

James Reeb Unitarian-Universalist Congregation

Madison, Wisconsin

**BYLAWS**

**I. Name.** Our name is the James Reeb Unitarian-Universalist Congregation.

**II. Purposes.** The congregation's purposes are to embody a broad spectrum of cultures, lifestyles and creeds; honor the Earth and the seasons of nature; value truth and reason over doctrines and dogma; encourage social action in the name of liberty and justice; celebrate our community and the journey of life; and unite in our quest for personal and spiritual growth.

**III. Membership.** A person becomes a voting member of this congregation who is in sympathy with its purposes and programs, signs the membership book, and makes a financial contribution of record. Volunteer service within the congregation is an important aspect of membership. Membership is open to persons age eighteen or over, or to persons age 15 to 17 who complete a program of religious education to prepare them for membership. A member may vote at any congregational meeting thirty days after signing the book.

Membership continues as long as an annual financial contribution is paid and recorded. A former member may return to member status by making a financial contribution. A person may be removed from or refused membership by a two-thirds vote of the Board, after the person has been notified of the intent of the Board to vote on removal or refusal, and has opportunity to be heard. A person may appeal to the congregation, and remain a member until the congregation votes on the question at its next meeting.

**IV. Denominational Affiliation.** This congregation is a member of the Unitarian Universalist Association and of its appropriate geographic organizational units.

**V. Meetings.** The congregation shall have an annual meeting for elections and approval of the annual budget the third weekend of May. Special congregational meetings may be called upon petition of one-tenth of the current members, and when the Board determines. Ten days written notice of all meetings shall be given. A quorum is one-quarter of the current members, but not more than fifty. Proxies are not permitted. The purchase and sale of real estate and any change in the congregation's principal worship site requires congregational approval.

**VI. Board of Trustees**

6.1 There shall be a Board of Trustees (the "Board") consisting of 4 officers and 5 at-large members. The officers of the Board shall be the President, President-elect, Secretary, and Treasurer.

6.2 All Board members shall be voting members of the congregation.

- 6.3 Each year the congregation shall choose a President-elect who serves in that position for one year and succeeds to President for the following year.
- 6.4 The congregation shall elect the Secretary, Treasurer, and at-large Board members to 2-year terms on the following schedule:
  - (a) In even-numbered years, the Secretary and 2 at-large members.
  - (b) In odd-numbered years, the Treasurer and 3 at-large members.
- 6.5 The terms of office of Board members shall coincide with the fiscal year.
- 6.6 Board members who have served for 4 consecutive years are not eligible for election to the Board again until one year after the expiration of their term in office.
- 6.7 At any meeting of the Board, a majority of its members shall constitute a quorum. Board action requires a majority of the votes cast at a meeting at which a quorum is present. No proxy voting is permitted.
- 6.8 Subject to decisions of the congregation, the Board shall have general charge of the property and business affairs of the congregation and shall establish or approve policies to govern the operating practices of the congregation.

## **VII. Committees**

- 7.1 The congregation shall have the following committees:
  - (a) Nominating Committee.
    1. A Nominating Committee shall be selected each year. The Nominating Committee shall consist of 5 members, 3 to be elected by the congregation and 2 to be appointed by the Board.
    2. The terms of the elected members of the Nominating Committee shall begin on July 1 following their election.
    3. No Board member may serve on the Nominating Committee.
    4. Each year the Nominating Committee shall recruit and present a slate of nominees to be elected to open positions on the Board, elected positions on the Nominating Committee, and the Assistant Treasurer. All nominees shall have agreed to serve if elected.
  - (b) Committee on Shared Ministry.
    1. The Committee on Shared Ministry shall consist of 4 members, who serve terms of one to 3 years. One or 2 members shall rotate off the committee each year. New members shall be selected through leadership development channels.
    2. No Board member may serve on the Committee on Shared Ministry.
    3. The Committee on Shared Ministry shall evaluate the ministries at JRUUC, in consultation with the minister.

(c) Finance Committee.

1. The Finance Committee shall consist of the Treasurer, Assistant Treasurer, and at least one additional member of the congregation.
  2. The Finance Committee shall track the financial affairs of the congregation and provide information to the Board on the status of the congregation's finances.
- 7.2 The Board may establish other committees as deemed necessary for the operations and programs of the congregation.
- 7.3 Each committee shall have a committee charge that is approved by the Board. The charge shall include a statement of purpose and responsibilities for the committee.
- 7.4 Each committee is responsible to the Board and shall perform the functions assigned to it by these bylaws and the Board. Committees shall report to the Board upon request.
- 7.5 The President shall be responsible for the assignment of liaisons from the Board to each committee.

**VIII. Assistant Treasurer.** Each year the congregation shall elect an Assistant Treasurer. The Assistant Treasurer shall be a member of the congregation, shall not be a Board member, shall provide support to the Treasurer, and may attend Finance Committee meetings.

**IX. Minister.** The minister is responsible for the conduct of worship, the congregation's spiritual interests and affairs, and supervision of staff. The minister has freedom of the pulpit and freedom to express opinions outside the pulpit. The minister is an ex-officio non-voting member of the Board of Trustees and is welcome at all committee meetings. The minister is called or dismissed only by the members acting at a congregational meeting called for that purpose.

**X. Fiscal Year.** The fiscal year is that of the Unitarian Universalist Association.

**XI. Amendments.** These bylaws may be amended at any congregational meeting if the text of the proposed amendments was mailed to the membership ten days before the meeting. Sixty percent of those voting is required to adopt any amendment.

**XII. Dissolution and Tax Status.** The congregation may take no action that causes loss of eligibility for status under 501(c)(3), Internal Revenue Code. If the congregation disbands, its assets transfer to the Unitarian Universalist Association or to another Unitarian Universalist society.

**XIII. Vacancies.** If there is a vacancy in any office elected by the congregation (except minister), the Board may fill the office for the remainder of the term.

**XIV. Inclusion.** This congregation affirms and promotes the full participation of persons in all our activities and endeavors including membership, programming, hiring practices, and the calling of religious professionals, without regard to race; color; sex; physical, mental, or other challenge; affectional or sexual orientation; gender identity or expression; class; or national origin.

**XV. Endowment Fund.** An endowment fund shall be established and maintained as provided in a resolution adopted by the congregation. The Endowment Fund Resolution shall define the purpose, governance, and operational procedures of the fund.

Initial bylaws adopted 12/5/1993.

Rev. 6/23/2005

Rev. 5/16/2010

Rev. 5/15/2016