

## **By-Laws Revision**

At the Annual Meeting of the fellowship on May 17 members will be asked to approve the following revised by-laws. There is still time to discuss these proposed changes with Board members before they are considered for adoption. Members will be available before the worship service and at the potluck on May 2. We would welcome comments, too, regarding any typos or infelicities of expression.

**BY-LAWS**  
OF  
POCATELLO UNITARIAN UNIVERSALIST FELLOWSHIP, INC.  
Adopted May 2, 1993  
Amended June 4, 2006  
Revised draft May 16, 2010

### **ARTICLE I -- NAME**

The name of this organization shall be Pocatello Unitarian Universalist Fellowship , Inc. It shall be referred to hereinafter as "The Fellowship."

### **ARTICLE II -- AFFILIATION**

The Fellowship shall be an affiliated organization with the Unitarian-Universalist Association of America (UUA) Mountain Desert District (MDD).

### **ARTICLE III -- PURPOSES**

The purposes of The Fellowship shall be to affirm and promote the Principles of the UUA, to hold religious services, to conduct a program of religious exploration for children and adults, to provide a public forum for discussion of social justice issues, to engage in charity and community service, and to hold and maintain such property as these activities shall require.

### **ARTICLE IV -- MEMBERSHIP**

Membership in The Fellowship shall be open to all persons who shall indicate their desire to join in the pursuit of the purposes stated in Article III. No declaration other than that of desire to affiliate shall be required of any person seeking membership. No person shall be excluded from membership because of race, nationality, political or religious beliefs, physical or mental challenge, sexual orientation or gender, or any doctrine or tenet held by the applicant as a matter of conscience.

The roll of members shall be reviewed each year by the Board of Directors. Revocation of membership may occur given a long-term absence from participation in attendance or pledging or both. Dangerous or disruptive behavior may also be cause for revocation of membership. Each member whose name is to be dropped shall be notified of the proposed action. Members desiring continuation of membership may advocate their continuation to the Board. Revocation shall require a vote of  $\frac{3}{4}$  of the full Board (not just those board members present). A member may request that his/her name be removed from membership.

The minimum age for voting members shall be sixteen years. Those under the age of

sixteen shall be considered junior members.

#### ARTICLE V -- BOARD OF DIRECTORS

The legal powers of The Fellowship and the power to own and hold property shall be vested in a Board of Directors, which shall consist of the Past President, President, Vice-President, Secretary, and Treasurer of The Fellowship, and three At-Large Directors.

This Board shall meet within at least every thirty to forty days during the period in which services are being held, at such times and places as the Chairperson of the Board shall designate. The President of The Fellowship shall also be the Chairperson of the Board of Directors. A quorum shall be a majority of the members of the Board. Actions of the Board of Directors shall be determined by a simple majority of Board members present and voting.

The Board of Directors is empowered to make all necessary decisions for The Fellowship, but may not elect the positions provided in these By-Laws, nor pass resolutions in the name of The Fellowship. In making decisions the Board works in tandem with and takes into consideration The Fellowship's mission and vision and the specific recommendations of the standing and any ad hoc committees and task forces of The Fellowship.

Any decision of the Board may be brought before a meeting of the full membership of The Fellowship for a vote by the petition of one-fourth of the voting membership of The Fellowship. Votes taken as a result of such a petition shall require a simple majority of the voting members present, and shall be binding upon the Board.

All meetings of the Board shall be announced to the membership of The Fellowship and shall be open to any member.

#### ARTICLE VI – BOARD POSITIONS AND ELECTIONS

The officers of The Fellowship shall consist of a Past President, President, Vice-President, Secretary, and Treasurer. These positions shall be elected as described below in this article.

The Vice-President shall be elected by secret ballot for a one-year term. There is no separate election for the positions of President and Past President. The Vice-President succeeds to the Presidency the following year and shall serve in an advisory capacity as Past-President during the third year of service.

The Secretary and Treasurer shall be elected by secret ballot for two-year terms, with the Secretary elected in odd-numbered years and the Treasurer elected in even-numbered years.

There shall also be three Board Directors at-Large, elected to staggered two-year terms.

The Secretary, Treasurer, and Directors at Large shall be eligible to serve up to two consecutive two-year terms.

Officers and Directors at Large shall be elected at an Annual Meeting to be held during the month of May each year. A majority vote of a quorum--which shall consist of not less than 30 percent of the membership of The Fellowship--shall be sufficient to elect.

Also elected are members of the three-person Nominating Committee. Election of Nominating Committee members shall be done by secret ballot at the Annual Meeting. Terms of service are three year, staggered to allow for continuation of two members each year.

Terms of office shall correspond with The Fellowship fiscal year, July 1 to June 30. All officers and at-large members of the Board and members of the Nominations Committee must be members in good standing of The Fellowship.

Should a vacancy occur in the office of the President, the Vice-President shall succeed to the Presidency; the Board of Directors shall call a special meeting of The Fellowship, at which a Vice-President shall be elected. Should any of the other offices become vacant, the Board of Directors shall appoint a person to complete the term through the end of the fiscal year, with election occurring at the next annual meeting.

A recall election shall be held upon petition of one-half of the voting membership of The Fellowship that an officer be removed from office. If less than a majority of those present and voting at the meeting at which such an election is held vote to sustain the officer in question, the office shall be declared vacant and shall be filled as prescribed above.

No vote in any election or other vote of The Fellowship shall be cast by proxy.

#### ARTICLE VII -- DUTIES OF THE OFFICERS AND AT-LARGE DIRECTORS

President: In conjunction with the Board and if applicable, minister, the President represents, through model and teaching, UUA principles to The Fellowship and the southeast Idaho community at large, including contact with the media. The President is The Fellowship's link to outside entities, including the UUA, Mountain Desert District, ecumenical groups, and other congregations. It shall be the duty of the President, in his or her capacity as Chairperson of the Board of Directors, to call meetings of the Board, prepare its agenda, and conduct its meetings. All major actions of the Board of Directors shall be reported to The Fellowship at large within two weeks of said action by the Board, either by newsletter, at a regular Sunday meeting, or at a regular or special business meeting. Minutes of Board meetings shall be available at Sunday services.

Vice-President: The Vice-President shall assist the President and perform the duties of the President in the absence of the President. In consultation with the President the Vice-President exercises general supervision over the various committees of The Fellowship, co-coordinating their activities, and calling for reports and recommendations as required.

Secretary: The Secretary shall execute all official correspondence for The Fellowship. He or she shall maintain a record of all meetings of The Fellowship in which decisions are made by vote of the members. He or she shall keep a record of all meetings and all actions of the Board of Directors. He or she shall maintain these By-Laws, making such changes and additions as shall be determined by vote of the membership as specified in Article XI.

Treasurer: The Treasurer provides advice and direction for all fiscal matters. He or she shall be responsible for the following: placement and oversight of funds in investments, financial reports for Board meetings and Annual meetings, payment, deposits, and accounting for bills and donations, both fiduciary and in-kind. The Treasurer is a member of the Mission and Ministry Fund Committee.

At-large: In conjunction with the Vice-President, At-large Members shall assist the President and serve as liaisons to Committees, as assigned by the Board of Directors.

Past President: The Past President serves as an ex officio, non-voting Board member. He/she assists the President and Board members as needed.

Other duties may be assigned to any Board member by the Board of Directors.

#### ARTICLE VIII -- COMMITTEES

There shall be eight Standing Committees consisting of the following:

- Religious Exploration Committee
- Worship Service Planning Committee
- Caring Committee
- Hospitality Committee
- Social Justice Committee
- Membership Committee
- Nominating Committee
- Stewardship Committee

With the exception of the Nominating Committee, the Chairpersons of these standing committees shall be appointed by the Board of Directors. Each Committee shall have a liaison on the Board of Directors.

Ad hoc committees may be established by the Board of Directors, as needed.

## ARTICLE IX -- DUTIES OF STANDING COMMITTEES

Religious Exploration Committee: It shall be the duty of the Religious Exploration Committee to plan a program of religious education for children. It shall determine policies, recommend a budget and recruit and train teachers. The immediate supervision of the program shall be vested in a Chair who shall be responsible to the Board of Directors. (Adult Religious Exploration is organized by volunteer(s) who report directly to the Board of Directors.)

Worship Service Planning Committee: Working with the minister, if applicable, the Worship Service Planning Committee shall have general responsibility for the form and content of the worship services of The Fellowship. In consultation with the Board of Directors and the minister, if applicable, it shall schedule Sunday services, arrange for speakers, lay participation, and publicity, and prepare special programs and observances.

Caring Committee: The Caring Committee shall have general responsibility for pastoral care, including but not limited to communicating The Fellowship's concern and appreciation for members who have experienced a crisis, personal loss, or joyful event; following up on communication by coordinating tangible or intangible assistance; linking members with serious needs to social services available in the region; and other fellowship involvement.

Hospitality Committee: The Hospitality Committee shall maintain The Fellowship's kitchen supplies and equipment and provide set-up and clean-up for Fellowship events.

Social Justice Committee: The Social Justice Committee shall lead and coordinate the work of The Fellowship in accomplishing social justice goals, recommend to the Board charitable causes to which special offertories may be designated, and identify social justice issues for study toward potential action by The Fellowship.

Membership Committee: The Membership Committee shall be responsible for welcoming, contacting potential members, orienting new members, arranging for new member ceremonies, maintaining a membership book and an accurate record of past and current members, and working with the Board to maintain The Fellowship's networks of communication.

Nominating Committee: The Nominating Committee shall work with the Board to determine open elective positions and prepare a slate of nominees for officers, at-large board members, and Nomination Committee members to be voted on at the Annual Meeting.

Stewardship Committee: Working closely with the Board, the Stewardship Committee plans and supervises the annual canvass campaign.

## ARTICLE X – RESOLUTIONS

Resolutions expressing the opinion of The Fellowship must receive the affirmative vote of at least two-thirds of the voting membership of The Fellowship. Proposed Resolutions shall be voted upon in a general membership meeting to give opportunity for discussion. Resolutions

regarding social justice issues shall include a study period preceding the general membership meeting sufficient for careful consideration of the issue.

Ballots to vote on the adoption of a Resolution shall be mailed to all members and may be submitted absentee. E-mail votes shall be counted. The final decision shall be made at a general membership meeting.

#### ARTICLE XI -- AMENDMENTS

These By-Laws may be amended or repealed by a simple majority vote of the membership of The Fellowship. By-law amendments shall be voted upon in a general membership meeting. Notice of any proposed change shall be given in writing to the membership at least two weeks in advance of the meeting, along with an absentee ballot. E-mail votes shall be counted.

#### ARTICLE XII – DISSOLUTION

Should The Fellowship cease to function and the membership vote to disband, any assets of The Fellowship shall be transferred to the Mountain Desert District of the UUA, or to its successor or successors, to be used for extension services within the District.

## **A Peek at the 2010-11 Budget**

At the Annual Meeting on May 16 members will be asked to approve our budget for 2010-11. The figures will look very familiar. Most committee budgets will remain steady for the coming year, including our projected Worship Service, Adult RE, and Children's and Youth RE budget lines. We anticipate continuing with ten UU minister visits at worship services, some with workshops, and ten lay-led services at which at least five lay speakers from the community will be invited to address us. One addition to the budget that is being recommended by the board is \$2000 for a Business Officer to assist the Treasurer and the Membership Committee. This person could be a non-member or member. Specific duties will include assisting the Treasurer with maintaining members' and friends' contact information, tracking pledge income, producing pledge reports, making bank deposits, and assisting the Treasurer as needed with other duties.

The board will also be recommending \$315 for a Welcoming Congregation film series, consulting fees for UU ministers and others to hold a few Welcoming Congregation workshops, and \$1200 for conference registration and travel (General Assembly and Mountain Desert District, which meets in Ogden next October). The total budget will be about \$36,000. With pledges averaging at \$580 per member, a modest \$30 per worship service, we can easily accommodate the proposed budget.