. There are no theological or creedal requirements for membership.

A. Conditions of Membership

1. Having attained the age of fourteen (14) years or completion of the UUFRC Religious Education Coming of Age program..
2. Attending a membership orientation class or having a personal meeting with the Minister and/or the Membership Committee Chair to discuss the rights and responsibilities of membership.
3. Signing the Membership Book.
4. Making an annual contribution of record to the financial support of the Fellowship.

Upon completion of the above conditions, the new member's name will be printed in the newsletter or recorded in the minutes of the Board of Trustees.

B. Voting

The right to vote at business meetings shall be reserved for members who have met all of the above stated conditions of membership and who signed the Membership Book at least thirty (30) days prior to the meeting.

C. Termination of Membership

Any member may withdraw from membership by submitting a written resignation to the Board of Trustees, and the resigning member will receive acknowledgement.

The Board of Trustees may terminate the membership of any person for the following reasons:

1. The member has not made a contribution of record to the financial support of the Fellowship for a period of twelve (12) months or more, provided that thirty (30) days written notice has been sent to the member's last known address.
2. A member may be terminated from membership for serious cause by action of the Board of Trustees, provided that thirty (30) days written notice has been sent to the member's last known address, and that item has been included in the agenda of the Board meeting at least seven (7) days in advance of the meeting. Any person removed from membership in this manner may appeal to the congregation at a regular or special congregational meeting, waiving his/her rights to confidentiality regarding matters germane to the serious cause.

Article VI – Meetings

A. The number, date, and times of worship meetings of the Fellowship shall be determined by the Board of Trustees. The Corresponding Secretary shall notify members of any change in the date, time, or location of worship meetings prior to the meeting date. Due notice in the regular newsletter shall be deemed to comply with this requirement.

B. The annual business meeting shall be held each year in the month of May (plus or minus thirty [30] days) at such time and place as shall be fixed by the Board of Trustees.

C. Special meetings may be called by the Board of Trustees or upon the written petition of ten percent of the voting members of the congregation to the Board president.

D. The business to be transacted at any special or annual business meeting of the Fellowship shall be specified in the notice for that meeting, and only that business so specified in the notice shall be transacted. The Recording Secretary shall create the notice for each business meeting of the Fellowship.

E. Business and special meeting notices shall be sent to all members at least ten (10) days prior to the meeting date by the Recording Secretary. Due notice in the regular newsletter shall be deemed to comply with this requirement, if timely made.

F. A quorum shall be constituted by twenty-five percent (25%) of the voting members. A majority of the members voting shall decide any question unless the bylaws specify differently. Voting by proxy shall not be permitted. Absentee balloting will be available for every business and special meeting.

G. Friends who are not members shall be welcome at all business meetings and may be given the courtesy of the floor, but may not vote.

Article VII – Board of Trustees

A. Membership

1. There shall be a Board of Trustees composed of seven (7) members serving two (2) year terms. Election of Trustees shall be held at each annual business meeting and terms will commence at the first Board meeting following their election. Three (3) members shall be elected in even numbered years and four (4) members shall be elected in odd numbered years. A quorum shall be a simple majority.
2. Only qualified voting members of the Fellowship shall be eligible for election to the Board of Trustees.
3. No Board member shall serve more than three (3) consecutive full terms.

B. Duties

The Board of Trustees shall:

1. Appoint all employees of the Fellowship except the Minister and fix their compensation.
2. Fill vacancies for the balance of the terms of any vacating Trustees. The Board's choices shall be presented at the next annual meeting for ratification or rejection and replacement.
3. Approve an annual budget for presentation at the annual business meeting.
4. Authorize all expenditures of money that are not included in the approved annual budget; however, loans, encumbrances or expenditures not in the budget or in the reserve schedule that exceed 5% of the current annual operating budget shall not be made without the affirmative vote of a meeting of the Fellowship. Total expenditures not budgeted or in the reserve plan may not exceed 25% of the annual operating budget during any fiscal year without the affirmative vote of a meeting of the Fellowship.
5. Call special meetings of the Fellowship as needed.
6. Act upon applications for new committees within the Fellowship.
7. Establish policy for use of the facilities.
8. Appoint committee chairs to the Standing Committees. Appoint members of special committees as the Board deems necessary.
9. Meet within thirty (30) days of the annual meeting of the Fellowship, and shall thereafter meet no less than quarterly.
10. If desired, adopt resolutions to present to the UUA and the PCD, providing the Board passes such a resolution by at least a two-thirds (2/3) vote.

C. Nomination and Election of Trustees and Denominational Affairs Core Committee Members

Candidates for election to the Board and Denominational Affairs Core Committee shall be nominated by a Nominating Committee consisting of three (3) voting members of the Fellowship, two of whom shall not be members of the Board of Trustees and a member who may be a Trustee, providing (s)he is completing a term and is not running for re-election. The Nominating Committee shall be appointed by the Board at least six (6) weeks prior to the annual business meeting and shall be authorized to solicit and receive suggestions with respect to the nominations to be made. Members of the Nominating Committee themselves are ineligible for nomination to the Board. The committee shall present at least the same number of nominees as there are vacancies on the Board to be filled. The names of the nominees, who shall previously have agreed to serve if elected, shall be included in the notice of the annual meeting. An opportunity shall be provided at the annual business meeting for nominations from the floor of members who have agreed in writing to their nomination. The annual election of members to the Board of Trustees and to the Denominational Affairs Core Committee shall be by written ballot.

D. Recall

Recall of any elected official may be proposed by the Board of Trustees or by petition of ten percent of the members qualified to vote. Recall petitions may be filed when there is reason to believe that the behavior of a given Trustee(s) or official(s) does not fulfill the obligation required of their position. Recall petitions must contain specific allegations. Notice of recall shall be contained in full in the notice of the meeting. Recall may be obtained by a two-thirds (2/3) vote of those present and voting at a meeting of the Fellowship.

E. Meetings

All meetings of the Board of Trustees shall be held in open session with a few exceptions as noted, (members of UUFRC are welcome to attend and others may attend at the Board's discretion.) The Board may meet in executive session (only Board members and individuals invited by the board may attend) for three reasons. The first is to discuss issues related to the performance of specific employees. The second is to discuss matters related to litigation or negotiations. The third is for discussions related to termination of the membership of individuals. Church budget and employee-compensation topics shall be addressed in open session.

Article VIII – Officers

A. The Officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

B. The Board of Trustees shall elect each year from their own membership the President, Vice President and Secretaries. The Board of Trustees shall also elect the Treasurer, who need not be a member of the Board. The President shall not serve more than two (2) consecutive years.

C. Duties of Officers

1. The President is automatically Chair of the Board and presides at all business meetings of the Fellowship and of the Board. The President shall represent the Fellowship on all appropriate occasions.
2. The Vice President acts in the place of the President during the President's absence and shall perform such other duties as may be prescribed by the Board.
3. The Recording Secretary shall keep an accurate record of the transactions of all business meetings of the Fellowship and Board of Trustees. The Recording Secretary shall be responsible for maintaining a roster of members of the Fellowship qualified to vote, and perform such other duties as may be prescribed by the Board. All records of the Secretary shall remain the property of the Fellowship.
4. The Corresponding Secretary is responsible for all correspondence between the Board and any individuals and organizations outside of the Fellowship and shall perform such other duties as may be prescribed by the Board.
5. The Treasurer's responsibilities are the oversight of the following:
 - receiving and safely keeping all money and other property of the Fellowship entrusted to the Treasurer's care;
 - disbursing the same under the direction of the Board of Trustees;
 - keeping a complete account of the finances of the Fellowship on books which shall remain the property of the Fellowship, and which shall be open for inspection at any time to the Trustees;
 - rendering a current statement at each regular meeting of the Board, or on a schedule agreed to by the Board, and each business meeting of the Fellowship;
 - causing an annual review of the books and records by a qualified person approved by the Board who is not involved in the day to day financial operations of the Fellowship; the review shall ensure that adequate controls are in place and that receipts and disbursements are properly accounted for and that all financial activities are in compliance with the Board's policies and directives;
 - furnishing statements of pledge status to donors.

Article IX – Fiscal Year

The fiscal year shall end June 30.

Article X – Parliamentary Authority

In matters not covered by these bylaws or on questions of parliamentary procedures, the current edition of Robert's Rules of Order shall be the authority.

Article XI – Amendments

Amendments to these bylaws may be proposed by the Board of Trustees or by petition of **ten percent of the** members qualified to vote. Notice of any proposed change shall be contained in full in the notice of the meeting. These bylaws, so far as allowed by law, may be amended or repealed by a two-thirds (2/3) vote of those present and voting at a meeting of the Fellowship.

Article XII – Minister(s)

A. Parish Minister

Employment and Tenure

1. Recommending a candidate to fill a ministerial vacancy shall be the responsibility of a Ministerial Search Committee, to be appointed by the Board of Trustees, consisting of five (5) to seven (7) voting members of the Fellowship.
2. The Minister shall be called by a two-thirds (2/3) vote of the Fellowship at any meeting legally called for the purpose; quorum for such meeting is to be sixty percent (60%) of the voting members.
3. The Minister of the Fellowship shall serve under such terms and conditions as set forth in a written letter of agreement set down by the Board of Trustees.
4. The involuntary termination of a Minister shall require two-thirds (2/3) vote of those present and voting at a meeting of the Fellowship; quorum for such meeting is to be sixty percent (60%) of the voting members.

Duties and Privileges

1. The Minister shall be called to serve as a spiritual leader of the Fellowship and shall have complete freedom of the pulpit.
2. The Minister shall carry on the preaching, pastoral care, counseling, and other ministerial functions of the office, and such administrative and supervisory functions as are designated by the Board of Trustees.
3. The Minister shall be an ex-officio member of the Board of Trustees and of such committees as the minister and the Board together shall designate.
4. The Minister shall advise the Board on matters regarding Fellowship policy and denominational affairs, but final decisions remain with the Board, as set forth in these bylaws.
5. The Minister may at any time use, for purpose of identification only, his/her title as Minister of the Unitarian Universalist Fellowship of Redwood City without bias or presumption that (s)he in any way speaks for the congregation and this only so long as (s)he is in the active ministry and employment of this congregation and in Fellowship with the UUA.
6. The Minister shall have responsibility for all worship meetings of the Fellowship. Other religious services shall be held on church property with the Minister's knowledge and consent (with the exception of services held by other congregations that, with approval of the Board of Trustees, use the church property.)

B. Community Minister

1. A Community Minister affiliated with UUFRC will be the following:
 - Recommended by the Minister of the Congregation
 - Approved by the Committee on Ministry of the Congregation
 - Approved by a majority vote of the Board of Trustees for the Congregation
2. A Community Minister affiliated with UUFRC will have a contractual relationship with the Fellowship that is renewed on an annual basis on July 1st with mutual consent of the Community Minister, Board of Trustees and current Minister.
3. The duties and privileges of the Community Minister will be specified in three documents:
 - The Terms of Understanding
 - A Covenant between the Community Minister and the Fellowship
 - A Covenant between the Minister and the Community Minister

C. Intern Minister

1. An Intern Minister is selected by the Minister and an ad-hoc Intern Committee appointed by the Board of Trustees. The Intern Committee will remain standing during the tenure of the Intern Minister to provide, as needed, support and council to the Intern Minister.
2. An Intern Minister reports directly to the Minister.
3. The duties and privileges of the Intern Minister will be specified in an Internship Agreement between the Minister and the Intern Minister. The Internship Agreement is formally signed by: the intern, minister, president of the board, and intern committee chair.

Article XIII – Committees

A. Appointment of Committees and Membership

1. The Board of Trustees shall designate standing and special committees that it may deem necessary.
2. A group of members wishing to be recognized as a committee shall draw up a statement of purpose, plan of procedure, and a listing of duties and responsibilities, which shall be filed for approval by the Board. The Board may approve or withdraw approval by majority vote.
3. Committees are expected to maintain a statement of purpose, a plan of procedure, and a listing of duties and responsibilities.
4. Except for those committees whose entire membership is appointed or approved by the Board, the membership of committees shall be open to any person wishing to serve; however, only members and active friends may vote.
5. Denominational Affairs Core Committee shall be a Standing Committee:
 - a. There shall be four core committee members elected for staggered, two-year terms.
 - b. The core committee shall carry-out the charter as approved by the Trustees, including, but not limited to, the appointment of delegates to PCD District Assembly and UUA General Assembly.

B. Committee Chairs

1. Committee chairs shall be approved by the Board.
2. Committee chairs must be members of the Fellowship. In the event a committee is to be co-chaired by two or more persons, at least one of these must be a member of the Fellowship.
3. The term of office for chairpersons shall be the same as the fiscal year. Ongoing committee chairs shall be re-approved by the Board at the beginning of each term.

C. No committee may make public statements or take action on behalf of the Fellowship without Board approval. The Social Action Committee may make public statements and take action on behalf of the "Social Action Committee of the Unitarian Universalist Fellowship of Redwood City".

Article XIV – Dissolution

In the event of dissolution of the Fellowship, all its property, real and personal, after paying all just claims upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor. This property or any proceeds from its sale shall be held in trust for a period of twenty-five (25) years, to be used at any time within that period to assist with the formation or furtherance of a Unitarian Universalist society in the mid-peninsula region of California, and following that period of twenty-five (25) years may be used for the promotion of liberal religion in the Pacific Coast region. The Board of Trustees shall perform all actions necessary to bring about such conveyance.

Article XV – Severability

If any portion of these bylaws is illegal or unenforceable due to state or federal law, the other portions shall remain valid.

Article XVI – Validation

These bylaws are complete and, therefore, supersede any bylaws that were issued previous to this date.

Date of Adoption:	April 25, 1999
Date(s) of revision	May 20, 2001
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