

Keweenaw Unitarian Universalist Fellowship Bylaws

Article I. Name

The name of this religious organization shall be the Keweenaw Unitarian Universalist Fellowship, herein referred to as the Fellowship.

Article II. Purpose

The purpose of this Fellowship is to serve the religious needs of its members and friends, to stimulate individual development of a positive and ethical philosophy of life, to provide mutual support, and to provide a liberal religious presence in the community. As a Welcoming Congregation, we promote the participation of persons in all our activities without regard to race, ethnicity, color, gender, gender identity, affectional or sexual orientation, disability, socio-economic status, age or national origin; and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

Article III. Membership

Any person who is in sympathy with the Fellowship's purpose and program and has signed the Membership Book with a Trustee as witness becomes a General Member. A General Member becomes a Voting Member, and a Fair Share Member, upon making some regular, identifiable contribution of record. The number of Voting Members is used to determine the Fair Share payments to the Unitarian Universalist Association of Congregations (UUA) and the MidAmerica Region.

Article IV. Denominational Affiliation

All members are encouraged to have an understanding of the history and the current status of the Unitarian Universalist movement. This Fellowship shall be a member of the Unitarian Universalist Association of Congregations and of the MidAmerica Region. It is the intention of the Fellowship to make annual financial contributions equal to the UUA and MidAmerica full fair share as determined by the Association and the Region.

Article V. Congregational Meetings

The Annual Congregational Meeting shall be held each year by early June, at such time and place as shall be fixed by the Board of Trustees, with new officers and board members assuming office immediately following the Meeting. Special Congregational Meetings may be called at the written request of any five Voting Members or scheduled by the Board.

The business to be transacted at all Congregational Meetings shall be set forth in a Meeting Notice, which shall be sent to all General and Voting Members at least fifteen (15) days prior to the Meeting. Thirty-three (33) percent of the Voting Members shall constitute a quorum. In the event a quorum is not present, no voting may occur, except to set a date, place, and time for a rescheduled Meeting, which may occur with less than fifteen days' notice if a good faith effort is made to notify all General and Voting Members as quickly as feasible.

Parliamentary procedure will be based on Roberts Rules of Order. All votes will be decided by simple majority unless otherwise stated in the Bylaws.

On significant issues affecting the Fellowship, the Board or any voting member may request a directive from the Fellowship to require a specific supermajority vote and establish the threshold of that supermajority on an issue before submitting that issue to the Fellowship for a vote.

Article VI. Officers

The Fellowship shall have the following officers: President, Vice-President, Secretary and Treasurer. The terms of office shall be two years, the President and Vice-President to be elected in odd years, the Secretary and Treasurer in even years. The President shall preside at all Board and Congregational Meetings and officially represent the Fellowship to the public. The Vice-President will preside at Board Meetings in the absence of the President, and shall perform other duties as directed by the President. The Secretary shall take, distribute and maintain minutes of all Board and Congregational Meetings, manage written ballots, and perform other duties as directed by the President. The Treasurer shall be a member of the Finance Committee and with its assistance, manage the finances of the Fellowship, including collecting the offerings, paying bills, preparing periodic financial reports, and preparing the annual budgets for adoption at the Annual Congregational Meeting.

Article VII. Board of Trustees

The Board of Trustees shall consist of the four officers plus at least four and no more than eight Voting Members of the Fellowship. The at-large trustees shall serve two-year staggered terms. Officers and at-large trustees shall be elected each year at the Annual Congregational Meeting.

The Board of Trustees shall have general charge of the property of the Fellowship, the responsibility for conduct of all of its business affairs, and the control of its administration. The Board of Trustees may fill vacancies on the Board (either officers or at-large trustees) with individuals who shall serve until the next Annual Congregational Meeting.

In order to promote inclusive governance, passage of a motion requires an affirmative vote by a majority of the full Board. A simple majority of the full Board is necessary for a quorum to hold a Board meeting. A Board meeting must be duly called.

Article VIII. Standing Committees

Committee on Ministry

The Committee on Ministry supports collaborative ministry between and among the Congregation, its members, and the Minister. The three members of the committee shall be selected by the President from a list of six Voting Members submitted by the Minister. The term of office of members shall be three years, with the exception of the first year, when one member will be chosen for a term of one year and a second for a term of two years, to establish staggered terms of membership. The committee shall meet at least quarterly. The Minister, or the President if the Minister is on sabbatical, shall attend meetings.

Nominating Committee

The Nominating Committee shall consist of two Voting Members who are not Board members and one member of the Board of Trustees who will not stand for re-election. The Voting Members of the

Nominating Committee shall be elected at the Annual Congregational Meetings. The Board member of the Nominating Committee shall be appointed annually by the Board of Trustees.

The Nominating Committee shall prepare, for presentation during the Annual Congregational Meeting: 1) a slate of officer and at-large Trustee candidates to fill vacant and expiring positions, and 2) Nominating Committee member candidates for the succeeding year. If a vacancy on the Nominating Committee occurs during the year, it may be filled by the Board of Trustees.

The Nominating Committee shall publish the names and positions of the candidates it selects at least 15 days prior to the Annual Congregational Meeting. Additional nominations, of persons willing to serve who have given such consent prior to the meeting, may be made from the floor during the Annual Congregational Meeting.

Finance Committee

The Finance Committee shall consist of the Treasurer and at least three Voting Members, recommended by the President and approved by the Board of Trustees. The terms of office are at the discretion of the President and Board. The Finance Committee will oversee the financial records, advise the treasurer, prepare the annual budget and carry out other assignments approved by the Board.

Article IX. Minister

The Minister shall be responsible for the conduct of worship within the Fellowship and for the Fellowship's spiritual interests and affairs. The Minister shall have freedom of the pulpit as well as freedom to express his/her opinion outside the pulpit.

There shall be a written and signed Ministerial Agreement that documents the scope, terms, and conditions of the relationship between the Fellowship and Minister. The Ministerial Agreement may address details that are consistent with but not contained in these By-Laws. The Minister shall be an ex officio, non-voting member of the Board of Trustees. When it becomes necessary to select a Minister, a Ministerial Search Committee shall be elected by the Fellowship during a Congregational Meeting. The Ministerial Search Committee shall consist of five Voting Members of the Fellowship. The Ministerial Search Committee shall make a recommendation of the Minister to be called.

The Minister shall be called during a Congregational Meeting upon recommendation of the Ministerial Search Committee by a seventy-five (75) percent affirmative vote of the Voting Members of the Fellowship. The Minister may be dismissed during a Congregational Meeting by a seventy-five (75) percent affirmative vote of the Voting Members of the Fellowship. Secret ballots, in a signed exterior envelope to prevent duplicate voting, shall be used to call or dismiss a Minister. Voting may be in person during the Congregational Meeting or by absentee ballot. The Secretary and one other officer shall conduct the balloting, count the ballots, and report the results during the Congregational Meeting.

Should a Minister offer his/her resignation, three months' notice must be given. In the event of a Minister's dismissal, his/her salary and allowance shall be continued for three months after the date of termination.

Article X. Fiscal Year

The fiscal year shall run from June 1 through May 31.

Article XI. Authorization to Perform Ceremonies

The Fellowship Minister or any Voting Member of the Fellowship designated by the Board of Trustees is authorized to officiate at a marriage ceremony pursuant to the laws of Michigan. The Fellowship shall offer congregational and ministerial support for ceremonies recognizing unions and other life events.

Article XII. Amendments These Bylaws may be amended at any Congregational Meeting of the Fellowship. 40% of the Voting Members shall constitute a quorum. A 75% affirmative vote shall be required. Notice of any proposed change shall be contained in the notice of the meeting.

Article XIII. Dissolution

The Fellowship may be dissolved by a 75% affirmative vote of the Voting Members during a Congregational Meeting. Secret ballots, in a signed exterior envelope to prevent duplicate voting, shall be used. Voting may be in person during the Congregational Meeting or by absentee ballot. The Secretary and one other officer shall conduct the balloting, count the ballots, and report the results during the Congregational Meeting.

After dissolution of the Fellowship, the full payment and satisfaction of all debts, obligations, and any remaining assets shall be transferred to the Unitarian Universalist Association of Congregations.

These By-Laws were revised at Annual Meeting, Sunday June 9, 2013.

Amended July 28, 2013.

Amended June 12, 2022