

# **Unitarian Universalist Fellowship of Manhattan**

## **UUFM Mission Statement**

(adopted October 2020)

*A diverse, evolving spiritual community acting for a better world.*

## **UUFM Vision Statement**

(adopted April 2020)

*A vibrant, inclusive congregation, UUFM is  
widely known as a safe haven and a force for social justice.*

## **UUFM BYLAWS and CONGREGATIONAL HANDBOOK**

*The UUFM Bylaws and Congregational Handbook tell the story of our congregation. They encapsulate our organization's vision, hopes, principles, and dreams, and serve as a resource of arbitration in cases of disagreement on legal matters. The Bylaws and Congregational Handbook guide our congregation in the day-to-day function and formation of committee and Executive Board structure, and also deal with infrequent situations such as the calling of a minister or purchasing of real estate. For Members, these documents provide a road map for getting involved in key decision making, and are intended to support and enhance the functioning of our congregation.*







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## **UUFM CONGREGATIONAL HANDBOOK**

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# **BYLAWS**

**of the**

## **Unitarian Universalist Fellowship of Manhattan**

*Detailing congregationally developed and approved rules of structure, membership, business and employment practice, and other regular, as well as infrequent, activities of on-going function and governance at the Unitarian Universalist Fellowship of Manhattan, Kansas. The Bylaws have been created, discussed, written, and rewritten through Fellowship members' active involvement and contributions both collectively on the Executive Board and Board appointed committees, and individually in discussion groups, congregational meetings, and through informed participation in the democratic process.*







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

*Detailing the functional and governing principles, and governance structure, of the Unitarian Universalist Fellowship of Manhattan, Kansas.*

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 a Fellowship meeting, a person must have been a member of UUFM 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.

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 though 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 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.
- 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.
- 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.





# **CONGREGATIONAL HANDBOOK**

**of the**

## **Unitarian Universalist Fellowship of Manhattan**

*The Congregational Handbook of the Unitarian Universalist Fellowship of Manhattan, Kansas, records decisions from Executive Board meetings, congregational meetings, and written records, and common practice established through historic precedent, in place, but not officially noted before their collection in this document. The Handbook is intended to supplement and clarify specifically cross-referenced Articles and Sections of the UUFM Bylaws.*



Unitarian Universalist Fellowship of Manhattan  
CONGREGATIONAL HANDBOOK  
*(last updated April 14, 2015)*

*Citing determinations and decisions from Executive Board meetings, congregational meetings, written records, and historic precedents of the Unitarian Universalist Fellowship of Manhattan, Kansas.*

NOTE: Article and Section citations in the Congregational Handbook offer commentary on, and clarification of, corresponding Articles and Sections in the UUFM Bylaws. Not all Articles and Sections are represented in the Handbook, only those determined to require clarification by the Executive Board.

ARTICLE I: Name

The name of this organization shall be recognized as the Unitarian Universalist Fellowship of Manhattan. (August 1990)

ARTICLE II: Purpose *(no supplementation of corresponding Bylaw Article II--Nov 7, 2007)*

ARTICLE III: Membership

The membership book will be signed one time by each member and the membership list will be updated based on donations/pledges, committee/Board activity, and in-kind donations. (January 24, 1993)

Emeritus Member status has been established as a membership category recognizing the contributions, significant involvement, and desire to continue membership of members who are no longer able to be present or participate in most Fellowship activities, due to infirmity, distance, or other factors. Emeritus membership status shall be determined by the Welcoming and Membership Committee chair, in consultation with other Fellowship leaders and staff, as required. Emeritus members are not counted in the official calculation of membership, and do not count toward a quorum of the membership, when the presence of a quorum is required by the UUFM Bylaws. (Dec 2014)

Section VI: Because District and national dues and the process for determining a quorum are based on membership numbers; the membership list shall be updated annually.

- The Treasurer and membership committee chair shall review the membership role and submit a recommendation for deletions to the list based on UUFM Bylaw guidelines.
- This review shall be conducted each October for action at the November Board meeting.

ARTICLE IV: Denominational Affiliation *(no supplementation of corresponding Bylaw Article IV--Nov 7, 2007)*

ARTICLE V: Meetings

Section IV: Annual Meeting - In an effort to coordinate scheduling between the Annual Meeting and the Sunday programming for April, the Executive Board shall determine the date for the meeting no later than each September.

*(continued on next page)*

## ARTICLE V: Meetings *(continued from previous page)*

Section VIII: Voting Member List - At all congregational meetings where business is to be conducted, there shall be a current list of all voting members of the congregation, as determined by Article III of the UUFM Bylaws.

- The Fellowship Administrator and the Membership Committee chair shall provide the membership list.
- The list shall include the names of all individuals who have been members for at least thirty days prior to the meeting date. Emeritus members are not included on the official list of members, although they may be noted following the official list.
- All members present at a congregational meeting shall sign the member list so that the presence of a quorum may be established.
- The list shall be given to the secretary to be filed with the meeting minutes.

Section IX: Guidelines for Proxy Voting (April 24, 2005, Annual Meeting)

- Proxy votes may not be considered in determining the quorum for a meeting.
- Both the member giving a proxy and the member holding a proxy must have been members in good standing for 30 days before the meeting.
- A proxy assignment is good for only one meeting.
- Each member may hold only one proxy.
- Proxy designation forms will be made available fifteen days before a congregational meeting. The form will include a place for the member's signature, the name of the designated proxy, instructions on how to complete the form, how to return it, and the date that it is due.
- Proxy forms may be obtained from the Secretary or the Membership Committee chair or on the UUFM website.
- Proxy forms must be returned to the Membership Committee chair before the start of a meeting.
- The Membership Committee chair will validate the membership of both the person giving a proxy and the person holding a proxy, using the voting member list that will be used at the meeting.
- A member giving a proxy may revoke it any time before the start of the meeting, and vote on his/her own behalf.
- The proxy will be a general proxy, not a limited proxy; i.e., the proxy holder is given the discretion to cast a vote based on information discussed at the meeting.

Guidelines for Post-Meeting Postal Mail Voting (April 24, 2005, Annual Meeting)

- Members who will vote by postal mail after a congregational meeting may not be considered in determining the quorum for a meeting.
- The voter must have been a member in good standing for 30 days before the meeting.
- Intent to vote by post-meeting mailed ballot must be reported to the Membership Committee chair before the start of a congregational meeting.
- Post-meeting ballots, prepared by the Executive Committee Chair and the Secretary, will be sent via postal mail by the first Wednesday following the congregational meeting. The ballot will include instructions on how to fill out the ballot, how to return it, and the date that it is due.
- The ballot will not include procedural motions regarding conduct of the meeting.
- Ballots must be returned to the Membership Committee chair by the second Friday following the congregational meeting.
- The Membership Committee chair will validate each ballot, using the voting member list that was used at the congregational meeting. *(continued on next page)*

- Section IX: Guidelines for Post-Meeting Postal Mail Voting *(continued from previous page)*
- The outcome of votes at a congregational meeting will not be announced until post-meeting mailed votes have been added.
  - Post-meeting mailed votes will be added to the votes of members present at the congregational meeting and results announced on the second Sunday following the meeting.
- Section X: Purchase/Sale of Property - During any time the Fellowship is considering the purchase or sale of property the following guidelines shall be utilized to ensure a thorough review of the given situation and congregational authority.
- A special committee or an appropriate standing committee shall gather information regarding available options and oversee the review process.
  - Ample opportunity shall be given for congregational input on the preferred course of action (small group meetings, Sunday programs, evening programs, etc.)
  - A proposal containing an outline of available options and a recommendation shall be submitted to the Executive Board.
  - A 2/3 vote of support by the Executive Board is required to submit the proposal for a congregational review.
  - A congregational meeting shall be called in accordance with UUFM Bylaw guidelines to determine subsequent action.
- Section XI: Hiring/Termination of Minister - During any time the Fellowship is considering the hiring or dismissal of a minister, the following guidelines shall be utilized to ensure a thorough review of Fellowship needs, fairness to all parties, and congregational authority.
- A special committee, or an appropriate standing committee, shall gather information regarding available options and oversee the review process.
  - Established UUMA guidelines shall be followed (which are on file, and located at [www.uuma.org](http://www.uuma.org)).
  - Ample opportunity shall be given for congregational input on the preferred course of action (through small group meetings, Sunday programs, evening programs, etc.)
  - A proposal containing an outline of available options and a recommendation shall be submitted to the Executive Board.
  - A 2/3 vote of support by the Executive Board is required to submit a proposal for a congregational review.
  - A congregational meeting shall be called in accordance with UUFM Bylaw guidelines to determine subsequent action.
- Section XII: Endowment - See Handbook Article XII for the definition of the UUFM Endowment, interpretation of the by-laws, and general guidelines for maintaining and using the endowment. This section applies only to the procedures to lead to a congregational vote for spending a portion of the Expendable Endowment. During any time the Fellowship is considering using more than five percent of the Expendable Endowment Fund within a fiscal year, the following guidelines shall be utilized to ensure a thorough review of Fellowship needs, available options, and congregational authority.
- A special committee, or an appropriate standing committee, shall gather information regarding available options and oversee the review process.
  - Ample opportunity shall be given for congregational input on the preferred course of action (through small group meetings, Sunday programs, evening programs, etc.).
  - A proposal containing an outline of available options and a recommendation shall be submitted to the Executive Board. *(continued on next page)*

Section XII: Endowment *(continued from previous page)*

- A 2/3 vote of support by the Executive Board is required to submit the proposal for a congregational review.
- A congregational meeting shall be called in accordance with UUFM Bylaw guidelines to determine subsequent action.

Section XIII: Statements of Principle - In the lives of individuals, the Fellowship, the community, and the nation, there are times it is necessary to openly proclaim where one stands. Different situations require different responses. This amendment provides guidance for when the Unitarian Universalist Fellowship of Manhattan, as a whole, wishes to make a statement of principle on an issue of importance to the Fellowship. It is intended to ensure that such statements are not used for trivial purposes, and are used only when the support of the Fellowship is overwhelming.

The Unitarian Universalist Fellowship of Manhattan may adopt statements of principle when the following conditions are met:

- Discussion and instruction has taken place within the Fellowship. This should include discussion at committee level and a Sunday program on the topic.
- The statement of principle is non-trivial and should have an impact on the resolution of the problem.
- The statement of principle should have the overwhelming support of the Fellowship with at least an 80 percent supporting vote of a quorum as specified in the Bylaws. (January 29, 1995)

ARTICLE VI: Officers

Section VII: Nominating Committee - The Nominating Committee chair (Immediate Past Chair) shall submit suggestions for two additional committee members for Executive Board approval no later than January of each year. The Nominating Committee shall work with current committee members to recruit committee chairs for the coming term. (March 18, 2007)

Section X: Executive Board Officer/Committee chair roles and responsibilities - The general administration of the Fellowship requires delegation of tasks. Committees have been developed to deal with specific areas of need. To inform potential volunteers of responsibilities, create consistency, and assure that important tasks are not overlooked, the following guidelines have been generated:

- Individual folders shall be updated annually by the Chair-elect to reflect any changes that have occurred during the year.
- Folders are issued to each Executive Board officer and committee chair containing the roles and responsibilities of their committee/position, a copy of the Bylaws and Congregational Handbook, and the mission statement of the Fellowship.
- Changes to roles and responsibilities may be made as needed to facilitate effective administration of the Fellowship.
- Changes to the roles and responsibilities of a position are to be proposed to the Executive Board for a majority vote of approval.
- The congregation may provide input regarding roles and responsibilities to the Executive Board, the minister, or the committee chairs.

## ARTICLE VII: Minister and Staff

Section II: Minister and Staff - When dealing with Fellowship staff, the following guidelines shall be utilized to ensure a thorough review of Fellowship and staff needs, fairness to all parties, and congregational authority.

- All Fellowship staff will be supplied with a job description outlining their responsibilities.
- The appropriate committee shall conduct an annual performance review with each Fellowship staff member.
- The congregation shall have an opportunity to provide the appropriate committee with input regarding staff performance.
- The appropriate committee shall submit its recommendation to the Executive Board for review.
- A majority vote of support by the Executive Board is needed for subsequent action.

ARTICLE VIII: Fiscal Year *(no supplementation of corresponding Bylaw Article VIII--Nov 7, 2007)*

## ARTICLE IX: Amendments

Section III: Bylaws - The following guidelines have been established to ensure that the Bylaws accurately represent the functioning of the Fellowship and effectively facilitate Fellowship activities.

- The Executive Board shall ensure compliance with the established Bylaws.
- The Executive Board shall review proposed Bylaw changes.
- The Executive Board shall make a recommendation to the congregation.
- A congregational meeting shall be held in accordance with Article IX, Section I, of the Bylaws.
- A formal review of the Bylaws shall be conducted every four years.

## ARTICLE X: Congregational Handbook

Congregational Handbook - These guidelines have been created and are maintained in accordance with the Unitarian Universalist Fellowship, Inc., of Manhattan Bylaws. (March 3, 2003)

In an effort to promote continuity and effective administration of Fellowship business, a Congregational Handbook of policies and procedures shall be maintained by the UUFM Executive Board.

- A current copy of the Congregational Handbook shall be kept on file.
- A current copy of the Congregational Handbook shall be posted at the Fellowship.
- Any member may request a copy of the current Congregational Handbook.
- The Executive Board shall review the Congregational Handbook annually and update policies as needed for effective administration of Fellowship business.
- Proposed changes shall be submitted to the Executive Board for approval.
- Adopting, repealing, or modifying policies shall require a majority vote of the Executive Board.
- Policies may also be amended or repealed by a 2/3 vote of the congregation.

ARTICLE XI: Dissolution *(no supplementation of corresponding Bylaw Article XI--Nov 7, 2007)*

## ARTICLE XII: Endowment

**Section II: Maintaining the Endowment Fund** - In general, UUFM "Endowment" is understood to be the total of both the permanent, "true" endowment and expendable, "quasi" endowment. As of 2014, UUFM has Permanent Endowment funds held at the Greater Manhattan Community Foundation (GMCF) and Expendable Endowment funds held in UUA's Common Endowment Fund, other mutual funds (PAX World Fund), and savings accounts. The principal of the permanent endowment cannot be touched; use of proceeds from those funds should be used as designated. The By-Laws restriction limiting use of endowment funds to five percent without congregational vote shall be interpreted as referring to the non-permanent Expendable Endowment. Expendable Endowment funds may be used by the following procedures:

- The Board may use up to five percent of the Expendable Endowment for special projects. Ideally, these funds will be out of earnings for the year, and care will be taken to allow the endowment to grow as well as to support special projects. However, up to five percent of the total Expendable Endowment may be used without congregational vote independent of the Endowment's growth or earnings in that fiscal year. In any case, Endowment funds may not be used to meet regular operating expenses.
- A separate Stewardship and Endowment Policy governing endowment, stewardship, and treatment of gifts and bequests shall be established by the Board in consultation with the Steward and Treasurer.
- Such policy shall include procedures for managing of the endowment, for determining how to direct unrestricted gifts and bequests and for determining how earnings from the Endowment shall be used. (April 2015)

## GENERAL POLICIES and HISTORIC PRECEDENTS

**Memorial Garden/Cemetery** - Ground is secured in perpetuity (Patrick Caffey, 1986). A 60 square foot area was dedicated by Charles Stephen (April 25, 1993). Persons will be permitted to bury or scatter human ashes in designated areas. The garden will be available to members, friends of the Fellowship, and their loved ones (June 14, 2005). Memorial flagstones may be placed in designated areas, if desired. These stones will be purchased by the Fellowship for the ease of maintenance by volunteers. The family may have engraving done at their own expense. Memorial stones in place before June 14, 2005, [GRAYDEN] will remain (June 14, 2005). It is recommended that a permanent Memorial Garden Committee be formed to oversee policies. (June 14, 2005).

**Bronze Plaque** - The bronze plaque in the "Alsop room" shall contain the names of all deceased UUFM members (1989). An additional plaque shall be located in the "Alsop room," which will contain the names of all deceased who have their ashes in the memorial garden. A Memorial Book, containing the names and obituaries of all members, will be kept in the minister's office (June 14, 2005).

**Memorial Fund** - A fund will be established for maintaining the Memorial Garden/Cemetery (May 1992)

**Social Action Funds** - The annual Social Action Committee budget is "to be used as the Executive Board sees fit, and the money not used during the course of the year shall be distributed by the Executive Board at the close of the fiscal year, as seems proper." (April 2000)

**Mission Statement** - To ensure that the Fellowship mission statement reflects the current self-defined goals and purposes of the congregation, the Executive Board shall conduct a regular review of the statement.

- A review of the mission statement shall be conducted at least every 5 years, starting in the year 2005.



## Mission Statement *(continued from previous page)*

- A special committee or an appropriate standing committee shall be appointed to oversee the review process.
- Ample opportunity shall be given for congregational input (through small group meetings, Sunday programs, evening programs, etc.)
- A report regarding the outcome of the review process and any recommendations shall be submitted to the Executive Board.
- A 2/3 vote of support by the Executive Board is required to submit any change(s) in the mission statement to a congregational review.
- A congregational meeting shall be called in accordance with UUFM Bylaw guidelines to determine subsequent action.
- A 2/3 vote of support by the membership of the congregation is required to institute any change(s) in the mission statement.

Congregational Meeting Votes - At all congregational meetings where business is transacted, the moderator of the meeting shall recruit two members to tally all votes taken.

Weekly Collection - Since the Sunday collection is an integral part of the financial health of the Fellowship, the collection shall be taken at every Sunday program.

- The collection baskets shall be passed during each Sunday program.
- The convener shall be responsible for conducting the weekly collection.
- The Treasurer, or his/her appointed delegate, shall ask one other Fellowship member to assist with counting the weekly collection.

Safety Deposit Box - The Fellowship shall maintain a safety deposit box for the safe storage of especially important documents. The keys to the box shall be entrusted to the Treasurer.

Budget Development and Stewardship - Each fiscal year the Finance Committee shall build a "bottom up" operating budget. The Steward shall solicit pledges in a manner to be determined in consultation with the Treasurer and the Board.

- The Executive Board shall provide general guidance to the Finance Committee regarding increases in income and expenditures for the upcoming fiscal year. (January)
- Committee chairs and others who are responsible for various expenditure lines provide input to the Finance Committee for creating a budget. (February)
- The Finance Committee meets to review all input and prepare a budget for consideration at the March Executive Board meeting. (February)
- A majority vote of approval by the Executive Board is required to submit the proposed budget for a congregational review. (March)
- The proposed budget shall be placed on the agenda for the Annual Meeting in April.
- Pledges may be solicited by individual stewardship visits or a general pledge drive. General information about pledging shall be delivered to the Finance Committee and Board in a timely fashion. Total pledges and estimates of total pledge income for the fiscal year shall be determined in a time sufficient enough for the Finance Committee and the Board to adjust the budget as necessary.
- Board has authority to adjust the budget approved by the congregation in the annual meeting if necessary to prevent overspending. *(continued on next page)*

### Budget Development and Stewardship *(continued from previous page)*

- Aggregate information about pledging (total, mean, median, number of households, and other breakdowns, e.g., into quartiles) should be made available to the congregation.
- Individual pledging information should be made available only to those whose congregational responsibilities make that information relevant or necessary. These people would regularly include the Steward, Treasurer, Bookkeeper, Board Chair, and Minister.
- Other policies regarding pledging and stewardship shall be maintained in a more comprehensive Stewardship and Endowment Policy. (April 2015)

Firearm Policy - Except for authorized certified law enforcement personnel acting in the performance of their duties, the Unitarian Universalist Fellowship of Manhattan, Kansas chooses not to permit firearms of any type to be carried on the person of anyone on the grounds or in any of the buildings of the Fellowship property. Kansas Attorney General approved signs shall be posted in accordance with Kansas law. (December 13, 2016)