

Unitarian Universalist Congregation  
Of Lake County  
**BY LAWS** (Adopted 1/2/94; Revised 1/13/02 & 10/03/10)

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**ARTICLE I: NAME and AFFILIATIONS.**

Section 1. Name: The name of the congregation shall be the UNITARIAN UNIVERSALIST CONGREGATION OF LAKE COUNTY.

Section 2. Affiliation: It shall be affiliated with the Unitarian Universalist Association and the Florida District of the Unitarian Universalist Association

**ARTICLE II: PURPOSE.**

The purpose is to promote and sustain liberal religious study, Sunday service and fellowship (friendship) as expressed in the Principles of Unitarian Universalism: To bring together those who believe in free inquiry into matters of religion. We believe in the discipline of and the search for truth, irrespective of its source and in the spirit of universal love. Undivided by nation, race or creed, we unite to express our convictions in the value and need for liberal religion, bound by no dogma, but relying upon reason as our guide and upon freedom, we seek to grow in understanding of ourselves and of our world and to serve humanity.

**ARTICLE III: Definition of "Member"**

Section 1. Membership: Any person, fifteen (15) years or older, may become a member who makes a financial contribution or voluntary service to this Congregation. This may be verified by one of the Officers of the Board.

Section 2. Associate Member: Any person less than fifteen (15) years old. If this (non-voting) Associate Member is part of a family in which adults are members, the President may waive any financial or service requirements.

Section 3. Friend: Attendees to our activities and contributors, who do not wish to become members but are in sympathy with our objectives and principles.

Section 4. Deletion of Membership: The Board of Trustees shall review the membership roles at the end of each fiscal year and shall direct the secretary to write to any individual whose membership is in question, requesting clarification. If, after four (4) weeks, no response has been received, the Board may choose to delete the individual from the membership roster.

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**ARTICLE IV: Meetings.**

Section 1. Annual Meetings: The Annual Meeting of the membership shall be held the first Sunday in April, as approved by the Board of Trustees. Officers and Trustees shall be elected by the membership at this annual Meeting. The proposed budget for the year shall be presented for Congregational discussion and comment.

Section 2. Special Meetings: Special Meetings of the membership may be called by the Board of Trustees. When requested by a petition signed by twenty-five (25) percent of the members, a Special Meeting must be called by the Board of Trustees within four (4) weeks to take up the issue delineated in the petition. Action at a Special meeting called as result of a petition shall be limited to matters stated in the petition.

Section 3. Notice of Meetings: Written notice of Annual or Special meetings and their agendas must be given by the Board of Trustees to the membership not less than ten (10) days prior to the meeting.

The final version of the budget for the present fiscal year shall be adopted in a Board of Trustee Meeting prior to the last Sunday in April.

Section 4. Quorum: Twenty-five (25) percent of the members shall constitute a quorum, and a simple majority of those voting may decide any question except amendments to the By Laws.

Section 5. Voting: Each qualified voter is entitled to one vote. Absentee ballots may be obtained from the Secretary on request: in order to be counted, ballots must be returned to the Secretary prior to the meeting. There shall be no voting by proxy at any meeting of the members.

Section 6. Procedure of Meetings: Except as provided by these By Laws, Roberts Rules of Order shall govern all matters of parliamentary procedure.

**ARTICLE V: FISCAL YEAR.**

The fiscal year of the Unitarian Universalist Congregation, Lake County shall be from July 1 through June 30.

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**ARTICLE VI: PRESIDING OFFICIALS.**

Presiding Officials shall be a Board of Trustees, consisting of a President, Vice-President, Secretary, Treasurer, and three (3) Trustees, all elected by the members. The Board shall be responsible to and report to the members of the congregation.

Section 1. Qualifications: Trustees shall be members and shall be elected at the Annual Meeting.

Section 2. President: The President shall preside at all Annual, Special, and Regular Meetings of the Board of Trustees. The President shall establish standing and special committees, with the approval of the Board of Trustees. The President shall have one vote in all matters considered by the Board. The President may bring matters before the Board, but shall not have the power to make motions or second motions.

Section 3. Vice-President: In the President's absence, the Vice-President shall preside at all Annual, Special, and at Regular Meetings of the Board of Trustees. If necessary, the Vice-President shall carry on the other duties of the President, subject to the approval of the Board of Trustees.

Section 4. Secretary: The Secretary shall keep accurate records of all Annual, Special, and Regular Meetings of the Board of Trustees. The Secretary shall maintain an accurate roster of the members.

Section 5. Treasurer: The Treasurer shall maintain accurate records of all financial transactions and shall receive and deposit all monies entrusted to his or her care by members and officers. The Treasurer shall report the financial status to all members at the Annual Meeting, and to the members of the Board of Trustees at their Regular meetings.

The Treasurer shall respect the confidentiality in all matters pertaining to member pledging and payment. The Treasurer shall prepare a statement to be sent to each member or pledging family yearly.

Signatories for checks and contracts, expenditures over the budget limits, and authority to hire staff must be approved by the Board of Trustees.

Section 6. Terms of Office: The President, Vice President, Secretary, and Treasurer shall each hold office for a term of two years. Each may be reelected for one successive term of two years. Trustees shall be elected for staggered three-year terms. [At the first election one shall be elected for three (3) years, one for two (2) years, and one for one (1) year]. The Board of Trustees may waive a term limit on any Officer or Trustee for the benefit of the Congregation.

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- Section 7. Powers and Duties: Subject to the direction of the membership at duly called meetings, the Board of Trustees shall have charge of the property and the conduct of its business affairs and administration. It shall fill vacancies in elective offices until the next election at the Annual Meeting.
- Section 8. Meetings: Meetings of the Board of Trustees shall be held quarterly, or more frequently, at the discretion of the majority of the Board. All members are welcome and have the right to speak at Board meetings.
- Section 9. Voting: A majority of the Board of Trustees shall constitute a quorum, and a majority of the Board members shall decide any vote. There shall be no voting by proxy in Board Meetings.
- Section 10. Board Member's Non-performance: Non-performance of their position shall be cause for the Board of Trustees to consider the position to be vacant and to take appropriate action.

**ARTICLE VII: COMMITTEES.**

- Section 1. Standing Committees: Standing committees shall be, but not limited to, Facilities, Finance, Program, and Membership. Chairs of these committees shall be appointed by the President, with the approval of the Board of Trustees. Each chair, in consultation with the President, shall be responsible for recruiting additional committee members as needed. Chairs of committees shall report to the Board of Trustees.
- Section 2. Nominating Committee: A Nominating Committee, consisting of three (3) members who are not members of the Board of Trustees, shall be chosen by the Board of trustees in its December meeting. They shall prepare from the roster of members a slate of candidates for election as officers and shall announce these names during the Annual Meeting. Nominations shall be posted at least two (2) weeks prior to the Annual Meeting. The President shall ask for any additional nominations from the floor from the members. Potential nominees shall be notified and must consent to having their names placed into nomination prior to the submission of the Nominating Committee's slate.
- Section 3. Other Committees: As needed by changing circumstances and/or emergencies, the President may appoint Chairs of other Committees for specific terms, who will report to the Board of Trustees.

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**ARTICLE VIII: CHANGES IN BY-LAWS/AMENDMENTS.**

Section 1. Adoption and Amendments: These By-Laws shall be adopted by two-thirds (2/3) vote of the members present. These By-Laws and Articles of Incorporation, so far as allowed by law, may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present at such a meeting.

Section 2. Proposals and Meetings: Amendments may be proposed by the Board of Trustees, or by petition to the Board by the greater of ten (10) members or 25% of the membership qualified to vote.

Notice of the meeting shall contain in full the proposed change and shall be mailed to each member not less than ten (10) days prior to the called meeting. Further changes to the Article or By-Laws under consideration may be proposed and voted upon at any such meeting.

**ARTICLE IX; MINISTER:**

Section 1. Permanent Minister:

- a. The Role of the Minister: The minister shall be responsible for the guiding of worship and the spiritual interest and affairs within the Congregation. The Minister shall have freedom of the pulpit as well as freedom to express her or his own opinion outside the pulpit.
- b. Board of Trustees and Committees: The Minister shall be an Ex Officio Member of the Board of Trustees and of such committees as the Board shall designate.
- c. Appointment of the Minister: The Minister shall be called upon recommendation of the Ministerial Search Committee by four-fifths (4/5) majority of the members of the Congregation present at any meeting legally called for the purpose; quorum for such a meeting is to be constituted by forty (40) percent of the members, rather than twenty five (25) percent of the members as called for in Article IV, Section 4. Conditions of employment are established at the time of employment by creation of a written contract.
- d. Dismissal: The Minister may be dismissed by a majority vote of the members of the Congregation present at any meeting legally called for the purpose, quorum for such a meeting is to be constituted by forty (40) percent of the members rather than twenty-five (25) percent of the members as called for in Article IV, Section 4. In the event of the Minister's dismissal, her or his salary and allowance shall be continued for three (3) months after the date of dismissal. Should the Minister resign, three (3) months notice must be given at the time the resignation is made, unless the Board of Trustees allow an interval of less time.

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Section 2. Acting Minister: An Acting/Interim Minister may be selected with the approval of the Board of Trustees and approval of a majority of the members at any Congregational Meeting. This arrangement may be extended or terminated by a majority vote of the members at any Congregational Meeting, or by resignation of the Acting/Interim Minister. Conditions of employment are established at the time of employment by creation of a written contract. The term of the Acting/Interim Minister may not exceed one (1) year.

**ARTICLE X: DISSOLUTION.**

Should the Unitarian Universalist Congregation, Lake County cease to function and the membership vote to disband, any net assets will be assigned to the Unitarian Universalist Association to be used for the extension of liberal religion.