

## **BY- LAWS**

### **Article I. AUTHORITY AND PURPOSE**

#### Section 1. Name and Legal Status

The name of this Church shall be the Unitarian Universalist Church of Kent (previously known as the First Universalist Church of Kent). It is incorporated as a 501c(3) non-profit organization in the state of Ohio and is hereinafter referred to as the "Church."

#### Section 2. Covenant, Mission, and Vision

##### 1. Covenant

We affirm that each life has brilliance and, when joined with others in joyful community, has the power to transform. We pledge ourselves and our resources to this journey.

This covenant inspires and challenges us to dwell together in right relationship. We promise to extend hospitality, nurture community for all ages, encourage spiritual growth, honor diversity, and practice kindness.

##### 2. Mission

Through spirited worship and open-minded religious exploration, our mission is to inspire people to live caring lives of meaning and purpose. We seek to encourage curiosity, strive to create peace and justice, and serve as stewards of the earth.

##### 3. Vision

Our vitality and passion call us to restore and expand our space to equal the energy of our dreams. When we do, we will be better equipped to carry on our historic legacy while also embracing the possibilities for connection, service, programming, and outreach to which we aspire.

#### Section 3. Purpose and Objectives

Our purpose is to join together in a cooperative quest for religious and ethical values and to apply those values to the fulfillment of our objectives, which are: the development of character, the enrichment of the individual, service to all humanity, the promotion of universal fellowship, and harmony with nature. We affirm and promote the 7 Principles of the Unitarian Universalist Association.

### **Article II. GOVERNANCE AND AFFILIATION**

#### Section 1. Congregational Polity

The active members of this church exercise the right of control in the affairs of this Church. The congregation vests in an elected Board of Trustees control of many affairs, as explained in Article V.

## Section 2. Affiliation

This church is in fellowship with the Unitarian Universalist Association of Congregations, headquartered in Boston, MA, USA and the Ohio Meadville District of the Unitarian Universalist Association of Congregations.

## Section 3. Annual Year

Beginning July 1, 2009, the Church's fiscal year shall be from July 1 through June 30. In 2008, the fiscal year will be from January 1, 2008 through June 30, 2009.

The term of office for elected officers, trustees, financial secretary, and members of the nominating committee shall commence at the meeting where their election occurs and continue for the designated period of years, terminating upon the election of their successor (or in the case of the moderator, the election of a new Assistant Moderator).

## **Article III. MEMBERSHIP**

### Section 1. Active Member

An active member is a person who is at least 14 years of age and has: (1) signed the Church membership book in the presence of the minister or a member of the Board of Trustees, (2) made an identifiable financial contribution to the Church within the past 12 months; and (3) participated in activities of the Church within the past 12 months. Membership is open to all qualified persons regardless of race, color, gender, affectional or sexual orientation, age, national origin, or disability. The Board, Minister or Canvas Committee contact person may elect to waive the financial contribution on a case-by-case basis for circumstances involving hardship.

### Section 2. Rights of Active Members

Four (4) weeks after signing the membership book and becoming an active member, a person may vote on church matters and hold elective offices.

### Section 3. Associate Member

An Associate Member is a formerly active member who has neither contributed financially nor been actively involved in the Church for the past 12 months and who has expressed a desire to retain a membership identity with the Church. Associate members may not vote on Church matters nor hold elective office.

### Section 4. Withdrawal of Membership

An active or associate member may withdraw membership by written notice to the Trustee of Fellowship.

#### Section 5. Review of Membership List.

In January, the Board of Trustees shall review the membership list and, where appropriate, ask members who have been inactive if they wish to remain as Active or Associate Members. If a person expresses a desire to be removed or if a person does not qualify for active membership and has provided no contact information such that the Church can locate the person, then that person's name will be removed from the list of members.

### **Article IV. MEETINGS OF THE MEMBERSHIP**

#### Section 1. Annual Meeting

The Church shall hold an annual meeting of its members in May or June to elect officers, trustees, Financial Secretary, a member of the Endowment Committee, and a nominating committee; to adopt an operating budget for the coming fiscal year; and to receive required reports.

#### Section 2. Special meetings

Either the Board or ten percent of the members, based on the last report of membership, who have signed a petition may request a special meeting of the members.

#### Section 3. Notice of meetings

Active members of the Church must be sent notice of meetings of the membership, including an agenda, prior to the meeting. Notice may be provided through an announcement in the newsletter, electronically, or through a special mailing. The notice of any meeting at which a vote is scheduled must include information about absentee ballots per Section 5 of this article. Thirty (30) days advance notice is required for annual meetings and at least two (2) weeks for any special meeting.

#### Section 4. Quorum

The quorum for any meeting of membership is one-fourth (1/4) of the Active Members.

#### Section 5. Absentee Ballots

Only active members who provide a written statement to the Moderator prior to the meeting stating that they are unavoidably prevented from attending the meeting may submit an absentee ballot. Such ballot must present the member's position clearly enough that the Moderator can interpret the member's intent at the time of the vote. Absentee ballots are not counted in determining a quorum. Before discussing or acting on an issue, the Moderator shall announce the number of absentee ballots received and accepted.

#### Section 6. Moderator Voting

The Moderator shall vote only in the case of a tie vote.

#### Section 7. Adoption of Congregational Resolutions

Any group within the Church may present to the congregation a proposal for a resolution that states an official position of the church. A vote on a proposed resolution may occur at a regularly scheduled or special congregational meeting as long as the statement is sent to members of the congregation in written form at least two weeks prior to a vote and members receive notification of the meeting according to Article IV, Section 4. Adoption of a Congregational Resolution requires an affirmative vote of 85% of the eligible members in attendance at the meeting plus absentee ballots. Those who cast ballots for the minority position may, at their discretion, submit a statement to be included in the minutes.

### **Article V. BOARD OF TRUSTEES**

#### Section 1. Composition of the Board.

The Board shall consist of a Moderator, Assistant Moderator, Treasurer, Trustee for Finance, Board Secretary, Trustee for Fellowship, Trustee for Programming, Trustee for Building and Grounds, and Trustee for Outreach to the Wider World. The minister is an ex-officio, non-voting member.

#### Section 2. Officers

The officers of this Church shall be the Moderator, Assistant Moderator, Treasurer, and Board Secretary.

#### Section 3. Election and Terms of Office.

There is a presumption that the offices of Assistant Moderator and Moderator are a combined two-year term: that is, a candidate elected to Assistant Moderator serves the first year in that office and is automatically considered for nomination as Moderator the following year. The five Trustees, Board Secretary, Treasurer and Finance Secretary shall be elected for two-year terms. A Financial Secretary will be elected in conjunction with the Officers and Trustees, but shall not serve as a voting member of the Board.

Two Trustees shall be elected in a year other than the year that the remaining three Trustees are elected in order to ensure continuity on the Board.

New officers and Trustees will assume their duties at the close of the Annual Meeting at which they are elected.

In the event that any officer, or other member of the Board, fails to attend three Board meetings and/or fails to carry out the duties of his or her office, the relevant policy will be implemented. If problems still persist, the individual may be removed by a two-thirds vote of the Board. Replacement shall be in accord

with the established procedures for vacancies.

#### Section 4. Meetings of the Board.

The Board shall hold monthly meetings during the Church year. A special meeting may be called by the Moderator, or upon written request signed by three Board members. A quorum shall be a majority of the Board members. All meetings are open, unless the Board votes to go into Executive Session (see Section 7 of this Article).

#### Section 5. Authority and Duties of the Board.

The Board has fiduciary responsibility for the Church and authority over all Church policy except as noted in 1, 2, and 9 below. The active members acting collectively at a congregational meeting, however, have ultimate authority for the Church. Therefore, the Board shall notify the membership of its decisions and must bring to the membership at a congregational meeting for a vote any matters of which 10 percent of active members, based on the latest membership report, petition the Board of Trustees for reconsideration.

The Board shall:

1. Submit to the membership at a called meeting any major issue of sufficient gravity or controversy, with statement of the issue, together with possible recommendations included in the call to the meeting.
2. Present to the congregation for a vote an annual budget prepared with input from the Finance Committee. After adoption, the Board may consider and approve unbudgeted expenses, except that the salary and housing of the Minister may be changed only by vote of the Congregation. The Board has authority to amend the benefit amount to be in compliance with the Minister's contract. The Board must submit for approval at a congregational meeting any proposed new expenditure over 5% of the total congregation-approved budget.
3. In consultation with the current Nominating Committee, fill vacancies in any elective offices. Persons appointed by the Board will serve until the next annual meeting.
4. Ensure that a periodic canvass of members and friends occurs, and approve any capital campaigns or other major money-raising activities or financial appeals among member and friends of the Church for an amount of more than 5% of the annual budget..
5. Appoint members to the Master Plan Committee, the Committee on Ministry, and the Personnel Committee (referred to in Article VIII) and ensure that each fulfills its functions.
6. Grant or refuse permission for formation of organizations within the

Church.

7. Review requests for the Church's sponsorship of social justice events when requested by the Trustee for Outreach to the Wider World.
8. Review proposed position statements submitted by the Trustee for Outreach to the Wider World on behalf of any member of the Congregation and follow up with the individual(s) initiating the proposal as needed.
9. Except for the Called Minister, hire and dismiss employees of the Church within the approved budget, fix employees' compensation.
10. Act for the Congregation in all matters as directed or provided by the laws of the State of Ohio.
11. Investigate any allegations of impropriety by a staff person, officer, trustee, or member in carrying out activities on behalf of the Church (e.g., child sexual abuse) and take corrective action as warranted, such as termination of position or membership. The Board shall have the authority to establish policies and procedures to promote people's safety while on church property or participating in church-sponsored events, including procedures for contacting public safety officers.
12. Upon a recommendation of the Endowment Committee, approve or reject disbursements from a legacy fund. Accept or reject a gift that the Endowment Committee has recommended rejecting.

#### Section 6. Executive Committee of the Board

The full Board has responsibility for actions that pertain to 1) church mission, 2) setting policy, 3) monitoring the strategic plan, 4) overseeing finances, and 5) assessing the functioning of the congregation. The Executive Committee of the Board has the authority to respond quickly when immediate action is required, as long as the decision does not fall within one of the 5 areas mentioned above. The Executive Committee may handle additional matters if authorized by the Board. The Executive Committee shall consist of the Moderator, Treasurer, and the Assistant Moderator. The minister serves as an ex-officio, non-voting member. The Board as a whole will review the actions of the Executive Committee at the first opportunity. For corporate and legal purposes the emergency actions of the Executive Committee shall be binding on the Board of Trustees until and unless the Board formally reverses a given action.

#### Section 7. Executive Sessions of the Board

Although all meetings of the Board are open to the public, during the course of a regular or special meeting of the Board, the Board might determine that it is

necessary to conduct a discussion without public disclosure under certain circumstances. The Board may vote to convene in Executive Session for the following purposes only: to discuss personnel issues, pending litigation or real estate purchases in instances where public disclosure could jeopardize the best interests of the church, or to discuss alleged misconduct that might require disciplinary action of a Member. The final decision of any such session must be included in the minutes.

## **Article VI. DUTIES OF OFFICERS AND TRUSTEES**

### **Section 1. Moderator**

The Moderator bears overall responsibility with the Board for the general welfare of the Church and assists it toward its goals by overseeing the implementation of its plans and policies.

The Moderator shall:

1. Call and preside at official meetings of the Congregation, the Board of Trustees, and the Executive Committee and establish an agenda for such meetings.
2. Act as an official representative of the Church in the community.
3. Have authority to obligate the Church contractually for something the Board or membership has approved.
4. Urge newly elected or appointed chairpersons to have Planning Meetings with outgoing chairpersons before end of Church year.
5. Notify the Minister, Officers, Trustees, Standing Committee facilitators, and Coordinators of the due date for their Annual reports to the membership. Inform Action Team facilitators that they may submit a report, but are not required to do so.
6. Prepare and submit an annual report to the membership.
7. Ensure faithful compliance with By-Laws in all operations of the Congregation, Board and Committees.
8. Communicate with the Assistant Moderator on an ongoing basis to keep Assistant Moderator apprised of all matters handled by the Moderator.
9. Participate in the annual review of the Minister.

### **Section 2. Assistant Moderator.**

The Assistant Moderator assists the Moderator in his or her duties and serves on and convenes the Master Plan Committee, thereby preparing himself or herself to serve as Moderator the following year.

The Assistant Moderator shall:

1. Take the place of the Moderator in the Moderator's absence.
2. Serve on Board of Trustees and the Executive Committee and as an Officer of the Church.
3. Actively assist the Moderator in his or her duties.

4. Record minutes of Executive Committee meetings and submit them to the Board Secretary.
5. Be a member and convener of the Master Plan Committee and submit an annual report to the membership.

### Section 3. Board Secretary.

The Board Secretary has responsibility for ensuring effective communications between the Board and the Congregation and facilitates the Communications Council.

The Board Secretary shall:

1. Keep a chronological record of former and current meetings and proceedings of the Congregation and the Board, sending copies of such minutes to the Minister and to Board members following each meeting, posting a copy of the minutes in a conspicuous place in the church for review by the membership, and arranging for a substitute if unable to attend a meeting.
2. Provide notices of Board and congregational meetings to congregation via normal church channels of communication.
3. Notify officers of their election and committee members of their appointment, for those committees appointed by the Board.
4. Handle correspondence for the Moderator and for the Board.
5. Maintain legal and official books and papers of the Church except for financial records and papers, bringing a current copy of the By-Laws to all meetings, keeping one copy in a safe place outside the Church building, and providing another to the Church office.
6. Ensure that Newsletter, Website, Publicity and Archives Coordinators are fulfilling their functions.
7. Ensure that the Communications Coordinators meet at least two times a year, with an invitation extended to the Church Secretary and foster communication among coordinators between Council meetings.
8. Serve as a member of the Board of Trustees and an Officer of the Church.
9. Prepare and submit an annual report to the membership.

### Section 4. Treasurer.

The Treasurer shall safely keep all money of the Church entrusted to the Treasurer's care, and shall disburse same under direction and to the satisfaction of the Trustee for Finance and the Board. The Treasurer shall be a member of the Finance Committee.

The Treasurer shall:

1. Keep a complete line-item account of the finances of the Congregation in a format that shall remain the property of the Church and that shall be open for inspection by members.
2. Disburse funds from the Church's Operating and Restricted funds accounts

- upon receipt of appropriate requests for disbursement and record such disbursements.
3. Bond may be provided the Treasurer at the expense of the Church.
  4. Serve as a member of the Board of Trustees and Executive Committee and as an Officer of the Church.
  5. Participate in meetings of the Finance Council and Finance Committee, as requested by the Trustee for Finance or chair of the Committee.
  6. Prepare and submit an annual report to the membership.

#### Section 5. Trustee for Finance.

The Trustee for Finance shall have overall responsibility for the financial welfare of the Congregation, shall facilitate the Finance Council, which oversees the financial matters of the Church, and shall oversee the work of the Treasurer and the Financial Secretary.

The Trustee for Finance shall keep the Board informed of the financial condition of the Church and, with the members of the Finance Council, ensure that the following duties are carried out:

1. Present a current line item, budgetary control statement at each regular meeting of the Board.
2. Reconcile bank statements each month.
3. Convene the Finance Council at least two times a year to coordinate financial matters of the Church. Ask the Treasurer and the Financial Secretary to attend meetings as necessary.
4. Ensure that the Finance, Stewardship, and Fund-raising Committees are operational and have leadership.
5. Administer financial policies of the Church.
6. Work with the Finance Committee to prepare a line-item budget and goals for annual stewardship campaign efforts based on the advice of the Treasurer and Minister, enlisting input from committees and/or Congregation.
7. After the stewardship campaign, work with the Finance Committee to prepare an annual budget for submission to the Board and then to the Congregation.
8. Oversee the work of the Financial Secretary, whose duties include receiving and maintaining a record of pledge payments and Sunday collections and sending out statements of pledge status to those who made a pledge.
9. Consult with the Treasurer, providing guidelines for line-item shifts or modifications.
10. Serve as a liaison between the Board and the Finance, Stewardship, and Fund-raising Committees, and any Action Teams within the Finance Council and foster communication among Council members and the Financial Secretary and Treasurer between Council meetings
11. Serve as a member of the Board of Trustees.
12. Prepare and submit an annual report to the membership that includes a

financial statement for the preceding year, which may be subject to audit.

#### Section 6. Trustee for Fellowship.

The Trustee for Fellowship has responsibility for coordinating activities related to membership services, social activities, pastoral care and volunteer recruitment and facilitates the Fellowship Council.

The Trustee for Fellowship shall:

1. Ensure that Social Activities, Pastoral Care, and Volunteer Coordinators fulfill their functions.
2. Ensure that a Membership Committee is operational and has a facilitator.
3. Coordinate at least two meetings a year of the Fellowship Council composed of the Membership Committee Facilitator, the three Coordinators and representatives of Action Teams within the Council to share information and maintain a calendar of Church social events and foster inter-committee/coordinator communication between Council meetings
4. Maintain a record of all active members of the Church, with dates of their admission.
5. Bring a list of active members to Congregational meetings and determine the number required for a quorum at voting Congregational meetings.
6. Arrange with the Minister for formal welcome of new members during Sunday services at least twice annually and welcome them informally at regular or special social events.
7. Arrange with the Minister or others for special orientation sessions for new or prospective members at least once per year.
8. Arrange periodically for publishing an up-to-date membership list and distribute it to the Congregation, the Church Secretary, and the Stewardship Committee within the Finance Council.
9. Serve as a member of the Board of Trustees.
10. Prepare and submit an annual report to the membership.

#### Section 7. Trustee for Programming.

The Trustee for Programming has responsibility in consultation with paid staff for coordinating all of the religious activities involving Church adults and youth, such as Sunday worship services, Adult Religious Education, music and art for services and special events, and children and youth programming and serving as a clearinghouse of activities of related Action Teams. The Trustee for Programming facilitates the Programming Council.

The Trustee for Programming shall:

1. Ensure that the Sunday Program, Adult Religious Exploration, Music, Aesthetics, and Children and Youth Programming Committees are operational and that each has a facilitator.
2. Serve as liaison between the Board and the above mentioned committees and related Action Teams.

3. Organize at least two meetings a year including a representative of each Programming committee and Action Team within the Council and foster inter-committee/action team communication between Council meetings
4. Serve as a member of the Board of Trustees.
5. Prepare and submit an annual report to the membership.

#### Section 8. Trustee for Building and Grounds

The Trustee for Building and Grounds has responsibility for the general maintenance and repair needs of Church structures, accessibility and safety of Church property, the upkeep of grounds, and coordination of use .

The Trustee for Building and Grounds shall:

1. Ensure that the Repair and Information Technology Committees are operational and that each has a designed facilitator and back-up person.
2. Ensure that Accessibility and Safety, Routine Upkeep, and Space Allocation Coordinators are fulfilling their functions.
3. Serve as liaison to the Coordinators and consult with each of them at least four times per year.
4. Initiate Action Teams as needed, such as a construction committee and serve as liaison between such Teams and the Board.
5. Serve as a member of the Board of Trustees
6. Prepare and submit an annual report to the membership.

#### Section 9. Trustee for Outreach to the Wider World

The Trustee for Outreach to the Wider World has responsibility for coordinating all Church groups involved with outreach and social justice issues and facilitating the Outreach Council. Outreach activities include denominational affairs and social justice witness, service, and advocacy as well as participation in the denominational affairs and programs of the Unitarian Universalist Association and the Unitarian Universalist Service Committee.

The Trustee for Outreach to the Wider World shall:

1. Ensure that a Denominational Affairs Coordinator fulfills his or her function.
2. Ensure that a Social Justice Committee or Coordinator is operational and fulfills its function.
3. Serve as the liaison between the Board, the Social Justice Committee, the Denominational affairs Coordinator and any Action Teams and individuals engaged in social justice activities as part of the Church.
4. Consider requests by Church members seeking the Church's sponsorship of social justice events. In instances where the event is consistent with and supportive of the mission of the Church and the Unitarian Universalist principles and does not have the potential for controversy, the Trustee for Outreach will grant approval and inform the Board. If the Trustee deems an event potentially controversial, the Trustee will forward the request to the Board for consideration. If the Trustee deems an event not consistent

or supportive, the event coordinator may petition the Board for reconsideration of the Trustee's decision.

5. Act as the liaison between the Board and members of the congregation who wish to propose a position statement for the congregation's consideration for adoption through a resolution.
6. Convene council meetings of representatives of all groups currently involved with outreach at least twice a year.
7. Serve as a member of the Board of Trustees.
8. Prepare and submit an annual report to the membership.

## **Article VII. COUNCILS AND THEIR ASSOCIATED COMMITTEES AND COORDINATORS**

The church follows a policy-making board model in which Officers and Trustees focus on policies and setting agendas, with the five Trustees and the Board Secretary serving as liaisons to the councils, committees, coordinators, and action teams. Each Trustee plus the Board Secretary serves as board liaison to a specific program area pertaining to a related theme. The six program areas and their related groupings operate as councils.

### **Section 1. Councils**

The six councils include: Programming, Fellowship, Financial, Building and Grounds, Communications, and Outreach to the Wider World. A board member facilitates each of the six councils. Within each council, a combination of standing committees, coordinators, and action teams performs activities. Standing committees are groups of individuals having a facilitator and a purpose specified in the By-Laws. Coordinators are individuals who take responsibility for a particular function, as described in the By-Laws. Action teams exist for a temporary period of time, for the purpose of undertaking a specific, time limited project or for members who share a particular interest that could change over time. Action teams are not specified in the By-Laws due to their temporary or changing nature, but are nonetheless integral to the spiritual well being of the church.

### **Section 2. Programming Council**

The Programming Council, in partnership with the Minister, encompasses the standing committees and action teams that plan and coordinate all organized worship activities covering the lifespan of the congregation. The Trustee for Programming is the facilitator for the council and the council's liaison to the Board.

### **Section 3. Standing Committees and Coordinators of the Programming Council**

1. Sunday Program Committee plans and coordinates lay led Sunday morning services.
2. Adult Religious Education Committee plans adult religious

- education activities for Sunday morning worship and otherwise. Included in adult religious education are activities targeted to university students at the Kent State University campus.
3. Music Committee assists the music director in planning music for Sunday services and special events.
  4. Children and Youth Programming Committee assists the Director of Religious Education in planning of Sunday morning church school, Coming of Age, and other child and youth activities.
  5. Aesthetics Coordinator or Committee addresses concerns regarding the appearance of the church and coordinates art in the sanctuary in consultation with the minister and the Sunday Program Committee. Decorations for holidays and special events might require coordination with the Trustee for Buildings and Grounds.

#### Section 4. Fellowship Council

The Fellowship Council encompasses the standing committees, coordinators and action teams that are involved with activities that nurture and support congregation relationships including: church membership, social activities, pastoral care and volunteerism. The Trustee for Fellowship is the facilitator for the council and serves as the council's liaison to the board.

#### Section 5. Standing Committees and Coordinators of the Fellowship Council

1. Membership Committee interacts with newcomers and provides them with church information, organizes Sunday morning greeters/ushers, and ensures the periodic publication of a membership directory.
2. Social Activities Coordinator coordinates the planning of social events, including coffee hour on Sunday mornings, at the church and recruits assistance as needed.
3. Pastoral Care Coordinator, in partnership with the Minister, responds to members who need assistance by following up on requests for assistance and recruiting people to help with providing care.
4. Volunteer Coordinator, in partnership with the Minister, assesses the interests of church members, maintains a database of member interests, and assists board members, committee chairs, and coordinators who are looking for volunteers.

#### Section 6. Financial Council

The Financial Council encompasses the standing committees and action teams that are involved with church financial management and fund-raising. The Trustee for Finance is the facilitator for the council and serves as the council's liaison to the board.

#### Section 7. Standing Committees of the Financial Council

1. Fund-raising Committee or Coordinator coordinates all fund-raising activities other than the annual canvass.
2. Stewardship Committee coordinates the annual all church canvass and

canvassing of new members throughout the year

3. Finance Committee proposes budget, schedules financial analytical procedures, makes recommendations for insurance coverage, utility providers, and other administrative costs and consults with Personnel Committee on recommendations for employee compensation. At least one member of the committee shall be someone who is not currently serving on the Board.

#### Section 8. Buildings and Grounds Council

The Buildings and Grounds Council encompasses the standing committees, coordinators and action teams that are involved with utilizing and maintaining church space. The Trustee for Building and Grounds is the facilitator for the council and serves as the council's liaison to the board.

#### Section 9. Standing Committees and Coordinators of the Buildings and Grounds Council

1. Repairs Committee or Coordinator keeps list of needed church improvements, has authority to handle church repairs, and identifies and broadcasts the key person and the back-up person who has responsibility for responding to urgent repairs.
2. Accessibility and Safety Coordinator identifies and evaluates safety concerns, responds to annual elevator inspections, and identifies accessibility needs of space and resources.
3. Coordinator for Routine Upkeep ensures ongoing building upkeep is maintained for routine functions such as snow removal, lawn care, and cleaning.
4. Coordinator of Space Allocation responds to questions about allocation of church space.
5. Information Technology Committee or Coordinator identifies electronic equipment and Internet needs of the church for the benefit of the church membership and paid staff, makes recommendations for purchases to the Finance Committee, and ensures technical support is available so the equipment such as computers, copies, and sound systems can be used as intended.

#### Section 10. Communications Council

The Communications Council encompasses the coordinators and action teams that are involved with creating and distributing information to be shared within and beyond the church community. The Board Secretary is the facilitator for the council and serves as the council's liaison to the board.

#### Section 11. Coordinators of the Communications Council

1. Newsletter Coordinator ensures the preparation of a periodic newsletter to the congregation.
2. Website Coordinator ensures the routine updating of the church web site.

3. Publicity Coordinator distributes announcements and news regarding the church through sources that inform others outside of the congregation.
4. Archives Coordinator collects documentation of significant church events and ensures safe and accessible storage of important church documents.

#### Section 12. Outreach to the Wider World Council

The Outreach to the Wider World Council encompasses the standing committee, coordinator and action teams that are involved with educating the congregation and public on social justice issues and sponsoring or supporting activities responding to social concerns. The Trustee for Outreach to the Wider World is the facilitator for the council and serves as the council's liaison to the board. Most of the activities of the council are conducted by action teams or individuals engaged in social justice activities, which change in response to current events.

#### Section 13. Standing Committee and Coordinator of the Outreach to the Wider World Council

1. The Denominational Affairs Coordinator shall act as liaison between the congregation and the Unitarian Universalist Association, the Ohio Meadville District, and the UU Service Committee, keeping the congregation posted as to national and district meetings, workshops and institutes through regular church communication channels.
2. Social Justice Committee or Coordinator initiates social justice projects by establishing processes and procedures for identifying and selecting one or more social justice issues or activities that would serve as a focal point for the congregation for a period of time and then develop strategies for addressing that issue/activity, involving as many church members as possible.

#### Section 14. Action Teams

Any group of individuals that contains at least some members of the church that wishes to become an Action Team may do so by identifying a Council with which it wishes to align, contacting the Board member responsible for coordinating that Council and asking to be recognized as an Action Team, demonstrating that its purpose aligns with the mission and vision of the church and that its leadership includes church members. Action Teams determine their own organization and select their own leadership. They should have representation at Council meetings and keep their Board member informed of their activities.

### **Article VIII. COMMITTEES THAT REPORT DIRECTLY TO THE BOARD**

#### Section 1. Master Plan Committee

The Master Plan Committee prepares and updates the vision statement, mission statement and long-range plan of the church, based on consensus reached

through congregational dialog. The committee consists of a minimum of three members appointed by the board and includes the Minister who serves as an ex-officio member. The term of appointment should not exceed 3 years. The Committee selects its own chair.

#### Section 2. Committee on Ministry

The Committee on Ministry monitors and nurtures the health of the shared ministry of the congregation. The committee evaluates the total ministry of the church to assess how it is living out the congregation's mission. The committee functions as a vision or oversight group and cultivates open and appropriate communications with members of the congregation, the Minister, staff and the board. The committee appoints liaisons to the Programming Council and the Fellowship Council. The committee consists of four members serving staggered terms not to exceed three years. The committee selects its own chair. Annually, the Board will appoint members from a slate prepared by the Minister and Moderator. The Minister serves as an ex-officio member of the committee. The chair of the committee serves on the panel that conducts an assessment of the Minister's engagement with the congregation as part of an annual review and renewal of the leadership and ministry of the congregation. Upon calling a new settled Minister, the board shall appoint as the next member someone who served on the Ministerial Search Committee that selected that ministerial candidate.

#### Section 3. Personnel Committee

The Personnel Committee handles employment-related matters pertaining to church paid staff. Duties of the committee include: developing personnel policies and procedures for board approval, handling employee questions and complaints, preparation of employee contracts, ensuring that employees are evaluated, and preparing and updating employee job descriptions for board approval, maintaining up-to-date information on comparable employee wage rates, and making recommendations on employee compensation to the Finance Committee for consideration in preparing the budget. The committee consists of three members appointed by the board for a term not to exceed three years. The committee selects its own chair.

#### Section 4. Interim Minister Search Committee

As soon as practical following notice of the vacating of the minister's position, the board appoints an Interim Minister Search Committee. Appointees to the committee must be active members and are appointed by the board at a monthly or special board meeting. The committee is charged with recruiting and evaluating potential interim minister candidates. The process followed by the committee is based upon guidance provided by the Unitarian Universalist Association unless the church board determines otherwise. The committee's service is complete following its recommendation of a candidate to the board.

## **Article IX. COMMITTEES REPORTING TO THE CONGREGATION**

### **Section 1. Minister Search Committee**

The Ministerial Search Committee conducts the process that culminates in a recommendation to the Congregation of the candidate for a new settled minister. The committee shall be formed as the need arises, from among active members of the Church. Although the Board may recommend members for this committee, all members shall be confirmed by a majority vote of active Church members at an annual or special meeting of the Church. The Ministerial Search Committee shall conduct its search based on guidance from the Unitarian Universalist Association.

### **Section 2. Nominating Committee.**

The Nominating Committee proposes the slate of candidates for positions on the Board, the Financial Secretary, and the Endowment Committee. The Congregation at the Annual Meeting shall elect the committee, consisting of a chairperson and two to four other members. The members shall be currently active in the Church and at least one member shall have prior experience serving on the Board. The committee shall prepare a ballot listing nominees for each elective office, and a succeeding Nominating committee to be voted upon at the Annual Meeting. The nominees will be given a copy of the By-Laws and directed to read the section pertaining to the office of their nomination.

### **Section 3. Endowment Committee**

The Endowment Committee oversees one or more legacy funds that receive gifts, bequests, proceeds of charitable trusts and similar contributions intended for the long-term needs of the church. Members will develop a policy that governs how funds are invested and submit the policy to the Board for approval. Members will solicit contributions and handle investments in accordance with an approved investment policy. The Endowment Committee recommends to the Board disbursements from the legacy fund(s). Both the Endowment Committee and the Board must vote to approve any disbursements. If the Committee determines that a proposed donation is not in the best interest of the church, it may recommend to the Board rejection of a gift. The Committee shall consist of three active church members elected by the congregation to serve staggered three-year terms. The Endowment Committee shall meet at least two times a year to review financial reports of the legacy fund(s), plan ways to increase contributions, and consider any requests for disbursements. The Committee shall submit an annual report to the Congregation stating the status of any legacy fund(s) and reporting any disbursements.

## **Article X. MINISTER**

### Section 1. Role of Minister.

The Minister shall be in charge of the religious and spiritual aspects of the Church, including regular and special worship services, ceremonies, celebrations, rites of passage and pastoral care. The Minister shall act as an advisor in Church matters, be an ex-officio member of the Board, and serve as an ex-officio non-voting member of all Councils and Standing Committees except Nominating Committee, the Interim Ministerial Search Committee, and the Ministerial Search Committee. The Minister shall supervise other staff, and perform such other duties as usually pertain to the position. The Minister shall be in fellowship with, or in process of obtaining fellowship with, the Unitarian Universalist Association. The Minister shall have freedom of the pulpit.

### Section 2. Call of Minister

When the need arises to call a new Minister, the congregation shall elect by a majority vote at a congregational meeting a Ministerial Search Committee from among active members of the Church.

The Ministerial Search Committee shall present a ministerial candidate to the congregation. At least an eighty-five percent (85%) majority vote at a meeting of the membership must approve the ministerial candidate for the Church to call the candidate to ministry at the Church. Neither the ministerial search committee nor the congregation may discriminate in calling a minister or continuing a minister in office because of race, color, gender, affectional or sexual orientation, age, national origin, or disability.

Tenure and specific duties of the minister shall be governed by agreement between the Minister and the Board, on behalf of the congregation.

### Section 3. Annual Review of Minister

The Moderator, the Immediate Past Moderator and Chair of the Committee on Ministry will meet with the Minister annually to review the minister's performance, set goals and discuss professional development needs. The Committee and the Minister will discuss any needed changes to the letter of agreement. The Moderator will report to the Board that this has occurred and provide a copy of any written review for enclosure in the minister's personnel file in the church office with a copy given to the minister.

### Section 4: Termination of Minister

The Minister may terminate ministry with the Church by giving at least 60 days written notice of intent to leave.

For the Church to terminate its relationship with a Minister requires a majority vote to that effect at a meeting of the membership called for that purpose. The Minister shall receive notice of the meeting at the same time such notice is received by the membership, and the Minister shall have the opportunity

to address the congregation prior to the vote. Prior to such a meeting, the Minister would continue providing ministerial services, unless the Board decides that the minister has breached legal or ethical requirements that make continued ministry hazardous to the Church; in which case the Board may, with an eighty-five percent (85%) majority vote of the Board, suspend the Minister pending the congregational meeting and vote.

#### **Article XI. CHILD SAFETY**

The leader of any church sponsored activities that include children or youth shall consult with the Director of Religious Education to ensure that proposed activities are consistent with church policy and safety guidelines.

#### **Article XII. SUSPENSION OF BY-LAWS**

These by-laws may be suspended by a two-thirds (2/3) majority vote of those active members present at a meeting of the membership (either annual or special), except that fewer than a quorum may not vote to suspend the requirement for a quorum or lower the quorum requirement.

#### **Article XIII. CHANGES IN BY-LAWS**

The Church must provide written notice per Article IV, Section 3 at least two weeks prior to voting on changes in these by-laws at a meeting of the membership (annual or special). Approval requires a majority vote of those active members present at the meeting.

#### **Article XIV. DISPOSAL OF PROPERTY**

Should this Church cease activity officially or unofficially, all of the property of the Church, whether real or personal shall revert to the Ohio Meadville District of the Unitarian Universalist Association of Congregations to further Unitarian Universalism in the area, in accordance with Ohio revised code.

If the Church continues to function, disposal of the properties at 228 and 230 Gougler Avenue, Kent, OH will require a two-thirds (2/3) majority vote at a meeting of the membership. At least two weeks written notice per Article IV, Section 3 is required prior to such a vote. The disposal of non-real estate assets requires a simple majority vote of the membership.

#### **Article XV. RULES of ORDER**

Except when contrary to these by-laws, the Moderator shall use Roberts Rules of Order Revised in the conduct of all business meetings of the Board of Trustees and the congregation.