

**UNITARIAN UNIVERSALIST
FELLOWSHIP OF FRANKLIN, NC, INC.**

Bylaws

ARTICLE I. NAME

The name of this religious society shall be the Unitarian Universalist Fellowship of Franklin, NC, Inc.

ARTICLE II. PURPOSE

The purpose of this organization shall be to pursue the study of and to practice the principles and purposes of the Unitarian Universalist Association of Congregations, which includes the free quest of high values in religion and in life.

ARTICLE III. MEMBERSHIP

Section 1. Any person may become a Member of the Fellowship who:

- A.** is in sympathy with its principles and purposes,
- B.** Offers the Fellowship their time, talents, and/or treasure in any combination. Since individuals have varying ability, offerings may take a variety of forms, including but not limited to:
 - a. Presence in Sunday Services
 - b. Participation in our programs
 - c. Helping to shape policy including by voting in UUFF elections
 - d. Presenting new ideas
 - e. Bringing UUFF to the broader community
 - f. Serving on the Board or as a Committee Chair
 - g. Committee activity
- C.** Completes a Membership form

Section 2. Any Member has the right to vote in the UUFF annual meeting or a special meeting provided that:

- A.** They have been a Member for at least 60 days before said meeting.
- B.** They will be at least 18 years of age by the day of said meeting.

Section 3. Termination of Membership

- A.** A Member may resign their membership by written notice to the Membership Committee Chair
- B.** Resignation of membership will initiate an immediate suspension of membership, but the resignation can be withdrawn during a 30-day grace period with written notification to the Membership Chair or President

- C. Resignation of a Board member or a Committee Chair will immediately terminate such leadership position
- D. A Member who has been on the Inactive list (as defined in Section 4) for three consecutive fiscal years will be removed from the Member rolls by the Membership Committee Chair.

Section 4. Inactive Members

- A. A Member who has not participated in the Fellowship in any way such as described in Section 1 for an entire fiscal year, will be placed on an Inactive list by the Membership Committee Chair
- B. A Member on the inactive list may return to Active status by participating as described in Section 1; A and B, providing it is before the end of the three consecutive fiscal years of inactive status.

Section 5. Any person who meets the first two criteria for Membership but who chooses not to complete a Membership form is designated as a Friend of UUFF, and as such is included in the directory.

ARTICLE IV. DENOMINATIONAL AFFAIRS

This Fellowship shall be a member of the Unitarian Universalist Association of Congregations (UUA) and the Southern District (SED).

ARTICLE V. MEETINGS

Section 1. The Board shall meet no less than six times each fiscal year, including the Annual Meeting. A quorum for the Board shall be six.

Section 2. The Annual Meeting shall be held in June at a date and a place determined by the Board. All members shall be notified in writing, not less than two weeks prior to the meeting. The notice shall include the following: an agenda, a list of nominees for officers and trustees, a list of nominees for the nominating/leadership development committee and a proposed budget. One-third of the voting members shall be present to constitute a quorum.

Voting Members may request an absentee ballot, which may be returned by e-mail, or by regular post and must be received by the secretary before the beginning of the meeting. One-third of the voting members shall be present to constitute a quorum. Nominations from the floor will be accepted. However, if a nomination is made from the floor, any absentee ballots received will be null and void. Permission of the person nominated shall be obtained before the meeting is called to order.

Section 3. Special business meetings of the Fellowship may be called by the Board or by the written request of at least ten percent of the voting membership. Notice of any special meeting will be mailed to all members not less than two weeks before the date of

the meeting and shall include an agenda stating the purpose of the meeting and the matters to be decided at the meeting. Voting members may request an absentee ballot, which may be returned by e-mail or by regular post and must be received by the secretary before the beginning of the meeting. One third of the voting membership shall be present to constitute a quorum. Only matters included in the agenda and in the absentee ballot shall be voted upon at the special meeting.

ARTICLE VI. THE BOARD

Section 1. The Board shall consist of six elected Trustees and the following four officers: President, Vice President, Secretary and Treasurer.

Section 2. All members of the Board must be Voting Members when elected. No member of the Board may serve for more than six years out of any seven consecutive years as a member of the Board whether as Officer or Trustee. No more than one member of a household may serve on the Board concurrently.

Section 3. At each Annual Meeting, the Executive officers shall be elected to their offices. They will service for two fiscal years and until their successors take office. President and Secretary shall be elected for two-year terms on even years. The VP and Treasurer shall be elected for two year terms on odd years. All officers shall be Voting Members of the Fellowship. The nominee for President shall have served a minimum of one year on the Board prior to election.

Section 4. All Trustees shall be Voting Members of the fellowship and shall normally serve three-year terms (unless elected to a shorter term to fill a vacancy. In accordance with Section 5 below).

Section 5. The Board may fill vacancies in the elected offices, except in the office of the President; if that office becomes vacant, it shall be filled by the Vice President. If a position of Trustee or Executive Officer becomes vacant, the Board may appoint a member to serve in this position until the next Annual Meeting. At the next Annual Meeting, this member shall be elected to serve for the balance of the unexpired term, if any. This may result in one-year or two-year positions to be filled. The Nominating Committee shall present nominees for one-two-three year terms as required to fill the six Trustee positions and any board elected Executive Officers.

Section 6. Since the terms of Trustees are staggered, two three-year trustees will be elected each year at the Annual Meeting. In addition, one-or-two year trustees may be elected in accordance with Section 5 above in order to complete the vacated term and maintain the rotation.

Section 7. The Board shall have the following duties: shall have general charge over the property of the Fellowship; shall be the administrative body of the Fellowship; and shall represent the Fellowship in all its business dealings. At the Annual Meeting the Board

shall recommend the annual budget and shall have power to approve amendment to the budget as may be required.

Section 8. Members of the Board shall avoid conflicts of interest in entering into any financial transaction that might benefit their private interests. Should such a conflict arise, the member must disclose the evidence of all material facts to the Board which will determine if a conflict of interest exists and take appropriate action. A member has a conflict of interest if the member has, directly or indirectly, through business, investment or family ownership, a financial interest in any entity with which the Fellowship has a transaction or arrangement.

Section 9. The Board may approve financial indebtedness up to a total indebtedness of twenty-five (25) percent of the approved annual budget in that fiscal year. Indebtedness greater than the designated percentage must have the approval of the Congregation in a regular or called meeting.

Section 10. Board meeting will be announced with agenda posted and additional items will be requested by the membership in the UU View email list prior to the meeting.

ARTICLE VII. DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. The President shall preside at meetings, act as general supervisor of all officers and committees, ensuring their prompt and effective action, and shall be generally responsible for the progress and activities of the Fellowship. The President will have the authority to disburse funds and sign checks. The President with the approval of the Board, shall appoint chairs of committees as needed. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee.

Section 2. The Vice President shall preside at meetings when the President is absent or when requested to do so by the President and shall assist the President in the performance of the duties of the office. The Vice President shall be responsible for the Facilities Calendar kept on the webpage. In addition, the Vice President's duties will be to act as the facilitator for the Committee of Chairs.

Section 3. The Secretary shall keep minutes of business meetings and records of attendance, reply to correspondence or other communications as directed by the board, and keep orderly and accurate files and records. The Secretary will provide to Board members printed or e-mail copies of said minutes no later than ten days after each meeting.

Section 4. The Treasurer shall receive all monies paid to the Fellowship and provide receipts for same, if requested; ensure the safekeeping of and accounting for all funds, property and other assets and liabilities of the Fellowship; make a report to the board and to the membership at each regular or special business meeting on the condition of the treasury and changes due to transactions since the last report and disburse funds according to the budget. The Treasurer is responsible for maintaining all accounts and

may sign checks drawn on these accounts. Disbursement of non-budgeted funds in excess of 25 percent of the annual budget shall be made only by direction of the voting members at a duly called special meeting or annual meeting. The treasurer shall be a member of the finance committee.

ARTICLE VIII. COMMITTEES: Standing and Special

Section 1. Executive Committee: The Executive Committee shall be composed of the officers of the Fellowship and shall be chaired by the President. The committee shall set the agenda of the Board, subject to the Board's amendment, and shall act for the Board between its meetings.

Section 2. Standing Committees are responsible for administering basic functions and programs of the Fellowship. Chairs of Standing Committees are appointed annually by the President with the approval of the Board. Said chairs must be Voting Members of the Fellowship.

Section 3. Special Committees. Such other committees shall be appointed by the President as necessary to carry out the work of the Fellowship.

Section 4.

A Nominating Committee of three voting members shall be elected at the Annual Meeting for the fiscal year. Members may serve no more than two consecutive terms. Board members shall not serve on this committee and no more than one person from a household can serve concurrently. The Board may fill any vacancy that occurs during the fiscal year. The Committee shall meet shortly after the Annual Meeting to elect its chair and report that selection to the President for the July Board meeting.

The Committee shall nominate one or more candidates for the next fiscal year, including any vacancies for Officers and Trustees and three members to serve on the nominating committee. Candidates should be knowledgeable people, familiar with the Fellowship, who represent the best interests of the membership. The Committee should start its work no later than February and announce the opening of nominations to the congregation. The slate of candidates is due to the April Board meeting. The Board will then announce the proposed slate to the congregation and invite any additional qualified candidates to come forward within three weeks to be included on the ballot.

Section 5.

The Fellowship Endowment Trust Committee shall consist of three (3) members, all of whom shall be voting members of the Fellowship. The Fellowship Endowment Trust is established as a fund that is governed by an addendum to the Bylaws of the Unitarian Universalist Fellowship of Franklin, NC. Refer to the addendum for more detailed information regarding the Endowment Trust Fund.

Section 6. Committee of Chairs (COC):

The CoC will be composed of the UUFF currently appointed Committee Chairs and facilitated by the Vice President of the Board of Trustees. The CoC purpose is to coordinate activities between committees, including addressing ideas that extend beyond any one committee; to inform other committees of issues facing a committee; and identify Committee activities and/or issues of interest to the Board. The CoC shall meet as deemed appropriate to maintain communications as a function of implementing cooperative programs for the Fellowship.

ARTICLE IX. THE FISCAL YEAR

Section 1. The fiscal year shall be from 1 July through 30 June.

Section 2. Committee will be responsible for providing the Board with their proposed budget no later than March 1st for the upcoming fiscal year. Active committees who fail to provide a budget submission by the deadline will have a budget submitted equal to or less than prior fiscal year. Projects and expenses that exceed the committee's budget require prior approval from the Board except whereas permitted elsewhere in the Bylaws.

ARTICLE X. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern this society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the society may adopt.

ARTICLE XI. AMENDMENTS

These bylaws, so far as allowed by law, may be amended, revised, implemented, or repealed at any meeting of the Fellowship by a two-thirds vote of those present and voting, provided the required quorum as stated in Article VI, Sections 2 and 3, is present. Any proposed changes shall be included with the written notice of the meeting.

ARTICLE XII. DISSOLUTION

Should this Fellowship cease to function and the membership vote to disband, any net assets of the Fellowship will be assigned to the Unitarian Universalist Association of Congregations (UUA) to be used for the extension of liberal religion.

Passed at the Annual Meeting, June 2012, 2014, 2015, 2016, 2018, 2019, 2020, 2021