

**First Parish Church Unitarian Universalist
of Stow and Acton, Massachusetts**

Bylaws

ARTICLE 1: NAME

The name of this religious organization shall be the First Parish Church (Unitarian Universalist) of Stow and Acton, Massachusetts.

ARTICLE 2: DENOMINATIONAL AFFILIATION

The church shall be a member of the Unitarian Universalist Association. The intention of the church is to make annual financial contributions to the Association and our District.

ARTICLE 3: PURPOSE

Our purpose is to join together in a cooperative quest for religious and ethical values and to apply these values to the fulfillment of our objectives, which are: development of character, enrichment of the spirit, promotion of universal friendship and service to all humanity. Our convictions are that the democratic process must govern all human relations and each individual has an inherent dignity and the right to freedom of belief unfettered by any prescribed creed.

ARTICLE 4: MEMBERSHIP

Section 1. Any person in sympathy with the purpose and methods of the church as expressed in the statement of purpose may become a member of this church by signing the church membership book and by being received into the fellowship by the Minister, or by the President, in the presence of witnesses who are members of the church. Members so received agree to observe and abide by the Bylaws of this church, together with amendments that may have been made thereto. No subscription to creed or participation in ceremony shall be required of a member.

Section 2. It is our intention that this church shall be a welcoming congregation which affirms and promotes the full participation of persons in all our activities and endeavors without regard to race, color, gender, physical or mental challenge, sexual orientation, age (except as limited in Section 3 of this Article), class, or national origin.

Section 3. The right to vote at meetings of the church shall be limited to members who have attained age 18 and have been members for more than 60 days.

Section 4. Any person aged 12 through 17 who is in sympathy with the purposes of the church may become an associate member by signing the church membership book as stated in Section 1 of this Article. Associate members shall have all the privileges accorded to members except the legally withheld rights of voting at business meetings. Upon attainment of age 18, associate membership ends. Associate members may become members by signing the membership book.

Section 5. Removal from membership may be made in the following ways:

The member may submit a written request for withdrawal to the Clerk. Any member who has not participated in church activities nor made a financial contribution within 12 consecutive months shall be contacted by the Membership Committee for an expression of their desire to continue their membership. A subsequent written report shall be submitted to the Board of Trustees with a recommendation on what, if any, actions to take regarding the member's membership status. The Board of Trustees shall have the authority to remove any such member from membership. Any exceptions to the above criteria for removal of membership fall within the responsibilities of the Board of Trustees who may grant exclusions to the criteria of participation and financial contribution.

ARTICLE 5: CONGREGATIONAL MEETINGS

Section 1. Notice of meetings of the congregation shall be given by the Clerk by posting a notice on the exterior of the meeting house and by sending, either through postal service or electronic transmission, a notice to every member of the church at least eight days before the day of the meeting. The notice of the meeting shall include the business to be transacted and the time and place of the meeting.

Section 2. A quorum shall be 15% of the number of members eligible to vote as of the date of the most recent Annual Meeting. Majority vote decides any question, unless otherwise required by the Bylaws.

Section 3. The Annual Meeting shall be held each year in the month of April, May or June at such time and place as shall be fixed by the Board of Trustees. The business of the Annual Meeting shall include the following: call to order by the Moderator, reading by the Clerk of the minutes of the previous Annual Meeting and of all Special Meetings held during the year, reports of officers, reports of committees, report of the Minister, reports of other church organizations, report of the Treasurer, action on the Annual Budget, unfinished business, new business, and adjournment.

The list of nominees for elected office prepared by the Nominating Committee shall be included with the *Notice for the Annual Meeting*. Additional nominations may be made by the congregation at the Annual Meeting with the prior consent of the nominee.

Section 4. A Moderator shall be elected at the Annual Meeting for a one-year term to preside at all Special Meetings during the following year and at the next Annual Meeting. The Moderator serves no more than six consecutive terms. In the absence of the Moderator at any meeting of the church, the Clerk shall preside over the election of a Moderator from those members in attendance. The Moderator so elected shall preside at that meeting only.

Section 5. The rules contained in the current "Robert's Rules of Order" shall govern in all cases unless they are inconsistent with these Bylaws.

Section 6. Special Meetings may be called by the Board of Trustees, or upon submission to the Clerk of a written petition signed by 5% of the number of the members of the congregation eligible to vote as of the date of the most recent Annual Meeting.

ARTICLE 6: OFFICERS

Section 1. The officers of the church are the President, Vice President, Clerk and Treasurer. They are elected by the congregation at the Annual Meeting for one-year terms. The President and Vice President may serve no more than three consecutive terms. The Clerk and Treasurer may serve no more than six consecutive terms. Only members of the church qualified to vote may be elected to these offices.

Section 2. The President shall preside at meetings of the Board of Trustees and represent the church on all appropriate occasions.

Section 3. The Vice President shall preside at meetings of the Church Council and shall be a member of the Board of Trustees. The Vice President shall act as the President in the absence of the President.

Section 4. The Clerk shall keep record of the transactions of the Board of Trustees meetings and meetings of the church, handle official correspondence of the church, maintain a roster of the members of the church qualified to vote, and perform such other duties as may be prescribed.

The Clerk shall maintain custody of all other books, papers etc. belonging to the church, unless otherwise specified. All records of the Clerk shall remain the property of the church. The Clerk shall be responsible for passing records to Archives Committee as appropriate.

The Clerk shall post notices and notify the membership by mail of all Annual and Special Meetings of the church and the affairs to be voted upon.

Section 5. The Treasurer shall receive and provide for the safekeeping of all money and other property of the church entrusted to the Treasurer's care, disburse payments under the direction of the Board of Trustees and Church Council as appropriate, and keep complete records of the finances of the church. The records are the property of the church and shall be open to inspection at any time to the Board of Trustees.

The Treasurer shall present a financial report at each regular meeting of the Board of Trustees and at the Annual Meeting of the church. The Treasurer shall also send a monthly financial report to the Chair of each committee responsible for a budget.

The Board of Trustees shall appoint a Pledge Secretary who shall be responsible for recording contributions and for sending statements to members. The Pledge Secretary shall be recommended by and report to the Treasurer.

ARTICLE 7: BOARD OF TRUSTEES

Section 1. There shall be a Board of Trustees composed of the President, Vice President, Clerk, Treasurer and five Trustees. The Minister shall be an ex-officio, non-voting member of the Board of Trustees.

Section 2. Trustees shall be elected at the Annual Meeting for a three-year term with a maximum of two consecutive terms. Only members of the church shall be eligible for election to the Board of Trustees. The open trustee positions shall be elected each year so that over a three-year period, two trustees shall be elected in each of two years and one in the third.

Section 3. Five voting members shall constitute a quorum.

Section 4. The Board of Trustees shall be responsible for the well being of the congregation and the functioning of the church. It shall be responsible for maintaining communication regarding church matters among members, friends (participating or contributing non-members), committees, and staff, as well as adherence to all bylaws, standing rules and policies. It approves or disapproves all proposals for new organizations or programs within the church.

The Board of Trustees shall carry out a continuing evaluation of the church ministry. All aspects of the ministry, including responsibilities of the congregation, and those for which the Minister is responsible, shall be a part of this evaluation.

Section 5. The Board of Trustees shall mediate and resolve any disputes arising within the church.

Section 6. Members of the Board of Trustees and all other elected persons may be removed from office for nonperformance of duties. A two-thirds vote of the current members of the Board of Trustees is required to remove a person from office.

Section 7. The Board of Trustees shall have the power to deem any committee that reports to the Board of Trustees or Council as inactive or active as appropriate. A chair for an inactive committee shall not be voted on by the congregation.

Section 8. The Board of Trustees appoints members to fill vacant elective positions. Such appointments shall remain in effect until the next Annual Meeting at which time offices with a more than one-year term shall be filled by election for the remainder of that term.

Section 9. The Board of Trustees shall appoint all church employees except the Minister, and shall negotiate compensation with all employees. The Board of Trustees shall consult with the Personnel Committee on all personnel appointments and negotiations.

Section 10. The Board of Trustees shall finalize an Annual Operating Budget, based on recommendations from the committee chairs, the Personnel Committee and the Finance Committee, and present it to the Annual Meeting. The Board of Trustees shall prepare any special or supplemental budgets for consideration of Special Meetings of the congregation.

Section 11. The Board of Trustees may reallocate budgeted amounts within the Annual Budget and may authorize expenditures in excess of the Annual Budget, providing that in each case, the cumulative amounts do not exceed 5% of the Annual Budget. The Board of Trustees shall determine the major budget categories of the Annual Budget within which the Church Council may make administrative changes for its respective committees.

Expenditures exceeding 5% of the Annual Budget, and not specifically itemized in the Annual Budget, require authorization at a congregational meeting, except when there is imminent danger to any person or property, the Board of Trustees may authorize the expenditure up to 20% of the Annual Budget.

Section 12. In the event that the church membership authorizes the borrowing of funds, the signatures of at least two of the church officers, as defined in Article 6, shall be required on any loan documents.

Section 13. The Board of Trustees, on behalf of the church, shall have ultimate responsibility for the property of the church. Any sale of church property of historical value, or valued in excess of 2% of the Annual Budget, shall be approved at the Annual Meeting or at a Special Meeting of the church called for that purpose. The signatures of at least two of the church officers, as defined in Article 6, shall be required on any sale documents.

Section 14. The Board of Trustees shall appoint a Stewardship Committee Chair for a two-year term with no restrictions regarding the number of consecutive terms served. The Stewardship Committee shall be responsible for stewardship activities undertaken on behalf of the congregation. See Article 9 for more details.

Section 15. The Board of Trustees shall appoint an Archives Committee Chair for a two-year term with no restrictions regarding the number of consecutive terms served. The Archives Committee shall be responsible for archiving activities undertaken on behalf of the congregation and shall report to the Board of Trustees. See Article 9 for more details.

Section 16. The following committees report to the Board of Trustees and are discussed in Article 9:

- Ad hoc committees created by the Board of Trustees
- Archives
- Buildings and Grounds
- Facilities
- Finance
- Personnel
- Stewardship Committee

Section 17. The Board of Trustees appoints members to the Committee on Ministry. See Article 10 for further details.

ARTICLE 8: CHURCH COUNCIL

Section 1. There shall be a Church Council composed of the Vice President and the elected chairs of the following committees:

- Ad hoc committees created by the Church Council
- Adult Programs
- Caring
- Communications
- Denominational Affairs
- Facilities (attends but does not vote)
- Fundraising
- Hospitality
- Membership
- Music
- Religious Education
- Social Action
- Social Programs
- Worship

Section 2. The Church Council shall be responsible for the administration of the church programs, maintenance of the church calendar and coordinating activities.

Section 3. A quorum shall be representation by 50% of the Council committees.

Section 4. Each committee shall submit its budget recommendations to the Finance Chair. After approval of the budget by the congregation, committee chairs are responsible for administering their respective budgets. Council committees must have the approval of the Board of Trustees for out of budget expenditures.

ARTICLE 9: BOARD OF TRUSTEES AND COUNCIL COMMITTEES

Section 1. Unless otherwise noted, the chairs of the committees listed in this Article are elected by the congregation at the Annual Meeting for two-year terms and serve for no more than three consecutive terms. Committee chairs shall appoint sufficient persons to their committees to carry out the duties in their area of responsibility. Youth are welcomed and encouraged to become members of any church committee.

Section 2. Ad hoc committees may be created only by the Board of Trustees or Church Council. Ad hoc committees report to the body that created them and disband upon completion of their assigned task.

Section 3. The Adult Programs Committee shall plan and arrange adult educational programs such as classes, lectures and discussion groups.

Section 4. The Archives Committee shall be responsible for the identification, retention and maintenance of the archive collection, which consists of the permanent records describing the history and functioning of the church. See Article 7 Section 15 for more details.

Section 5. The Buildings and Grounds Committee shall be responsible for the care of the church buildings and grounds. It shall coordinate the efforts of the Church Building Committee, the Fellowship Hall Committee, the Grounds Committee, and the Parsonage Committee. It may appoint, with the approval of the Board of Trustees, and supervise contractors for the care of the buildings and grounds.

Section 5.1. The Church Building Committee shall be responsible for the care of the church building. It is empowered to make repairs and to purchase supplies. It shall be responsible for heating and utilities of the church.

Section 5.2. The Fellowship Hall Committee shall be responsible for the care of the Fellowship Hall. It is empowered to make repairs and to purchase supplies. It shall be responsible for heating and utilities of the Fellowship Hall.

Section 5.3. The Grounds Committee shall be responsible for the maintenance of all church grounds, including parking lot, snow removal, and lawn mowing.

Section 5.4. The Parsonage Committee shall be responsible for the care of the Parsonage. It is empowered to make repairs and to purchase supplies. It shall be responsible for heating and utilities of the Parsonage.

Section 6. The Caring Committee shall be responsible for providing outreach and support to members of the church in need. All members and friends of the church are considered to be members of the Caring Committee.

Section 7. The Communications Committee shall be responsible for publicity, publications, electronic communications projects, the management of the information technology systems of the church, and other related areas.

Section 8. The Denominational Affairs Committee shall serve as the point of contact with the Unitarian Universalist Association, the UUA district organization, other UU churches and related organizations. It shall provide information about the denomination periodically to the congregation and keep the congregation informed about significant UU issues and events. It shall support committees, the Board of Trustees and the Minister when necessary with regard to denominational activities and shall monitor communications from UU organizations which require action by the church. It shall provide coordination and assistance with financial grant applications to the district and the UUA. The Chair(s) of the Denominational Affairs Committee shall be responsible for preparing and submitting the annual UUA Certification for the church.

Section 9. The Facilities Committee shall suggest to the Board of Trustees the creation of, or modification to, existing policies and guidelines relative to facility usage priorities, fees, and rules of use for church and non-church functions. It shall be responsible for the marketing of the facilities to the non-church community. It is responsible for the negotiation of renters' contracts for approval by the Board of Trustees. The committee reports directly to the Board of Trustees.

Section 10. The Finance Committee shall be responsible for general financial administration and preparation of the budget. The congregation shall elect a Finance Committee Chair for a one-year term who shall report to the Board of Trustees. The Finance Committee Chair serves no more than six consecutive terms. Only members of the church shall be eligible for this position. The Finance Chair shall keep informed of the financial condition of the church and be prepared to give reports when called upon, and shall coordinate efforts with the Treasurer. The Chair and members of the Committee shall work with special committees appointed to raise funds for denominational appeals and special campaigns, such as building or renovation programs.

The Finance Committee shall be responsible for proposing initiatives and the means for financially and logistically accomplishing those initiatives in the areas of capital projects, staff size, church organization, and other areas designated by the Board of Trustees. It shall propose and maintain a multi-year plan including project roadmaps to address membership projections and space, staff, and program needs.

Section 11. The Fundraising Committee shall be responsible for fundraising events. It shall recruit chairs for major fundraising events and shall supervise fundraising activities. It shall work with the Board of Trustees in setting budget goals for these events.

Section 12. The Hospitality Committee shall be responsible for providing coffee hours.

Section 13. The Membership Committee shall welcome new and prospective members and assist the Minister in informing them of basic principles of Unitarian Universalism and the organization and operation of the church. It shall collaborate with and assist the assigned staff in accomplishing his/her responsibilities in working with church leadership to establish and support programs that facilitate full participation of church members, friends, and visitors.

It shall maintain an up-to-date directory of members and friends and shall have a copy available at all congregational meetings.

The Committee shall examine the membership roll of the church annually in accordance with Article 4, Section 5.

Section 14. The Music Committee shall collaborate with and assist the Music Director in the accomplishment of his/her responsibilities for developing and coordinating the music programs and services. In addition, the Music Committee shall act as the liaison between the congregation and the staff in matters concerning church music.

The Music Committee shall oversee and may develop non-worship music programs involving the congregation as well as outside guests.

The Music Committee shall assist the Music Director in the maintenance and repair of the musical instruments owned by the church and shall be responsible for the purchase, storage, and maintenance of all sound system equipment used for musical performances.

Section 15. The Personnel Committee provides staff support and guidance, as required, to the Minister, the Board of Trustees and other committees, regarding personnel issues for all employees other than the Minister. The Congregation shall elect the Chair of the Personnel Committee for a one-year term who shall report to the Board of Trustees. The Personnel Committee Chair serves no more than six consecutive terms. Only members of the church shall be eligible for this position.

Section 16. The Religious Education Committee shall collaborate with and assist the Director of Religious Education (DRE) and other religious education staff in accomplishing their responsibilities for developing and coordinating a Religious Education Program consistent with the long range objectives of liberal religious education. Together they shall provide programs for children and youth of the church in accordance with these objectives and shall provide adequate space, equipment, curricula, supplies, and records to run the program efficiently. In addition, the Committee shall act as the liaison between the congregation and the staff in matters of program, activities, and functions of the Religious Education Program.

Section 17. The Social Programs Committee shall be responsible for adult and family social activities.

Section 18. The Social Action Committee shall be responsible for providing opportunities for every member of the church to express individually and collectively concern on ethical, social, political and economic issues. The Committee studies issues and recommends ways by which the church may work with other like-minded groups on local, national and international issues.

It shall not commit the membership of the church in general to any position.

Section 19. The Stewardship Committee Chair shall be appointed by and report directly to the Board of Trustees and shall be responsible for Stewardship activities undertaken on behalf of the congregation. See Article 7, Section 14 for more details.

Section 20. The Worship Committee shall be responsible for special services and the regular Sunday services in a supporting role to the Minister. The Committee shall provide ushers and flowers for religious services.

ARTICLE 10: COMMITTEES THAT REPORT TO THE CONGREGATION

Section 1. There shall be three committees that report directly to the congregation:

- Committee on Ministry
- Investment Committee
- Nominating Committee

Section 2. *Committee on Ministry.* The Committee on the Ministry shall be composed of five church members, each appointed by the Board of Trustees for a three-year term. At its first meeting after each Annual Meeting, the Board of Trustees shall appoint members for the vacant positions from persons recommended by the Minister.

The Committee shall aid the Minister in carrying on an effective ministry by being available for counsel and shall keep the Minister advised concerning conditions within the congregation as they affect relations between the Minister and the members.

The Committee shall interpret to the congregation the nature and scope of the work of the Minister, including a clarification of role expectations and realistic priorities for Minister and members.

The Committee shall work with the Minister on his or her continuing education program, sabbatical planning, or other professional development and advocate such plans to the Board of Trustees and congregation.

Section 3. *Investment Committee.* The Investment Committee shall be comprised of three members, each elected for a three-year term with a maximum of two consecutive terms. One member shall be elected at each annual meeting. In the event that a member does not complete her or his term, a successor may be appointed by the Board of Trustees until the next Annual Meeting, at which time a successor shall be elected for the remainder of the three-year term.

The Investment Committee shall be responsible to the congregation for the investments and securities held by the church. It shall have the power to make changes in the portfolio. A separate cash account shall be maintained by the Committee for conducting its transactions. The Committee shall utilize the church mailing address as its address for correspondence and for registration of bank accounts, stock certificates, bonds, and all other financial instruments.

A report of the status of the investment funds shall be made at the Annual Meeting and to the Treasurer or Board of Trustees upon request. The annual report for the fiscal year may be audited and certified by persons designated by the Board of Trustees. The report shall follow generally accepted accounting principles and must include a listing of each security or investment, the market value of each investment, a listing of all transactions during the period since the most recent prior report, fees and other expenses, and a complete statement of income, profit or loss for the prior year. Should any of this information not be available, a full explanation should be included and the information be made available as soon as possible.

The Investment Committee shall also report to the Board of Trustees the value of the endowment each year as of the last business day of March. The three-year average endowment value is the arithmetic mean of the March valuations for the current year and the two preceding years.

Section 3.1. Willed Money and Property. All money or property left to the church by will or otherwise shall be held in trust and invested by the Committee, unless a specific purpose or restriction is made in the bequest. Investments and trust funds may be liquidated and expended for the purposes of the church only by two-thirds of the voting members of the church present at any meeting where that matter may be legally acted upon subject to limitations imposed on the use of the funds by the donor.

Section 3.2. Annual Contribution. Provided that the three-year average endowment value is greater than the proposed annual budget, the Board of Trustees may authorize a contribution from the endowment to the following year's annual operating budget. The maximum shall be 2% of the three-year average annual endowment value times the ratio of the three-year average endowment value to the proposed annual budget not including the endowment contribution. The maximum contribution shall not exceed 8% of the three-year average endowment value. The maximum contribution limit shall be reduced by the amount of any outstanding short-term loans from the endowment. No contribution shall be made if a long-term loan is delinquent. The church membership shall approve the contribution as part of the annual budget.

Section 3.3. Short-Term Loan. Provided that the three-year average endowment value is greater than the approved annual budget, the Board of Trustees may borrow from the endowment, without interest, an amount not to exceed the current year maximum contribution limit in order to cover a budget deficit. If the three-year average endowment value is not greater than the approved annual budget, the Board of Trustees may borrow from the endowment without interest an amount not to exceed 2% of the annual budget or 2% of the current endowment value, whichever is less, in order to cover a budget deficit. A short term loan is to be repaid in full within 6 months.

The maximum endowment contribution limit for the following year(s) shall be reduced by the amount of any outstanding short-term loan. Church membership approval is not required for a short-term loan from the endowment.

Section 3.4. Long-Term Loan. Provided that the amount to be borrowed would not cause the three-year average endowment value to become less than the approved annual budget, the Board of Trustees may borrow from the endowment for long-term purposes. The total amount of all loans from the endowment shall not exceed 25% of the three-year average endowment value. Long-term loans shall bear a fixed interest rate equal to the prime at the time of the loan and have a maximum term of five years. The loan shall be repaid in equal annual payments. There shall be no penalty for earlier repayment. A majority vote of the church membership is required to approve a long-term loan from the endowment. The loan shall be considered delinquent if the annual payment is not made during the budget year in which it is due.

Section 4. Nominating Committee. The Nominating Committee consists of five members elected annually to serve one-year terms, with a maximum of three consecutive terms. The Committee shall choose a Chair from among its members. Its function is to prepare a list of nominations for each elective office to be voted upon at the Annual Meeting. The list shall be included with the notice for the Annual Meeting. It shall provide the Board of Trustees with names to fill any vacancies occurring between elections.

ARTICLE 11: INDEMNIFICATION

Section 1. For purposes of this Article, the term “Elected or Appointed Members” shall include: the Board of Trustees, Officers of the church, members of the Church Council and any other elected or appointed committee members or employees of the congregation.

Section 2. Negligence: The congregation shall defend and indemnify Elected or Appointed Members for any and all claims, suits, or proceedings, whether civil, administrative or investigative, which allege negligence on the part of the Elected or Appointed Members while carrying out their respective duties and responsibilities on behalf of First Parish Church of Stow and Acton.

Section 3. Actions by the Congregation: The congregation shall not defend and indemnify Elected or Appointed Members if the congregation brings an action against the Elected or Appointed Members.

Section 4. Gross Negligence, Intentional and/or Criminal Acts: The congregation shall not defend and indemnify Elected or Appointed Members for any and all claims, suits or proceedings, whether civil, administrative, criminal or investigative, which allege that the Elected or Appointed Members were grossly negligent and/or reckless and/or engaged in any willful, wanton or intentional conduct, or criminal acts while carrying out their respective duties and responsibilities on behalf of First Parish Church of Stow and Acton.

ARTICLE 12: STANDING RULES

Standing rules are rules related to the details of administration adopted by the Board of Trustees, the Church Council and committees to govern their own operations in implementing these bylaws. The Board of Trustees and the Church Council shall adopt appropriate standing rules and make them available to the congregation. Any church committee may propose standing rules as it deems necessary.

A copy of any new standing rules or changes to existing standing rules shall be delivered to the Clerk for approval by the Board of Trustees, and subsequent publication and record keeping. Standing Rules may not supercede or contradict the bylaws and shall take effect upon approval by the Board of Trustees. Standing rules shall remain in effect until rescinded .

ARTICLE 13: POLICIES

Policies define operating requirements for the church and its functioning beyond those defined in these bylaws. Policies may be drafted by any group within the church, but the final text, approval and ownership resides with the Board of Trustees. A policy may not contradict the bylaws. Unless specified within the policy, a policy takes effect upon approval by the Board of Trustees. Unless a duration is specified within the policy, it shall remain in effect until rescinded or changed by the Board of Trustees.

The Clerk shall make policies available for publication and record keeping.

ARTICLE 14: MINISTRY

Section 1. A new Minister shall be recommended by a Ministerial Search Committee, which is appointed by the Board of Trustees. Election of the Minister shall be by a two-thirds vote of the voting members of the church present and voting at any meeting called for that purpose. The Minister shall serve for an indefinite term, but may be dismissed by a two-thirds vote at a meeting called for that purpose. In the event of dismissal, the Minister's salary shall be continued for three months after the vote for dismissal or in accordance with the Letter of Call. The Minister may resign by giving three months written notice to the Board of Trustees.

Section 2. The Minister is an ex-officio member with voting privileges of the church, and an ex-officio member without voting privileges of the Board of Trustees, the Church Council, and the Religious Education Committee. The Minister shall act as advisor to all other committees and organizations and shall give a report of activities at each Annual Meeting.

Section 3. The Minister shall be in Fellowship with the Unitarian Universalist Minister's Association. Race, color, physical challenge, gender, affectional or sexual orientation, marital status, age or national origin shall have no bearing on the choice or retention of a Minister.

Section 4. The Minister shall be the Head of Staff and all church employees shall report to him/her. He/she shall supervise the work of all employees and oversee the day to day operations of the church.

ARTICLE 15: FISCAL YEAR

The fiscal year shall be from July 1 to June 30.

ARTICLE 16: DISSOLUTION

Should this church cease to function and the congregation vote to disband, any assets of the church shall be transferred to the Unitarian Universalist Association for its general purposes. This transfer is to be made in full compliance with whatever laws are applicable.

ARTICLE 17: AMENDMENTS

These Bylaws may be amended by two-thirds vote of those members of the church present and voting at any Annual or Special Meeting called for that purpose. The substance of the proposed change shall be included in the notice of the meeting.

*Adopted: April 7, 1992
with amendments through October 31, 2014*