

**SOUTH NASSAU
UNITARIAN UNIVERSALIST
CONGREGATION**

BYLAWS

**Revised, Amended
and Adopted**

January 2013



**South Nassau Universalist Unitarian
Congregation**

By-Laws (as Revised) January 2011

Article I-Name

The name of this religious corporation shall be
**South Nassau Universalist Unitarian
Congregation.**

Article II-Purpose

It is the purpose of this Congregation to bring together religious liberals who foster the principles of freedom, moral integrity, friendship and human dignity; to seek truth regardless of source or direction; to respect in each other and in all the right of individual conviction; to maintain a pulpit and organization where these principles will be practiced and proclaimed; to be affiliated with the Unitarian Universalist Association (U.U.A.), to uphold and promote its principles and purposes, and participate in its deliberations and activities.

Article III-Membership

Section 1-Application

Any person 16 years or older who is in sympathy with the purpose of the Congregation may become a member by signing the Statement of Purpose on the membership card in the presence of the Minister, a trustee or officer of the Congregation and by making or having made in the preceding twelve (12) months a verifiable financial contribution toward the

Minister may serve without vote as a member ex officio of all committees, except any committee concerned with ministerial evaluation, salary, or contract with the Congregation, and except the Nominating Committee or other such committees as are specifically elected by the congregation at a meeting thereof without provision for the Minister's participation.

Article XI-Amendments

These bylaws, insofar as allowed by law, may be amended or repealed at any bi-annual or special meeting of the Congregation called pursuant to notice as set forth in Article VI, by a two-thirds vote of the members of the Congregation present and voting. Notice of any proposed change shall be contained in the notice of the meeting, setting forth the full text of any such proposed change(s) or a summary thereof. A copy of the proposed amendments(s) shall be made available in the Congregation office. The Congregation's office manager or such other congregation employee, shall incorporate promptly into the bylaws all such amendments passed by the congregation.

Article XII-Dissolution

In the event of the dissolution of the Congregation, all outstanding debts shall be paid, and the remaining assets, including land and buildings, shall become the property of the Unitarian Universalist Association of Congregations and Fellowships in North America, 25 Beacon Street, Boston, Massachusetts, subject to court approval and in accordance with the law.

The chairpersons of the above committees shall, together with the Board of Trustees, constitute the Congregation's Joint Council, and they shall meet at least once a year to coordinate the various activities of the Congregation and to provide information necessary to the budget process. If any Chairperson ceases to be a member of the Congregation, that office shall be declared by the Board to be vacant and shall be filled by the Committee in question until the next bi-annual meeting at which time the vacancy will be filled in a manner set forth herein for the nomination of Chairpersons of the Standing Committee.

Article IX-Fiscal Period

The fiscal period shall be from July 1st through June 30th.

Article X-Minister

The minister shall be chosen by a three-quarter (3/4) vote of the congregation, and her or his salary determined by the congregation at a properly called meeting. A majority vote of the congregation shall be required for dismissal or for the acceptance of the resignation of the Minister. It shall be the duty of the Minister to make a full report to the bi-annual meeting and to bring to the attention of the Board of Trustees any matters which seem to be pertinent to the general welfare of the Congregation, and to make such recommendations as seem proper. However, the final decisions in such matters of policy and procedure shall remain with the Board of Trustees or the congregation in legal meeting. The

operation of the Congregation, as determined by the Board of Trustees.

Section 2-Rights

A member shall be entitled to vote, be elected or appointed to office and otherwise enjoy the privilege of Congregation membership sixty days from the time of the signing of the membership card, as long as the annual financial contribution was made by the member. The membership of any person may be formally terminated by a signed statement of resignation mailed or delivered to the Congregation office or the president.

Article IV-Board of Trustees

Section 1-Composition

There shall be a Board of Trustees consisting of a minimum of six voting members of the Congregation and shall include the President, Vice President, Secretary and Treasurer. The members of the Board of Trustees and its officers may not serve simultaneously as chairs of standing committees. There shall also be a Youth Trustee to the Board of Trustees, who shall be a person between the ages of 16 and 19, inclusive, who shall be a non-voting member of the Board of Trustees and who shall not participate in executive sessions of the Board of Trustees.

Section 2-Term

Trustees shall hold office for a term of three years or until their successors have been elected and

qualified. No Trustee, who has served a full three-year term shall be reelected until out of office for at least one year. If any Trustee ceases to be a member of the Congregation or to be active in such office, the position shall be declared vacant by the Board of Trustees, and shall be filled by the Board until the next bi-annual meeting, when the vacancy shall be filled by Congregational vote for the unexpired term. A Youth Trustee who has been elected and qualified shall hold such position for one year, or until a successor Youth Trustee has been elected and qualified. A Youth Trustee serving for one year may be re-elected for two more one year terms, but not serve for more than three years. If no Youth Trustee or nominee for such position qualifies in accordance with these by laws or, after qualifying is not elected, or after being elected declines to act or ceases to be a member of the Congregation, the Board of Trustees may (1) fill the vacancy until the next bi-annual meeting, taking into consideration the recommendations of the youth group at which bi-annual meeting the vacancy shall be filled, or (2) leave the vacancy unfilled until the next bi-annual meeting, at which an election of officers shall be held, at which time the vacancy shall be filled, or (3) in the event no one qualifies or is elected at the next or subsequent bi-annual meeting, continues to function as a Board of Trustees consisting of at least 6 members.

Section 3-Quorum

The majority of the voting Trustees holding office shall constitute a Quorum for the purpose of conducting business of a lawfully convened meeting of the Trustees. In case of a tie vote at a meeting of

may be made by petition signed by at least ten (10) members delivered to the President, or in the President's absence, the Vice-President, at least twenty (20) days before the meeting for such election. Upon receipt thereof, the Board shall cause a copy to be mailed to each member. The recommendation of the YUUTH for the one-year term Trustee between the ages of sixteen (16) and nineteen (19) inclusive will be nominated provided that at least ten (10) YUUTH members who voted in favor of such nominee are members of the Congregation. If fewer than ten (10) such members vote for said nominee, the recommendation shall not be binding on the Nominating Committee to make such nomination.

Section 3. Vacancies

If any member of the Nominating Committee ceases to be a member of the Congregation or to be active on such committee, or becomes a member of the Board of Trustees, the position shall be declared vacant by the Board and shall be filled by the remaining members of the Nominating Committee until the next congregational meeting in January.

Article VIII-Other Standing Committees

Other standing committees of the Congregation are as follows:

Building and Grounds	Social Action
Ways and Means	Thrift Shop Committee
Denominational Affairs	Finances
Religious Education	Membership
Sunday Services Committee	

secret ballot. All voting shall be in person and not by proxy.

Article VII-Nominating Committee And Nominations for Trustees and Officers

Section 1-Nominating Committees

There shall be a Nominating Committee consisting of five (5) members of the Congregation, not members of the Board of Trustees who shall be elected at the January bi-annual meeting of the Congregation, and who shall hold office for one (1) year and until their successors have been elected and qualified. One or two member(s) of the Nominating Committee will serve two (2) years. The terms of office shall be staggered so that the designated member or members of the Nominating Committee shall serve the following year with new members of the Nominating Committee. No other member of the Nominating Committee shall be eligible for re-election to the Nominating Committee for at least one (1) year. The Nominating Committee of 1 year shall select (1) the nominees of the Nominating Committee of the following year (2) the nominees for trustees and officers for those positions being vacated (3) and review the candidates selected by the Standing Committees to serve as Chairs of these Committees. A list of all such nominees shall be mailed to each member of the Congregation at least fifty (50) days before the meeting for such elections.

Section 2-Other Nominations

Other nominations for the election of Officers, Trustees and members of the Nominating Committee

the Trustees, the presiding officer shall have an additional casting vote, making two votes for the presiding officer, that is the President or Vice President.

Section 4-Powers

The Board of Trustees shall have general charge of the affairs and property of the Congregation, conduct all of its business, and shall establish such committees, policies, and procedures as it deems necessary (other than the standing committees). However, no contract involving any expenditure on behalf of the congregation of any monies exceeding \$5,500 shall be made without the approval of a duly constituted congregational meeting. The Board of Trustees shall have the authority to designate delegates to the general assembly of the Universalist Unitarian Association, the Metropolitan New York district, Long Island Area Council of the U.U. societies, at such bodies to which the South Nassau Unitarian Universalist Congregation may properly send delegates.

Section 5-Meetings

A. Regular meetings of the Board of Trustees shall be held at least once a month at times mutually satisfactory to its members, as determined by the President, or in the President's absence by the Vice President.

B. Special meetings of the Board of Trustees may be called by any two trustees by giving 24 hours notice thereof, either personally or by e-mail, to the other trustees.

Article V-Officers

The officers of the Congregation shall be a President, Vice President, Secretary and Treasurer, who shall be elected at the bi-annual meeting of the Congregation.

Section 1-Eligibility, Election, Term

All officers shall hold office for the period specified below and until their successors have been elected and qualified. To qualify for any office, a nominee must be an active member of the Congregation. Both President and Vice President of the Board must have served for at least one year previously as a Trustee, or in a position elected by the Congregation of commensurate experience, before being elected to the office of President or Vice President. Those selected for office as President and or Vice-President may qualify for reelection to a second one-year term . Those selected for office as Secretary or Treasurer will stay in office for a two year term. If the President is an immediately retiring member of the Board of Trustees, she or he may still qualify for reelection. In this case, Article IV Section 2 of these Bylaws shall not apply and he or she will serve the term as President as a tenth member of the Board. If any officer resigns, dies, or ceases to be a member of the Congregation or to be active in such office, that office shall be declared by the Board of Trustees to be vacant and shall all be filled by the Board until the next annual meeting, at which the vacancy shall be filled for the unexpired term in the manner set forth herein for the election of officers.

notice, list or petition shall be sent (i) has not provided an E-mail address to the Congregational office or (ii) has expressly, in writing, requested that all such notice, petitions or lists be delivered to such member via regular mail.

Section 4-Quorum

The presence at any annual or special congregational meeting of at least 25% (twenty five percent) of the members shall be necessary for a Quorum.

Section 5-Conduct of Meetings

At the opening of each meeting of members shall choose a person to preside. Such presiding officer shall announce the agenda for the meeting in the order in which matters are to be presented, discussed and/or acted upon; show recognized members entitled to the floor; shall state and put to vote all questions which are regularly moved or arrive through the course of the proceedings and announce the results of the votes; receive the votes for trustees, officers and members of the Nominating Committee; and decide all questions of order in accordance with the latest edition of *Robert's Rules of Order*. The polls at any bi-annual meeting for the election of Trustees, Officers, and Nominating Committee shall continue to be open for one (1) hour or longer at the discretion of the presiding officer, or if voted by majority of the members present.

Section 6-Voting

Final votes for Officers and Trustees shall be by

practicable or, if not, then to a member of the Board of Trustees, and thereupon they do such meeting shall be held as soon as feasible, but in no event sooner than eleven (11) days or no later than forty (40) days from the time such written request is received, except that if received out of time when the forty (40) day limit would fall between June 28 and Labor Day, the said limit shall be extended to one week after Labor Day.

B) Notice each special meeting shall be mailed to each member of the Congregation not less than ten (10) days and no more than forty (40) days prior thereto. Such notice of special meeting shall specify the date, time and place thereof and shall state the purpose thereof, and, if called at the written request of ten (10) members shall set forth their names, the date such written request was received and by which officer or trustee the same is received.

Section 3-Mailing to Members

Separate copies of notices, list of nominees or petitions need not be sent to members of the Congregation family residing at the same address, except in the case of persons living in separate apartments at the same address. A copy mailed to any such member shall be deemed sufficient for all such members whose address is shown as the same on the Congregation records. Such notices, lists or petitions shall be deemed sufficient if set forth in any part of the Congregation newsletter. For the purposes of these by laws, including this Article VI, "mailing" shall include a distribution of any such notice, listing of nominees or petition, via electronic mail "E-mail", unless the member to whom such

Duties and Powers of Officers

Section 2-President

The president shall exercise the powers and perform the duties assigned in these bylaws and shall be the chief executive officer of the Congregation and, as such, subject to the bylaws, shall like a generally supervise the management of its affairs. At the annual Congregational meeting the President shall make a statement as to the Congregation's activities and progress. The President shall be a member ex officio of all committees except the Nominating Committee, without the right to vote, and shall approve those nominated as Chairpersons of all standing committees elected by those Committees with the approval of the Board, excluding the Nominating Committee and such committees as specifically elected by the Congregation at a meeting thereof.

Section 3-Vice President

The Vice President shall perform such duties as are assigned by the President or Board of Trustees within the provisions of these bylaws and shall discharge the duties of the President in the absence or disability of the President.

Section 4-Secretary

The Secretary shall keep a record of the proceedings of all Board meetings, of the congregational meetings and all other matters of a which a record shall be ordered by the President or the Congregation. The Secretary shall be responsible

for notification of committees and newly elected members of their election or appointment and notification of meetings of the Congregation and Board of Trustees.

Section 5-Treasurer

The Treasurer shall provide a current record of pledges, payments and disbursements of funds to the Congregation, subject to approval of the Board; and oversee the required accounts and books belonging to the Congregation, which shall be open to inspection by the members of the Board of Trustees. At each bi-annual meeting of the Congregation and when required by the Board of Trustees, the Treasurer shall furnish a report in writing of the financial condition. All funds of the Congregation shall be deposited in the name of the Congregation and such bank or banks as directed by the Board of Trustees, except such funds as maybe invested by direction of the Board of Trustees or the Congregation and shall be withdrawn by checks or drafts signed by either the Treasurer and/or any other congregation member designated by the Board of Trustees. The Treasurer shall be a member of the Finance Committee.

Article VI-Congregational Meetings-Elections

Section 1-Bi-annual Meetings-Elections

A) Two Bi-annual Meetings of the Congregation shall be held at the Congregation in the months of January and May of each year. In January, officers and trustees shall be elected. In May the annual budget shall be presented for approval¹, the annual

reports of the Minister, President, Treasurer and committees shall be made, and other business shall be conducted. If for any reason the bi-annual meetings cannot be held in January and May of any year, then they shall be held as soon thereafter as practicable, and if for any reason the business of a bi-annual meeting is not concluded at the date set, the meeting may be adjourned to a time agreed upon by a majority of the members present.

B) Notice of such bi-annual meeting, stating the date, time, and place shall be mailed to each member of the Congregation not less than 50 days before such bi-annual meeting. The notice of the bi-annual meeting shall also state the report of the Nominating Committee, getting the names of its nominees for election of Trustees, officers, and New Members of the Nominating Committee. Prior to a bi-annual meeting at which the annual budget will be presented for approval, there shall be a hearing on the proposed budget.

¹ For purposes of clarification, the budget as presented will be voted on by Congregation, and no motion to amend the presented budget shall be entertained, except in the case of a motion to correct errors and/or omission in the presented budget.

Section 2-Special Meetings

A) Special meetings of the Congregation may be called by the Board of Trustees, and may also be called by the Board of Trustees upon the written request of any ten (10) members of the Congregation (which may include Members of the Board of Trustees.) Such written request for a special meeting shall contain the purpose of such meeting and shall be delivered to an officer, if