

Unitarian Universalist Fellowship of Manhattan  
BYLAWS *(updated March 18, 2007)*

ARTICLE I: Name

Section I: The name of this religious society shall be the "Unitarian Universalist Fellowship, Inc., of Manhattan, KS"

ARTICLE II: Purpose

Section I: The purpose of this organization shall be to study and practice the principles of Unitarian Universalism; to further individual freedom of belief; discipleship to advancing truth; the democratic process in human relations, brotherhood and sisterhood undivided by nation, race, or creed; and allegiance to the cause of a united world community.

ARTICLE III: Membership

Section I: Any person may become a voting member of this Fellowship who is in sympathy with its purpose and program; who has signed the Fellowship Bylaws; and makes an annual contribution of record either financially or through voluntary services to the Fellowship.

Section II: Membership is open to all qualified persons regardless of race, color, sex, affectional, or sexual orientation, gender identity, age, mental or physical challenge, or national origin.

Section III: The minimum age to be a voting member of the Fellowship shall be sixteen years of age.

Section IV: To vote at any Fellowship meeting, a person must have been a member for at least 30 days.

Section V: Persons may withdraw their membership through written notification of the Executive Board, public declaration, or by failure to meet the requirements of Article III, Section I, for two consecutive years.

Section VI: Persons who have left the area, or who have not met the requirements of Article III, Section I, for one fiscal year shall be removed from membership by the Executive Board each November.

Section VII: Only members who are eligible to vote shall be counted when calculating membership.

ARTICLE IV: Denominational Affiliation

Section I: This Fellowship shall be a member of the Unitarian Universalist Association, and of the Prairie Star District. The Fellowship shall make annual financial contributions to the association and district.

## ARTICLE V: Meetings

- Section I: Regular Sunday meetings of the Fellowship shall be scheduled by the Executive Board.
- Section II: Executive Board meetings shall be held at least monthly and may be attended by any member unless the Board enters Executive session.
- Section III: No formal action shall be transacted during Executive sessions.
- Section IV: The annual meeting of the Fellowship shall be held in April at a time and place determined by the Executive Board. Business to be transacted shall include, but not be limited to, election of officers and approval of a budget. A slate of nominations for officers, a proposed budget and announcement of the agenda shall be included in the call to the meeting.
- Section V: Special meetings of the Fellowship shall be called by the Executive Board or by written request of 10 percent of the voting membership.
- Section VI: A quorum of 40 percent of the voting membership is required for any congregational meeting at which business shall be transacted.
- Section VII: Notice of annual and special meetings shall be sent to all members fifteen days prior to the meeting and shall include the agenda of business to be transacted.
- Section VIII: A current list of members who are eligible to vote shall be present at all congregational meetings where business shall be transacted. Guidelines for maintaining and providing the membership list shall be specified in the Congregational Handbook.
- Section IX: Any voting member may demand a written ballot on any vote at any Fellowship meeting. Voting by proxy or post-meeting postal mail is permissible. Guidelines for use of proxy voting and post-meeting mail voting shall be specified in the Congregational Handbook
- Section X: Guidelines for considering the purchase or sale of Fellowship real property shall be specified in the congregational handbook. Final decisions require a congregational meeting at which a quorum, as specified in Article V, Section VI, shall be present and a 2/3 majority vote of support is established.
- Section XI: Guidelines for hiring or dismissing a minister shall be specified in the Congregational Handbook and shall be in accordance with the Unitarian Universalist Ministers Association guidelines. Final decisions require a congregational meeting at which a quorum, as specified in Article V, Section VI, shall be present and a 2/3 majority vote of support is established.
- Section XII: Guidelines for using Endowment Fund investments exceeding amounts specified in Article XII, Section III, shall be specified in the Congregational Handbook. Final decisions require a congregational meeting at which a quorum, as specified in Article V, Section VI, shall be present and a 2/3 majority vote of support is established.

ARTICLE V: Meetings (continued from previous page)

Section XIII: Guidelines for issuing a statement of principle shall be specified in the Congregational Handbook. Final decisions require a congregational meeting at which a quorum, as specified in Article V, Section VI, shall be present and a 4/5 majority vote of support is established.

Section XIV: All meetings at which business is transacted shall be governed by Robert's Rules of Order, except as noted in Article V, Section IX.

ARTICLE VI: Officers

Section I: At the Annual Meeting of the Fellowship the Chair-elect shall be elected for a one-year term. The current chair-elect shall become the chair for a one-year term. In odd-numbered years the Secretary and one Member-at-Large shall be elected to a two-year term. In even-numbered years the Treasurer and one Member-at-Large shall be elected to a two-year term. All officers shall be voting members of the congregation. The Chair, Chair-elect, and Immediate Past Chair shall be elected for only one consecutive term each. The Secretary, Treasurer, and Members-at-Large shall hold the same elected office for no more than two full consecutive terms.

*Effective June 1, 2007 through May 31, 2008: Following a congregational vote on March 18, 2007, it was agreed that the Treasurer and one Member-at-Large shall be elected to one-year terms for the 2007/2008 term, initiating the change to two-year staggered terms. The current Chair, as of March 18, 2007, shall become the chair for a one year term from June 1, 2007 through May 31, 2008.*

Section II: At the annual meeting, the Nomination Committee shall present a slate of candidates for the positions specified in Article VI, Section I.

Section III: Nominations from the floor must be made by a voting member, and the nominee must have agreed to serve if elected.

Section IV: The Executive Board shall consist of the Chair, Chair-elect, Secretary, Treasurer, two Members-at-Large, and immediate past Chair.

Section V: The immediate past Chair shall be a full voting member of the Executive Board for the full term of his/her successor. The immediate past Chair shall also serve as the Nominating Committee chair. Should more than one person share a term of office as Chair, the individual serving the largest portion of time shall be considered the immediate past Chair at the end of the term. Should the immediate past Chair be unable to serve, the Executive Board shall appoint a replacement Board member, pursuant to Article VI, Section IX, of the Bylaws, who shall serve as Nominating Committee chair.

Section VI: The Executive Board shall have general charge of the property of the Fellowship and it shall conduct all business affairs of the Fellowship, except as stated in Article V.

Section VII: The Nomination chair shall suggest two additional members for the Nomination Committee, who shall be approved by the Executive Board.

ARTICLE VI: Officers *(continued from previous page)*

- Section VIII: Officers and committee chairs shall serve in their roles and perform their respective duties from June 1 to May 31 of the following year.
- Section IX: Vacancies within the Executive Board, or of any committee chair shall be filled by a person appointed by the Executive Board. Persons appointed shall serve until the next annual meeting.
- Section X: Guidelines for monitoring, reviewing, updating, and implementing the roles and responsibilities of Executive Board officers and committee chairs shall be specified in the Congregational Handbook.

ARTICLE VII: Minister and Staff

- Section I: The minister shall be an ex officio, non-voting member of the Executive Board.
- Section II: The head of Religious Education activities--either the Religious Education Committee chair, or if present, a paid staff Director of Religious Education--shall be an ex officio, non-voting member of the Executive Board.
- Section III: Guidelines for monitoring, reviewing, updating, and implementing the minister and employee roles and responsibilities shall be specified in the Congregational Handbook.

ARTICLE VIII: Fiscal Year

- Section I: The fiscal year shall run from June 1 through May 31 of the following year.

ARTICLE IX: Amendments

- Section I: These bylaws, so far as allowed by law, may be amended or repealed by a 2/3 majority vote at a congregational meeting of the Fellowship, at which a quorum, as specified in Article V, Section VI, is present.
- Section II: Proposed bylaw changes shall be contained in the call to the meeting, and distributed as specified in Article V, Section VII.
- Section III: Guidelines for monitoring, reviewing, and implementing the bylaws shall be specified in the congregational handbook.

ARTICLE X: Congregational Handbook

- Section I: The Executive Board shall maintain a record of guidelines, policies, and procedures created regarding the general administration of the Fellowship, as specified in Article VI, Section VI.
- Section II: Guidelines, policies, and procedures shall be reviewed by the Executive Board annually.
- Section III: Adoption of guidelines, policies, or procedures shall require a majority vote of support by the Executive Board.
- Section IV: The congregational handbook of guidelines, policies, and procedures shall be available to the membership.

ARTICLE X: Congregational Handbook *(continued from previous page)*

Section V: Guidelines, policies, or procedures may be amended or repealed by a 2/3 majority vote of support at a congregational meeting of the Fellowship at which a quorum, as specified in Article V, Section VI, is present.

ARTICLE XI: Dissolution

Section I: Should the Fellowship vote to disband, or should it cease to function for more than two years, all assets of the Fellowship shall be transferred to the Prairie Star District of the Unitarian Universalist Association. This transfer shall be made in full compliance with applicable laws.

ARTICLE XII: Endowment

Section I: There shall be a special endowment fund for unrestricted bequests to the Fellowship. Use of these funds shall be limited to capital improvements, or support for new projects, or new programs. Such support shall not exceed three years.

Section II: Guidelines for managing the endowment fund shall be specified in the Congregational Handbook.

Section III: In any fiscal year, up to 5 percent of the endowment fund may be utilized at the discretion of the Executive Board.

Section IV: A congregational meeting, as specified in Article V, Section II, shall be required to utilize more than 5 percent of the endowment fund in any given fiscal year.