

Unitarian Universalist Church of Spartanburg
Bylaws
Revised May 22, 2011

ARTICLE I Name, Affiliation, Dissolution

I. Section 1.

The name of this religious congregation shall be the Unitarian Universalist Church of Spartanburg, Inc. (hereafter referred to as "Church").

I. Section 2.

This Church shall be a member of the Unitarian Universalist Association and of the Southeast (formerly Thomas Jefferson) District.

I. Section 3.

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

I. Section 4.

Recognizing the diversity inherent in our congregation, it is important that no member or group speak for the entire church on any issue without formal authorization by the membership. We embrace a wide variety of viewpoints, and we encourage individuals to freely act on their personal conscience. Any request for the congregation to take a unified stand on an issue which is not determined through the Social Justice decision-making process must be submitted to the Board for review. If the Board approves this application, it will call a congregational meeting requiring a quorum and two (2) weeks written notice. At this meeting, the voting Members can authorize the proposal as an official church position with a two-thirds (2/3) vote of those attending in favor of the petition.

This protocol in no way is intended to restrict the Minister's free pulpit. In addition, committees & affiliate organizations can take stands acknowledging their affiliation with the church as long as they do not claim to speak for the whole congregation.

ARTICLE II MISSION

The Unitarian Universalist Church of Spartanburg is a congregation grounded in the liberal religious tradition. We embody and promote religious freedom, caring community, and social justice. We do these things in the service of love.

ARTICLE III Membership

III. Section 1. Members of the Church shall exercise ultimate authority for the affairs of the Church by voting at congregational meetings.

III. Section 2. The Church does not discriminate against individuals for membership on the basis of religious belief, gender, sexual orientation, race, color, national origin, age, or disability.

III Section 3. A Member is an individual who:

- a. is in sympathy with the Church's mission as set forth in Article II;
- b. has reached the age of at least fourteen (14) and, if under the age of eighteen (18), has written parental permission;

- c. has completed a course of study approved by the Membership Team or has discussed the matter with the Minister or person designated by the Minister;
- d. has made a financial contribution of record; and then
- e. has signed the Membership Book.

III. Section 4.

Members are entitled to all the services of the Church including the right to vote.

III. Section 5.

The number of Members who have the right to vote shall be used to establish a quorum at congregational meetings and for membership reports to the denomination. Members must have complied with all the requirements as outlined in Section 3 at least forty-five (45) days prior to voting at a congregational meeting.

III. Section 6.

The Church is responsible for paying annual dues to the denominational organizations to which it belongs, and that amount is based on the number of Members in the congregation with the right to vote. To retain membership with voting privileges for any calendar year, a Member must make an annual financial contribution of record during the preceding twelve (12) months or for the current fiscal year.

III. Section 7.

The Secretary of the Board of Trustees shall oversee an annual review of the membership roll. A Member may be removed by her/his own request or death. The Board of Trustees may remove a Member when the Member has moved away and cannot be located

III. Section 8. Members who have not participated in the life of the church for a year and/or who have not made a financial contribution of record as set forth in Section 6 shall be contacted and asked whether they intend to continue as Members. If they do not, or do not respond within one month, the Board of Trustees may remove their names from the membership roll.

III. Section 9.

The relationship between the congregation and the Minister is defined by the contract documents.

ARTICLE IV Meetings

IV. Section 1.

The regular meetings of the Church shall be determined by the Church itself, or by any person or persons designated by it.

IV. Section 2.

The Annual Meeting shall be held in the spring at such time and place as shall be fixed by the Board of Trustees.

IV. Section 3.

Congregational meetings shall be called at least two (2) weeks in advance by the President, the Board of Trustees, or by petition of ten percent (10%) of the voting Members of the Church, and the business to be transacted shall be stated in the call of the meeting.

IV. Section 4.

Thirty percent (30%) of the voting Members (including absentee ballots) shall constitute a quorum.

IV. Section 5.

Absentee ballots will be available from the Board of Trustees upon request to voting Members unable to attend the meeting. To be counted toward the vote, absentee ballots must be received and validated by the Secretary of the Board prior to the opening of the meeting.

ARTICLE V Officers and Board of Trustees**V. Section 1.**

The Board of Trustees (hereafter referred to as "Board") shall consist of four (4) executive officers and three (3) Trustees-at-Large. The immediate Past President shall be an ex-officio, non-voting member of the Board. All members of the Board shall be voting Members of the Church.

V. Section 2.

The President and President-Elect shall be elected by the membership at the Annual Meeting and will serve terms of one (1) year, beginning on July 1 of the year elected. The Secretary and Treasurer will serve terms of two (2) years. Two (2) Trustees-at-Large will be elected in even numbered years, and one (1) Trustee-at-Large will be elected in odd numbered years, each for two (2) year terms. The President may serve an additional one (1) year term if Leadership Development determines that is in the best interest of the congregation.

V. Section 3.

A member may serve no more than two (2) consecutive years as a Trustee-at-Large but will remain eligible after such service to be elected to one of the four (4) executive offices. No Board member may serve more than a total of four (4) consecutive years in any capacity without a congregational vote.

V. Section 4.

Vacancies: A vacancy occurring on the Board may be filled by a majority vote of the remaining Board members, and the person so elected shall serve until the next Annual Meeting.

V. Section 5.

Removal: Any Board member may be removed during his/her term of office by a three-fourths (3/4) vote of the other Board members.

V. Section 6.

The Board, as the duly elected governing body of the Church, shall be responsible for enacting Church policy consistent with the Bylaws. It shall have general charge of the Church property and shall have authority to conduct the business of the Church and to manage financial affairs.

V. Section 7.

The Board of Trustees shall:

V. Section 7. a.

Solicit financial support for the Church; submit an annual budget to the membership for approval; oversee implementation of the approved budget; ensure that a review (non-professional) of the Church's finances is conducted at the end of every other fiscal year (or more frequently at their discretion); receive and oversee management of gifts and trusts.

V. Section 7. b.

Establish committees/teams and specify their purpose and term of service,

V. Section 7. c.

Review and approve the hiring of employees upon recommendation of the Personnel Committee.

V. Section 7. d.

Approve all legal papers and designate the President and Secretary to sign such papers; the President-Elect may act in place of the President and the Treasurer in place of the Secretary, if approved by the Board.

V. Section 7. e.

Retain authority to shift funds from one portion of the budget to another as needs dictate.

V. Section 8. Duties of the Officers:

V. Section 8. a.

The President shall preside at the meetings of the Board and the Annual and special business meetings of the Church, and assist in the functioning of all committees that report to the Board, as needed; i.e., the Finance, Long Range Planning and Personnel Committees.

V. Section 8. b.

The President-Elect shall serve in the absence of the President and shall become President should the office of the President become vacant, and succeed by election to the Office of the President. The President-Elect shall serve as Chairperson of the Council of Committees (CoC), is a member of the Long Range Planning (LRP) Committee, and is an ex-officio, non-voting member of the Finance Committee. The President-Elect shall assist in the functioning of all committees/teams that report to the CoC, as needed.

V. Section 8. c.

The Secretary of the Board shall record the minutes of meetings of the Board and all Church business meetings, oversee the annual review of the membership roll, and perform any other duties usually pertaining to this office.

V. Section 8. d.

The Treasurer shall maintain the financial records of the Church, and disburse all monies upon the authority granted by the Board, and perform any other duties usually pertaining to this office. The Treasurer shall submit annually all books and records of financial transactions to the Board and Finance Committee within two (2) months of the end of the fiscal year. All financial statements shall be prepared at the end of each fiscal year and made available to all voting Members. Bond in the amount determined by the Board shall be provided for the Treasurer at Church expense. The Treasurer is a voting member of the Finance Committee.

V. Section 8. e.

After completion of the President's term, the President shall become Past President and shall chair the Long Range Planning Committee

V. Section 9. Meetings of the Board:

V. Section 9. a.

The Board shall meet monthly unless a majority of the Board agrees to cancel a specific meeting. The time and place of Board meetings shall be established by a majority of the Board.

V. Section 9. b.

Special meetings may be called by the President or any member of the Board upon agreement of a majority of the Board. Every possible effort shall be made to notify all members of the Board of any meeting.

V. Section 9. c.

Minutes of all Board meetings shall be available for examination by any voting Member of the Church upon request.

V. Section 9. d.

A majority of the Board members fixed by these Bylaws shall constitute a quorum for the transaction of business at any meeting of the Board.

ARTICLE VI Council of Committees

VI. Section 1.

The Council of Committees (CoC) shall consist of the President-Elect and chairs and representatives of the various committees/teams. The President-Elect shall serve as chairperson of the CoC.

VI. Section 2.

The CoC shall have general responsibility for administrative coordination of the committees/teams and their respective programs. This will include providing plans and guidelines for committee/team activities, and shifting committee/team responsibilities as necessary.

VI. Section 2. a.

The CoC will provide written monthly reports to the Board as well as an annual report summarizing the year's activities, to be submitted to the Board and made available to the congregation at the Annual Meeting.

VI. Section 2. b.

The CoC shall meet as often as necessary to perform its function.

ARTICLE VII Committees/Teams

VII. Section 1.

There shall be the following standing committees/teams as needed: Building and Grounds, Caring, Committee on Ministry, Communications, Finance, Hospitality, Leadership Development, Lifespan Faith Development, Long Range Planning, Membership, Personnel, Social Justice, Stewardship and Worship. Subcommittees/teams of standing committees/teams may be created to meet identified needs, with the approval of the Board.

VII. Section 2.

Unless otherwise specified in the Bylaws, each committee/team shall describe its responsibilities and functions and shall review its responsibilities and activities at least yearly, maintaining an up-to-date Policy and Procedures Manual entry to be passed to subsequent chairs/leaders. The committees/teams shall submit a written monthly report on their activities to the CoC.

VII. Section 3.

Other committees or teams may be created, at the Board's discretion, to handle functions and activities not addressed in the standing committee structure or to advise the Board on a specified issue or area of concern.

VII. Section 4.

A majority of the members of any committee shall constitute a quorum.

VII. Section 5.

Each committee or team shall provide a written report on activities to the President-Elect one (1) month before the Annual Meeting as well as recommend changes, improvements, and modifications with respect to those activities it considers important to the welfare and good of the Church.

VII. Section 6.

Budgetary requests for the upcoming fiscal year shall be provided to the Finance Committee in a timely fashion.

VII. Section 7. The Finance Committee

The Finance Committee shall consist of a chairperson, a co-chair, the Treasurer and three (3) or more voting Members of the Church. Members are appointed by the Board from recommendations submitted by the Finance Chair(s). The President-Elect is an ex-officio, non-voting member. The Committee is responsible to the Board.

VII. Section 7. a.

The Committee shall provide oversight for receiving, recording and depositing all funds collected by the Church as well as for all Church finances and financial policies and procedures.

VII. Section 7. b.

The Committee shall develop the annual Church budget and present it with any recommendations to the Board for review, revision and approval before the Board presents it to the congregation at the Annual Meeting.

VII. Section 7. c.

The Committee shall arrange for reviews (non-professional) of financial records according to Article V. Section 7. a.

VII. Section 7. d.

The Board shall retain authority to shift funds from one portion of the budget to another as needs dictate.

VII. Section 8. Personnel Committee

The Personnel Committee shall consist of three (3) voting Members of the congregation and shall be appointed by the Board. One member of the Board may, in the Board's discretion, serve as an ex-officio, non-voting member of this committee. Members shall serve three (3)-year, staggered terms and are eligible to serve two (2) consecutive terms. The Committee is responsible to the Board.

VII. Section 8. a.

The Committee shall be responsible for administering the Church's personnel functions, in consultation with the appropriate supervisor.

VII. Section 8. b.

Responsibilities of the Committee include but are not limited to developing and recommending personnel policies and procedures to the Board for approval; evaluating compensation systems and recommending annual employee compensation to the Board; developing job description for each position; and recruiting new employees and recommending them to the Board for approval.

VII. Section 8. c.

The Committee shall prepare and submit an annual report to the Board one (1) month prior to the Annual Meeting.

VII. Section 9. Leadership Development Team

The Leadership Development Team shall consist of five (5) members. Members will be elected by the congregation to serve two-year staggered terms, (two elected in one year and three elected in the next). Team members are eligible to serve two (2) consecutive terms for a four-year total. Unexpired terms will be filled by Leadership Development with the President's approval and confirmed at the next Annual Meeting. The Team is responsible to the congregation.

VII. Section 9. a.

Membership on the Leadership Development Team shall not preclude election to the Board as officers or Trustees-at-Large. However, once elected to the Board, the incoming shall resign from the Leadership Development Team. No one can serve on Leadership Development and on the Board at the same time. Leadership Development shall assist in developing future leaders of the Church by offering workshops, promoting attendance at district workshops, and helping to select candidates for Leadership School.

VII. Section 9. b.

At each Annual Meeting of the Church, the Leadership Development Team shall place names in nomination for elected positions including the Board, Leadership Development, Settled Minister Search Team, and Committee on Ministry in accordance with Article V. The Leadership Development slate shall be published fourteen (14) days prior to the Annual Meeting. During the Annual Meeting, additional nominations may be made from the floor with the consent of the nominees.

VII. Section 10. Long Range Planning Committee

The Long Range Planning Committee shall be responsible for the periodic review and update of the Long Range Plan.

VII. Section 10. a.

The Committee shall consist of the President, the President-Elect, the Past President, the chair of the Finance Committee, the Minister and other interested persons appointed by the Board. The Past President shall serve as the chair of the Committee. In the event that the Past President is unwilling or unable to assume this position, the current President will select another from the pool of Past Presidents. The Committee is responsible to the Board.

VII. Section 10. b.

The Committee shall convene at least one time per year prior to the Annual Meeting to review the congregation's progress on the implementation of the Long Range Plan.

VII. Section 10. c.

The Committee shall provide a written report to the Board regarding accomplishments during the past year and suggested adjustments for the next year. A copy of the report shall be included in the annual report to the congregation.

VII. Section 10. d.

With approval of the Board, the Committee shall recommend updates and changes to the plan that will be submitted to the congregation for approval at a congregational meeting.

VII. Section 10. e.

At least every five (5) years, the Committee, with guidance from the Board, shall lead the congregation in a review of the mission, vision and goals of the Long Range Plan. Any revision shall be approved at a congregational meeting.

VII. Section 11. Committee on Ministry

The Committee on Ministry will consist of three (3) people serving staggered terms of three (3) years. They cannot serve in any other elected position at the same time. Members will be nominated by Leadership Development and elected by the congregation, to which the Committee is responsible. Unexpired terms will be filled by Leadership Development with the President's approval and confirmed at the next Annual Meeting. The Committee will perform assessment of all Church ministries and programs to determine if the Church is meeting its goals pertaining to mission and vision.

ARTICLE VIII Minister

VIII. Section 1.

The duties of the Minister are those defined by the contract document outlining the ministerial position. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinions outside the pulpit. The Minister is an ex-officio, non-voting member of the Board.

VIII. Section 2.

A new Minister is selected through a search and candidating procedure recommended by the Unitarian Universalist Association.

VIII. Section 3.

Election of a Minister shall be made by a ninety percent (90%) vote of the voting Members of the Church present (including absentee ballots) at a meeting called for this purpose fourteen (14) days in advance. The terms of his/her employment shall be set forth in a written contract recommended by the Board and approved by the voting Members of the Church.

VIII. Section 4.

The Minister shall be considered to have indefinite tenure.

VIII. Section 5.

The Minister may be dismissed by a two-thirds (2/3) vote of the voting Members of the Church present (including absentee ballots) at a meeting called for this purpose in accordance with the provisions of these Bylaws. To dismiss a Minister, forty percent (40%) of the voting Members shall constitute a quorum.

ARTICLE IX Revision of Bylaws

IX. Section 1.

These Bylaws, so far as allowed by law, may be amended or repealed at any congregational meeting of the Church by a majority vote of the voting Members of the Church present (including absentee ballots), called in accordance with procedures outlined in Article IV.

IX. Section 2.

Notice of any proposed change to the Bylaws and the full wording of the proposed changes shall be contained in the call of the meeting, to be given at least two (2) weeks in advance of the meeting date.

IX. Section 3.

At ten (10) year intervals, the entire Bylaws document shall be reviewed by the Board or a task force appointed by the Board.

IX. Section 4

Bylaws adopted January, 1954

First revision approved and adopted at Annual Membership Meeting, April 26, 1964.

Second revision approved and adopted at General Membership Meeting, February 6, 1966.

Third revision approved and adopted at General Membership Meeting, October, 1968.

Fourth revision approved and adopted at General Membership Meeting, April 15, 1984.

Fifth revision approved and adopted at Annual Membership Meeting, April 30, 1989.

Sixth revision approved and adopted at Special Membership Meeting, December 17, 1989.

Seventh revision approved and adopted at Special Membership Meeting, March 25, 1990.

Eighth revision approved and adopted at Annual Membership Meeting, April 21, 1991.

Ninth revision approved and adopted at Special Meeting, March 21, 1993.

Tenth revision approved and adopted at Special Meeting, Fall, 1995.

Eleventh revision approved and adopted at Annual Membership Meeting May 6, 1996.

Twelfth revision approved and adopted at Annual Membership Meeting May 11, 1997.
Thirteenth revision approved and adopted at Annual Membership Meeting May 3, 1998.
Fourteenth revision approved and adopted at Annual Membership Meeting, Spring, 2003.
Fifteenth revision approved and adopted at Annual Membership Meeting, May 23, 2004.
Sixteenth revision approved and adopted at Annual Meeting, May 22, 2005.
Seventeenth revision approved and adopted at Annual Membership Meeting May 13, 2007.
Eighteenth revision approved and adopted at Annual Membership Meeting May 18, 2008.
Nineteenth revision approved and adopted at Special Membership Meeting January 17, 2010.
Twentieth revision approved and adopted at Annual Membership Meeting May 22, 2011.