

Unitarian Universalist Fellowship of Montgomery Bylaws

1 BYLAWS
2
3 OF
4
5 THE UNITARIAN- UNIVERSALIST FELLOWSHIP
6
7 OF
8
9 MONTGOMERY, ALABAMA, INC.,
10
11 A CORPORATION

I. correction: remove hyphen

12
13 PREAMBLE

II. correction: it was UUA, not AUA in 1966

14
15 This liberal religious association was organized with twenty—two (22) individual members on
16 September 18, 1966, and became affiliated with the ~~American~~ Unitarian Universalist Association as a
17 Fellowship at that time. Since then the society has grown and acquired ministerial leadership.
18 The bylaws which follow lay out an organizational structure to carry out the will of the group in
19 an effective manner. This structure has evolved over time to fit the needs of the Fellowship.
20

III. correction: replace 'amend' with 'revise' throughout

21 This document is intended as a guide to the Fellowship and the Fellowship is freely able to
22 ~~revise~~ ~~amend~~ this document as needs arise. Indeed, this document has been ~~revised~~ ~~amended~~ several
times in
23 the past as the society has grown.
24

25 ORIGINALLY ADOPTED: March 14, 1982
26 FIRST ~~REVISION~~ ~~AMENDMENT~~: May 12, 1985
27 SECOND AMENDMENT: March 6, 1988
28 THIRD ~~REVISION~~ ~~AMENDMENT~~: January 19, 1995
29 FOURTH ~~REVISION~~ ~~AMENDMENT~~: December 6, 1998
30 MAJOR REVISION: November 14, 1999
31 SIXTH ~~REVISION~~ ~~AMENDMENT~~: June 3, 2001
32 SEVENTH ~~REVISION~~ ~~AMENDMENT~~: January 25, 2004
33 EIGHTH ~~REVISION~~ ~~AMENDMENT~~: March 7, 2004

34 NINTH REVISION~~AMENDMENT~~: January 29, 2005
35 TENTH REVISION~~AMENDMENT~~: February 16, 2005
36 ELEVENTH REVISION~~AMENDMENT~~: June 21, 2006
37 MAJOR REVISION: February 22, 2009
38 GENDER—NEUTRAL CHANGES: January 27, 2013
39 MINISTERIAL SEARCH COMMITTEE CHANGES: June 9, 2013
40 OFFICER ROTATION CHANGES: January 26, 2014
41 ARTICLE X AND OTHER CHANGES: June 22, 2014

42 ARTICLE I: NAME

43

44 The name of this religious society shall be the Unitarian Universalist Fellowship of Montgomery.
45 It is the legal successor to the Unitarian Universalist Fellowship of Montgomery, Alabama, Inc.
46 and shall have all the rights and responsibilities of the antecedent organization.

47

48 ARTICLE II: DENOMINATIONAL AFFILIATION

49

50 This society shall be a member of the Unitarian -Universalist Association and of the regional
51 organizations in which it shall participate.

52

53 ARTICLE III: VISION AND PRINCIPLES

54

55 The Unitarian Universalist Fellowship of Montgomery is an intentionally diverse and tolerant
56 group, offering refuge to those searching for spiritual and intellectual growth, without regard to
57 past religious histories or personal background or status. We cherish reason, freedom of religion
58 and thought, and embrace democratic principles.

59

60 We dedicate our membership, facilities and staff to be a presence and influence in our
61 community, so as to make a difference socially, ethically and spiritually.

62

63 In addition, we covenant with the Unitarian-Universalist Association to promote the following
64 principles:

65 The inherent worth and dignity of every person

66 Justice, equity and compassion in human relations

67 Acceptance of one another and encouragement to spiritual growth in our Fellowship

68 A free and responsible search for truth and meaning

IV. correction: remove hyphen

69 The right of conscience and the use of the democratic process within our Fellowship
70 and in society at large
71 The goal of world community with peace, liberty and justice for all
72 Respect for the interdependent web of all existence of which we are a part.
73

74 ARTICLE IV: INCLUSIVENESS
75

V. expansion: add mental, neurol, developmental

76 This Fellowship affirms and promotes the full participation of all persons in all our activities,
77 including membership, programming, hiring practices and the calling of religious professionals,
78 without regard to race, color, national origin, gender identity, affectional or sexual orientation, physical
79 or mental abilities, neurodivergence, developmental abilities, sex, or age.

80 ARTICLE V: MEMBERSHIP
81

VI. tightening: One category of member
Other categories have not been utilized;

82 A. ~~Active~~ Members: Any person may become an ~~active~~ member by:

83 1. Signing the membership book in the presence of the minister or an officer of the
84 Fellowship, as an indication of their understanding of and sympathy with the purposes and
85 principles of the UUA and this Fellowship; and

VII. expansion: include possibility
of contributions other than financial

86 2. ~~Pledging and completing a yearly contribution~~ ~~Making a recorded yearly financial contribution~~ to the
Fellowship according to their

87 means, and

88 3. Participating, according to interest and ability, in the religious services and functions of the
89 Fellowship.

(ref VI. not a separate category)

90 ~~B. Voting Members:~~ Only individuals 14 years or older, who have been active members for
91 over 30 days, may vote on any question before the Congregation, or be elected as any officer
92 of the Board of Directors, or be placed on the nominating committee.

(ref VI. not a separate category)

93 ~~C. Inactive Members: Members shall be placed on an inactive list at their request, or if the~~
94 ~~financial contribution required of active members has not been made. Members placed on~~
95 ~~the inactive list other than at their own request shall be promptly so advised in writing and~~
96 ~~given the opportunity to regain active status. Inactive members who have not requested~~
97 ~~active membership within 6 months shall be dropped from the membership rolls.~~

(ref VI. Change sections D,E to B, C)

98 ~~B~~ ~~D~~. Supporting Non-Members, "Friends": A friend is a person who makes a financial
99 contribution, or participates actively in the Fellowship, but who has not signed the
100 membership book. Friends may change their status by meeting the criteria of ~~active~~ member,
101 as specified in paragraph A above.

102 ~~C~~ ~~E~~. Resignation: Any person may resign from membership at any time by a written notification

103 to the Board. A member who resigned may regain membership by written notification to the
104 Board and making a current financial contribution, without having to re-sign the membership
105 book.

106

107 ARTICLE VI: FISCAL YEAR

108

109 The Fiscal Year of the Society shall begin July 1 and end June 30 of each calendar year. ~~An audit~~
110 ~~shall be made of the Treasurer's books by a disinterested party designated by the Board of~~
111 ~~Directors as set forth in ARTICLE IX, section 3, paragraph a., and a~~ A financial statement shall be
112 prepared and ~~presented~~ read to the members at the Annual Meeting.

113

114 ARTICLE VII: CONGREGATIONAL MEETINGS

115

116 A. Annual Meeting: The Annual Meeting shall be held each June. A notice of the annual
117 meeting shall be ~~provided~~ mailed to all active members of the Fellowship at least fourteen (14)
118 calendar days prior to the date of the meeting. Only ~~voting~~ members **at least 14 years old and who**
119 **have been members for at least 30 days** may vote at the annual meeting.

120

121 This meeting shall have five primary purposes:

- 122 1. Election of officers in accordance with these Bylaws,
- 123 2. The presentation of the President's report on the Fellowship's accomplishments,
- 124 3. Adoption of the upcoming fiscal year's budget,
- 125 4. The election of a nominating committee in accordance with these by-laws,
- 126 5. The presentation of a Minister's report.

127 B. Special Meetings: Special Meetings of the Congregation may be called by the President, the
128 Minister, or upon written petition signed by 20 % of the ~~active~~ members **eligible to vote** and presented
to the

129 President. Notice of a Special Meeting, specifying the issues to be discussed and voted on as
130 necessary, shall be ~~provided~~ mailed to all active members at least fourteen (14) days prior to the date
131 of the meeting. Only ~~voting~~ members **at least 14 years old and who have been members for at least 30**
132 **days** may vote on issues requiring such action at a Special Meeting.

133 C. Quorum: The presence of 30 percent of the voting membership of the Fellowship at a
134 meeting shall constitute a quorum for the transaction of business. ~~Noninactive members and~~
135 ~~Friends~~ shall be welcome at all meetings ~~and shall be given the courtesy of the floor~~ but may
136 not vote.

137 D. Voting: Each **eligible voting** member shall have one vote. No proxy voting shall be permitted. ~~The~~

VIII. clarification: can be read to conflict with
the clause is Art. IX which it references.
Matter is covered by IX.3.a
Treasurer report may be presented in form
other than being read aloud to members

IX. updating: allows for technology and varied
forms of delivery
(ref. VI member categories)

(ref. VI member categories)

(ref. IX forms of delivery)
(ref VI member categories)

X. clarification: nonmembers may be allowed
to speak, but only members are entitled
to the privilege
(ref VI member categories)

XI. tightening: No absentee vote, in line with prohibition of proxy. Informed vote requires participation in discussion/dialogue.

(ref. III: revision not amendment)

XII. updating: increase upper limit

XIII. updating: allow for various staff roles

(ref. VI member categories)

(ref IX forms of delivery, VI member categories)

XIV. clarification: applies to all Board members, not only those identified as officers.

(ref IX forms of delivery, VI member categories)

138 ~~Board at its discretion may permit absentee voting by members who are unavoidably absent~~
139 ~~because of illness or other special circumstances. Rules for absentee voting shall be~~
140 ~~announced in the notification of the meeting.~~ Unless otherwise specified in these Bylaws, a
141 majority of those present and voting shall decide any question presented.
142 E. Powers of the Congregation: The following matters are specifically reserved for decision by
143 the ~~voting~~ membership:
144 1. Election of Officers
145 2. Call and dismissal of the minister
146 3. Adoption and ~~revision amendment~~ of these Bylaws
147 4. Adoption of annual budgets
148 5. Approval of expenditures for non-budgeted items exceeding ~~\$1,000~~ \$5000
149 6. Approval of any purchase, sale, mortgage, lease, or other dealing in real estate on behalf of
150 the Fellowship
151 7. Other matters of importance referred by the Board of Directors.
152
153 ARTICLE VIII: BOARD OF TRUSTEES
154
155 A. Governance: The government of this Congregation is vested in its membership. The Board
156 of Trustees, hereinafter referred to as the Board, shall conduct the affairs of the Fellowship
157 and, subject to these Bylaws, shall carry out the Fellowship's policies and directives.
158 B. The Governing Body: The governing body of the Fellowship shall be a Board of Trustees,
159 consisting of the President, Vice President, Secretary, Treasurer and three Members-at-Large,
160 whose terms are explained in ARTICLE IX, section D. The Minister and ~~Director of~~
161 ~~staff member responsible for~~ Religious Education serve as ex-officio, nonvoting members of the Board.
162 1. All members of the Board shall be ~~voting~~ members of the Fellowship. Officers and
163 Trustees shall be elected at the Annual Meeting by a majority of the votes cast ~~by voting~~
164 ~~members present~~. Two members of a committed couple or of the same household, sharing
165 the same address, may not be members of the Board at the same time. No member may
166 be elected or appointed to serve on the Board who is a family member of any person
167 serving as an employee or called as Minister of the Fellowship. The Nominating
168 Committee shall post at the church and ~~deliver mail to active~~ members a slate of candidates for
169 officers and trustees at least 14 days prior to the Annual Meeting.
170 2. ~~Officers-Trustees~~ may be removed by a 2/3 vote of ~~voting~~ members of the Fellowship present at any
171 meeting of the Congregation. Notice of intent to discuss and question the status of said
172 ~~trustee officer(s)~~ shall be ~~mailed-delivered~~ to all ~~voting~~ members at least 14 days prior to the
173 meeting. The Board may, by a majority vote, suspend any officer(s) during this process.

(ref VI member categories)

XV. clarification: resignee who is still a member may be a candidate, like any other member,

XVI. revision: emergencies may not permit three-day notice prior to meeting

XVII. clarification: we honor Roberts as ideal but do not adhere precisely.

XVIII. clarification: Non-trustees may be given opportunity to speak but it is not assured; President has responsibility and right of agenda at meetings of Trustees.

(ref XII upper financial limit)

- 174 C. Vacant Offices: Should a position become vacant on the Board, the Nominating Committee
175 will submit to the Congregation the name of at least one person to finish the existing term.
176 This appointment shall be confirmed by a majority of ~~voting~~ members ~~eligible to vote who are~~ present
177 at any meeting of the Congregation.
- 178
179 ~~Should a position become vacant as the result of a resignation, the resignee may be~~
180 ~~reinstated, at the Board's discretion, within a month of the resignation.~~
- 181 D. Meetings: The Board shall meet monthly. No notice shall be required for scheduled meetings
182 of the Board. Special meetings of the Board may be called at any time by the President or by
183 written request of any two Board members. Each trustee shall be notified of the time, place
184 and the purpose(s) for which the special meeting of the Board is called at least ~~72~~ 24 hours
185 before such meeting.
- 186 1. A majority of the trustees shall constitute a quorum for transaction of business at any
187 regular or special meeting of the Board. The Board will ~~be guided by follow~~ Roberts Rules of Order.
188 2. Members and Friends shall be welcome at all meetings ~~and shall be given the courtesy of~~
189 ~~the floor,~~ but may not vote. The Board may go into closed, executive session to discuss
190 business related to employees or applicants, or to discuss pending litigation. ~~Ex-officio Board~~
191 ~~members may be present during executive session only at the invitation of the President.~~
- 191 E. Duties of the Board: The Board, on behalf of the Fellowship, shall have general charge of the
192 property of the Fellowship, conduct all its business affairs and the control of administration.
193 The Board shall:
- 194 1. Appoint chairs of all committees and approve new groups and committees within the
195 Fellowship.
196 2. Appoint all employees of the Fellowship and fix their compensation.
197 3. Review committee activities.
198 4. Formulate a yearly budget to be approved by the Congregation at the Annual Meeting.
199 a. Any contract of ~~\$500~~ \$2000 or greater must be selected from at least three quotes.
200 b. Where a trustee is an interested party to a contract, they must disclose such interest to
201 the Board.
202 5. Actively review the Fellowship's real estate, trust funds and other assets and liabilities.

XIX. correction: identical text appears below in subsection 6.

203 ~~Set regulations and guidelines for the use of the building and/or other property. The~~
204 ~~Board may approve request for use of the building without charge from non-profit~~
205 ~~charitable, social, support or advocacy groups whose mission is consistent with the UU~~
206 ~~Principles.~~

207 6. Set regulations and guidelines for the use of the building and/or other property. The Board
208 may approve request for use of the building without charge from non-profit charitable,
209 social, support or advocacy groups whose mission is consistent with the UU Principles.

210 7. Maintain an accurate record of membership, as described in ARTICLE V.

211 8. Maintain an up-to-date comprehensive Policy and Procedures Manual.

212

213 ARTICLE IX: OFFICERS AND COMMITTEES

214

215 A. Job Descriptions of Officers:

216 1. The President serves as Chairperson of the Board, presides at all business meetings of the
217 Fellowship and of the Board, and is responsible for calling meetings of the Board and of
218 the Congregation. The President appoints, with the approval of the Board, the chairs of
219 any ad-hoc committees and removes or replaces the chairs with the approval of the
220 Board. The President votes at Board meetings only as needed to break a tie. The
221 President is responsible for calling for agenda items and preparing Board agendas in
222 cooperation with the Minister and others. The President is responsible for the direction
223 or delegation of the activities of the Fellowship in a reasonable and orderly fashion and
224 shall represent the Fellowship on all appropriate occasions.

225 2. The Vice President shall exercise all the duties and functions of the President during short-
226 term special circumstances. If the office of President becomes vacant, the Vice President
227 shall serve as President until such vacancy is filled in accordance with Article VIII,
228 section C. The Vice President shall act as Coordinator of the Council of Committees and
229 serve as liaison between the various committees of the Fellowship and the Board.

230 3. The Treasurer shall receive and timely deposit all money of the Fellowship, and shall
231 disburse these assets per the yearly budget and under the direction of the Board. The
232 Treasurer shall keep a complete account of the property of the Fellowship, which shall be
233 open for inspection at all reasonable times by the Board. The Treasurer shall submit a

234 current statement at each regular meeting of the Board and an annual statement for the
235 fiscal year verifying that all accounts and books balance.

236 a. The accounts and books of the Fellowship shall be audited and certified by persons
237 designated by the Board: (1) before a new Treasurer takes office, (2) when requested
238 by a majority of the Board, or (3) upon written petition signed by 20 % of the active
239 members and presented to the President. The audit shall be done in accordance with
240 ARTICLE VI.

241 b. The Treasurer shall be responsible for all tax matters including payroll taxes and sales
242 taxes, filing required Federal and State forms, and preparing pledge statements for
243 members and Friends of the Fellowship. The Treasurer shall be a member of the
244 Finance Committee.

245 4. The Secretary shall keep a record of the transactions of all business meetings of the
246 Fellowship and the Board and have such records available in the Fellowship office at all
247 times.

248 B. Committees of the Board:

249 1. Regular Committees: The Board may establish committees as needed for the
250 administration of the Fellowship. A Regular Committee has a mission that is ongoing or
251 repetitive. Committees will accept guidance from the Board, as expressed in Board
252 policy statements or in specific directives expressed by the Board.

253 a. At the first regular Board meeting following the Annual Meeting, the Chairs of the
254 Regular Committees will be appointed to one year terms by the Board from a slate
255 developed by the Nominating Committee. The Board may add names to the slate as it
256 deems appropriate. Committee chairs may be appointed for not more than three
257 successive terms as Chair of a particular committee. A Committee Chair may not serve
258 concurrently on the Board. Successive service as Committee Chair and Board member
259 is permitted.

260 b. The Chairs of Regular Committees shall be members, and have primary responsibility for recruiting
261 members. Committee members may be either members or Friends of the Fellowship.

262 2. Ad Hoc Committees: The Board may also establish ad-hoc committees as required for a
263 limited goal or purpose, and such committees shall cease to exist upon attaining the goal.
264 With the advice and consent of the Board, the President shall appoint the Chair and set

XXa.Require reg comm chair to be member

265 forth the purpose and goal of the committee. The chair shall be responsible for recruiting
266 members for the committee, setting forth procedures for the goal attainment, and
267 presenting a written report to the President and the Board.

268 3. Committees Council: The chairs of all regular committees will form a Council of
269 Committees, which will be coordinated by the Vice President. The Council will meet at
270 least quarterly or as called by the Vice President and will record minutes of their
271 proceedings. The Council will be responsible for planning, scheduling and coordinating
272 the programs of the Fellowship. The Council will advise and assist the Board to help
273 promote the general welfare of the Fellowship. The Council shall not establish policy nor
274 act upon any matter reserved to the Board or to the Congregation.

275 C. Committees of Congregation:

276 1. A Nominating Committee of five ~~voting~~ members of the Fellowship shall be elected at the
277 Annual Meeting ~~from nominations by the voting members present and shall serve a term~~
278 ~~of one year.~~ Each member of the Nominating Committee will serve a term of two years, staggered
279 that not more than three terms expire in each year.

so XX. major revision: NomComm to serve 2-year terms, and will nominate their successors

To this end, in 2019, two members will be elected for one-year terms and three members for two year terms.

If a member serves on the Nominating Committee for two ~~terms~~ years in succession, that member shall wait a year before serving again.

280 The Nominating Committee elects its own chairperson.

281 a. The Nominating Committee will produce a slate of nominees that will contain at least,
282 but not be limited to, one nominee for each available office. Two ~~Trustees~~ ~~Members-at-Large~~
283 will be nominated for two-year terms in odd-numbered years; one for a two-year term
284 in even-numbered years. The slate will also include nominees for expiring terms on the
285 Nominating Committee.

XXI. clarification: member-at-large refers to Board of Trustees

Nominations will be accepted from the floor prior to each vote. ~~Prior to the time that the slate of nominees is voted upon, nominations may be made from the floor.~~

XXII. clarification: nominations from floor for all vacancies; delay comm chair slate 2 months (ref IX forms of delivery, VI member categories)

286 b. The Nominating Committee shall post at the church and ~~deliver mail~~ to active members a slate
287 of nominees for trustees at least 14 days prior to the Annual Meeting.

288 c. The Nominating Committee will also develop a list of nominees for Chairpersons of all
289 Regular Committees and present it to the new Board prior to the Board's ~~August~~ next meeting.

XXIII. major revision: update definition of Committee on Shared Ministry to reflect current practice

- 290 d. In the event of a Chairperson vacancy, the Nominating Committee shall provide
291 nominees to the Board. In the event of a Board vacancy, the Nominating Committee
292 shall follow the procedure in ARTICLE VIII, section C.
- 293 2. A Committee on Shared Ministry shall consist of at least three voting members and shall select its
own chair. The Committee makes ongoing review and assessment of the various ministries of the
congregation. It is an advisory, nonvoting body that facilitates communication among congregation
and minister.
- a. Committee members may not be Chair of any other committee and may not be a member of
the Board.
 - b. The committee and minister together will identify candidates to fill vacancies and submit to
the Board for approval.
 - c. Annually, the committee shall prepare a written assessment of the minister's performance,
to be shared with the Board and the minister.
- 294 ~~provide support for the minister, balanced by the needs and resources of the Fellowship;~~
295 ~~and help assure there is good communication among the Minister, Board and~~
296 ~~Congregation.~~
- ~~a. When an Interim or Settled Minister begins service, the Search Committee shall serve
297 as the Committee on Ministry for a period of six months from the minister's
298 commencement of service. During the minister's fifth month of service the Board will
299 appoint a permanent committee (effective the following month) from a list of six
300 names proposed by the minister.~~
 - ~~b. Terms of the committee members shall be for three years. However, the initial
302 appointments following the hiring of a minister as described above, shall be staggered,
303 with one member serving a one year term, one member serving a two year term and
304 one member serving a three year term. Thereafter, each member shall serve a term of
305 three years.~~
 - ~~c. The Committee shall elect a chair from its members.~~
 - ~~d. At the expiration of a member's term, or in the event a member leaves the committee
308 for whatever reason, the Minister shall submit a slate of at least two names to the
309 Board for appointment. The selected candidate shall serve for three years, or in the
310 case of replacement of a member in mid-term, the unexpired term of the person being
311~~

312 ~~replaced.~~
313 ~~e. The previous Committee on Ministry shall be dissolved when a new interim or settled~~
314 ~~minister assumes his/her position.~~
315 ~~f. A committee member may not also be a member of the Board.~~

316 D. Term Limits of Board Trustees:

317 1. Cumulative Service on the Board: Except as further limited in D2 through D.5 below, a
318 member of the Congregation may serve up to a total of six consecutive years on the
319 Board. Subsequently, that member must wait a year before being considered again for a
320 Board position.

321 2. President and Vice President: The President and Vice President shall serve two-year
322 terms on a staggered basis rather than concurrently or in a sequential manner. They are
323 eligible to stand for re-election for one additional term in those offices. Subsequently, a
324 year must pass before being considered again for a Board position.

325 ~~For the Fiscal year beginning July 1, 2014 only, a President shall be elected to serve a one-~~
326 ~~year term and a Vice President to serve a two-year term. The current sitting President will~~
327 ~~serve a year as Past President. Subsequently, the office of Past President will be~~
328 ~~discontinued.~~

329 3. Secretary: The Secretary serves for a term of one year and is eligible to stand for re-
330 election to two additional terms in that office.

331 4. Treasurer: The Treasurer serves for a term of two years and is eligible to stand for re-
332 election to an additional term of one year in that office.

333 5. Members-at-Large: The three Members-at-Large serve staggered two-year terms. A
334 Member-at-Large may not be considered for re-election to successive terms in that office.

335

336 ARTICLE X: MINISTER

337

338 A. A Free Pulpit: This Fellowship shall maintain the tradition of a free pulpit. Ministers are free
339 to express the truth as they understand it. Ministers shall also be free to express their
340 personal opinions outside the pulpit.

341 B. Ministerial Duties: The Minister shall be the spiritual leader of the Fellowship, leading

XXIV. deletion of obsolete clause

342 religious services and ceremonies. The Minister shall conduct or supervise pastoral and
343 personal counseling as needed by members of the Fellowship and shall represent the
344 Fellowship in the community as appropriate. The Minister shall be an ex-officio member of
345 the Board and all committees of the Fellowship, except the Nominating Committee or the
346 Ministerial Search Committee. The Minister shall not participate in executive sessions of the
347 Board, unless requested to do so.

348 C. Selection of Settled and Interim Ministers: These procedures apply when the Fellowship
349 seeks the services of a qualified person to serve as either interim minister or as a permanent
350 minister to serve without a fixed termination date. Section E applies to a settled minister and
351 Section F applies to the selection of an interim minister. They ~~may do~~ not apply ~~in the event of an~~
352 ~~unexpected vacancy. to the selection~~
353 ~~of an intern to serve as temporary minister or in any situation where denominational~~
354 ~~requirements do not permit or contemplate a formal congregational search.~~

354 D. Budgeting for Searches and Employment: The Board shall, in coordination with the Finance
355 Committee and Treasurer, establish a budget and allocate funds needed for any search
356 process. They shall also determine the starting salary and benefits, such as housing
357 allowance, etc. to be paid to the settled minister or interim minister.

358 E. Settled Minister:

359 1. Formation of a Ministerial Search Committee:

360 a. When a vacancy exists which is to be filled by a settled minister, the Nominating
361 Committee shall nominate a Ministerial Search Committee (MSC). The MSC shall be
362 composed of ~~active~~ members of the Fellowship who are appointed as being
363 representative of the Congregation, considering differences in church experience, age,
364 theological and program interests, gender, family composition and other matters as
365 appropriate. An MSC shall not be selected until the members have been notified and
366 given at least 21 calendar days to suggest names of individuals to serve. The notification
367 shall include such criteria as the Board shall consider appropriate to encourage the
368 formation of a reasonably balanced committee that will pursue its charge with the
369 necessary diligence.

370 b. The Nominating Committee will present a slate of at least 7 nominees for the MSC. The
371 members will vote for 5 from this slate. The Board will meet as soon as possible to

XXV. correction: there is no such thing as
“denominational requirements” so it is
unclear what was intended here.

372 select another two MSC members from the slate or from the larger Congregation.
373 Fellowship officers may not simultaneously serve on a search committee.
374 c. If practicable, every search committee shall include at least one member who has prior
375 experience on a Unitarian Universalist ministerial search committee.
376 2. Ministerial Search Committee Responsibilities:
377 a. An MSC shall select its own chair. It shall ~~conduct its activities subject to any~~
378 ~~requirements established by the Unitarian Universalist Association and shall~~ be guided
379 by recommendations of the UUA. An MSC shall work to achieve consensus on the
380 candidate to be recommended and shall recommend no candidate if any member dissents
381 or abstains.
382 b. An MSC shall establish a ~~covenant standards~~ of participation for its members ~~including, but not~~
383 ~~limited to, attendance at meetings, Sunday services and other events, and matters of~~
384 ~~confidentiality. They may, by majority vote, require the resignation of any member who~~
385 ~~fails to comply with those standards.~~
386 c. Any vacancy on an MSC shall be reported promptly to the Nominating Committee
387 which will submit the name(s) to the Board and the Board may elect an individual to fill
388 the vacancy on the MSC.
389 d. The MSC shall operate at a high level of confidentiality. The MSC shall periodically
390 inform the Congregation and Board of their progress in general terms.
391 e. The MSC may not discuss, or in any manner give any information concerning, when or
392 where they are pre-candidating applicants. Members and Friends should respect the
393 confidentiality of the process and refrain from any such inquiries.
394 3. Unsuccessful Searches:
395 a. If an MSC reports that it is unable to agree upon a candidate, or if the Board finds that
396 an MSC is not making reasonable progress in conducting the search, the Board will
397 dismiss the committee and a new MSC shall be formed in the manner described
398 above.
399 b. If a candidate for a settled minister is rejected by the members, or if a candidate
400 withdraws after being chosen by the MSC or after selection but before a contract is
401 concluded, a new MSC shall be formed in the manner described above.
402 4. Ministerial Candidating: No person shall be selected as a settled minister who has not

XXVI. correction: UUA offers advice but makes no requirements; congregations are invited to use UUA assets and resources for search.

XXVII. clarification: Committee makes its own covenant, to include what they choose to include and remedies they specify.

403 presented at least one Sunday service in our church and engaged in such other activities
404 as may be agreed upon, to permit the members to become familiar with the candidate's
405 qualifications and to allow the candidate to evaluate the Fellowship.
406 5. Ministerial Selection: A vote to accept or reject a minister who has completed the
407 candidacy process shall be held at any meeting of the Congregation. The meeting shall
408 be conducted in accordance with the requirements otherwise applicable under these By-
409 Laws, except that a quorum shall be 50 percent of the ~~active~~ members of the Fellowship.
410 The minister shall be called by an affirmative 85 percent vote of the ~~active~~ members
411 present and voting in person.
412 F. Interim Minister:
413 1. Preparation for Selection: The President shall notify ~~the appropriate offices of the UUA and the~~
~~Mid-South District~~
414 whenever the need arises for the selection of an interim minister and will ~~complete the~~
415 ~~follow the UUA recommended process on-line application, found at the UUA web site,~~
~~to begin search~~ for an interim minister.
416 2. Formation of an Interim Search Committee: The Nominating Committee shall submit a
417 slate of five names to the Board to serve on the Interim Search Committee (ISC). The
418 Board shall appoint three persons chosen from that slate
419 3. Interim Search Committee Responsibilities:
420 a. The ISC shall obtain names and resumes of candidates from the UUA website.
421 b. ISC shall interview each candidate by telephone and, based upon the resumes and results
422 of the interviews, make a recommendation to the Board as to the selection of an interim
423 minister.
424 c. The President shall contact the candidate, requesting a meeting with the ISC and the
425 Board. During that meeting the Board shall decide on the hiring of the nominee. If the
426 Board elects to hire the nominee, a contract shall be negotiated at that meeting. If the
427 Board rejects the hiring, the nominee shall be paid expenses incurred, including the
428 return trip home. Either the ISC shall be asked by the Board to nominate another person,
429 or a new ISC shall be appointed by the Board to begin a new search.
430 d. An interim minister shall be hired for a ~~one or~~ two-year term, allowing ample time for the
431 process of hiring a settled minister.

(ref VI member categories)

XXVIII. update: there is no District system, and
Regions are offices of UUA.
This describes current process, and needs to be
less specific as procedures will change.

XXVIIIa. revision: Congregation or minister may
opt for one year under some conditions

432 G. Negotiating a Contract: The Minister shall be employed under a contract negotiated by the
433 Board and/or their designee. The contract will specify compensation and benefits and the
434 duties of the Minister as mutually agreed upon by the Minister and the Board. The contract
435 will also specify the type and length of notice to be given, and the terms in event of
436 termination or resignation.

437 H. Terminating a Contract: A Minister shall serve at the pleasure of the Fellowship's ~~voting~~
438 membership.

439 1. Dismissing a Settled Minister: A settled minister may be dismissed by a two-thirds vote of
440 the ~~voting~~ members present and ~~eligible to vote~~ing at any meeting of the Congregation at which a
441 majority of the ~~voting~~ members are present.

442

443 The meeting shall be held only upon the request of at least two-thirds of the ~~voting~~
444 members of the Board, or within four weeks after receipt by the Board of a petition duly
445 signed by at least 30 percent of the ~~active~~ members.

446 2. Minister Resignation: The Minister may resign by submitting a resignation at a meeting of
447 the Board

448 ARTICLE XI: AMENDMENTS

449

450 These By-Laws may be ~~revised~~amended by an affirmative two-thirds vote of the ~~active~~ members of
451 the Fellowship present at any meeting of the Congregation. ~~Revisions~~ Amendments may be proposed
452 by the Board, upon written petition signed by 20% of the ~~active~~ members and presented to
453 the President, or by counsel. The proposed ~~revisions~~amendments shall be made available at the
454 church, or ~~delivered by mail~~ to members, two weeks prior to the meeting.

455

456 ARTICLE XII: DISSOLUTION

457

458 In the event of the dissolution or final liquidation of this Fellowship and vote of the
459 membership to disband, the Board shall pay or make provision for the payment of all lawful
460 debts and liabilities of the Fellowship. The Board shall then distribute all the remaining
461 assets of the Fellowship to the Unitarian -Universalist Association, a nonprofit organization,
462 for their general use for religious, charitable, scientific, literary or educational purposes, or

(ref VI member categories)

(ref III revise vs amend, VI member categories)

(ref IX forms of delivery)

I. correction: remove hyphen

463 the promotion of social welfare; it having been deemed by this Fellowship that their aims and
464 objectives are similar to those of the Fellowship.

465

466 ARTICLE XIII: TERMS

467

468 The terms "society", "organization", "corporation", "church", "congregation", "association",
469 "group", and "Fellowship" shall be synonymous when their context indicates that they refer
470 to the Unitarian Universalist Fellowship of Montgomery.

471

472 The terms "Trustee" and "Director" shall be synonymous as between the Articles of
473 Incorporation and the By-laws. The terms "Board of Trustees" and "Board of Directors"
474 shall be synonymous as between the Articles of Incorporation and the By-laws.

475