

Bylaws of
JEFFERSON UNITARIAN CHURCH
Golden, Colorado

Revised May 18, 2008

TABLE OF CONTENTS

ARTICLE I - NAME.....	2
ARTICLE II - OBJECT OR PURPOSE.....	2
ARTICLE III - CONGREGATIONAL AUTHORITY.....	3
ARTICLE IV - MEMBERSHIP.....	3
ARTICLE V - CHURCH SERVICES AND RELIGIOUS EDUCATION.....	3
ARTICLE VI - CONGREGATIONAL MEETINGS.....	3
ARTICLE VII - NOMINATIONS AND ELECTIONS.....	5
ARTICLE VIII - OFFICERS AND DUTIES	7
ARTICLE IX - BOARD OF TRUSTEES.....	7
ARTICLE X - EXECUTIVE COMMITTEE.....	8
ARTICE XI - FINANCE AND FISCAL YEAR.....	9
ARTICLE XII - COUNCILS, STANDING COMMITTEES AND TASK FORCES.....	9
ARTICLE XIII - LEADERSHIP NOMINATING COMMITTEE.....	9
ARTICLE XIV - ENDOWMENT AND MEMORIAL GIFT TRUST DIRECTORS.....	10
ARTICLE XV - ELECTRONIC MEETINGS.....	10
ARTICLE XVI - MINISTERS.....	10
ARTICLE XVII - PARLIAMENTARY AUTHORITY.....	12
ARTICLE XVIII - DISSOLUTION.....	12
ARTICLE XIX - AMENDMENT OF BYLAWS.....	13
HISTORY OF ADOPTION, AMENDMENTS AND REVISIONS.....	14

**Bylaws of the
JEFFERSON UNITARIAN CHURCH
Golden, Colorado**

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ARTICLE I - NAME

The name of this religious organization is JEFFERSON UNITARIAN CHURCH, hereinafter known as JUC. This organization is incorporated in the State of Colorado, Jefferson County, and is a not-for-profit organization under Section 501(c)(3) of the United States Internal Revenue Code. JUC is a member of the Unitarian Universalist Association of Congregations of Boston, Massachusetts and the Mountain Desert District of the Unitarian Universalist Association.

ARTICLE II - OBJECT OR PURPOSE

Section 1: Mission

Guided by Unitarian Universalist principles and powered by the energy and resources of its members, Jefferson Unitarian Church acts to nurture our spiritual community, grow Unitarian Universalism, and transform the world outside our church walls.

Section 2: Ministry

We unite in our ministry to:

- a. help individuals achieve a sound and durable philosophy by insuring them full freedom of thought, belief, and discussion;
- b. improve and broaden human knowledge and vision by sincere discipleship to advancing truth;
- c. increase and defend human freedom by promoting the widest possible application of the democratic process in human affairs, realizing that freedom entails responsibility;
- d. proclaim the inherent worth and dignity of every person as a member of the human race by our adherence to the concept of the unity of all people, irrespective of race, creed, ethnicity, national origin, age, gender, gender identity or expression, sexual orientation, or physical or mental ability;
- e. promote peace and good will among people by our allegiance to the ideal of a united world community;
- f. motivate individuals to effective impact on society;
- g. enrich the lives of individuals and to help one another;
- h. cooperate with other groups working toward our ideals; and
- i. provide such religious ceremonies as are consistent with the statements and aspirations of our membership.

Section 3: Principles of Equality

- a. Recognizing the inherent worth and dignity of all persons, Jefferson Unitarian Church affirms, promotes and celebrates the full participation of members and contributing friends in all church activities appropriate to their abilities, talents, training and experience without regard to race, creed, ethnicity, national origin, age, gender, gender identity or expression, sexual orientation, or physical or mental ability.
- b. in hiring employees and calling religious professionals, these same Principles of Equality shall apply.

ARTICLE III - CONGREGATIONAL AUTHORITY

The ultimate governing power of this church resides in its members (collectively referred to as “the congregation”) who may, through action taken at a properly authorized congregational meeting held in accordance with these bylaws, instruct the Board of Trustees as to their will.

The congregation may consider resolutions or statements of collective conscience at a congregational meeting. A vote in favor by 80% of the members voting in person and through absentee ballot at any regular or special congregational meeting is required for adoption.

The members of the congregation authorize the Board of Trustees (the Board) to act on their behalf as directed at a congregational meeting and consistent with the duties and responsibilities outlined in Article IX.

ARTICLE IV - MEMBERSHIP

Section 1: Types of Members

- a. **Members:** A member is any person who has attained the age of eighteen (18) years and who agrees with the purpose stated in Article II and who:
 1. signs the Membership Book, and
 2. makes a financial pledge in support of the church within each fiscal year, and
 3. makes an identifiable financial contribution to the church within each fiscal year.In cases of hardship, financial requirements may be waived in accordance with Board policy.
- b. **Youth Members:** A youth member is any person who has attained the age of fourteen (14) through seventeen (17) years and who agrees with the purpose stated in Article II, and who:
 1. signs the Membership Book, and
 2. contributes to the financial support of the church in the form of an identifiable financial contribution, or contributes to the support of the church in the form of volunteer work within each fiscal year.

Section 2: Friends and Contributing Friends

Any person who regularly attends church services or activities but has chosen not to sign the Membership Book, who has attained the age of eighteen (18) years and who agrees with the purpose stated in Article II is considered a Friend of this church. Contributing Friends are persons who contribute to the financial support of the church in the form of an identifiable financial contribution. Friends and Contributing Friends are not eligible to vote at congregational meetings.

Section 3: Termination of Membership

- a. A member may withdraw his or her membership by submitting a written request to the Church Administrator or a Minister.
- b. Members who relocate or otherwise become inactive may be removed from the membership roster at the discretion of the Church Administrator in consultation with the Ministers.

ARTICLE V - CHURCH SERVICES AND RELIGIOUS EDUCATION

The congregation authorizes the Board of Trustees, together with the minister(s), to decide the day, the hour and the location for religious services and religious education.

ARTICLE VI - CONGREGATIONAL MEETINGS

Section 1: Voting

All members and youth members who have signed the membership book at least (30) thirty days prior to the meeting are eligible to vote at congregational meetings. Absent members cannot vote by proxy ballot. Absentee ballots shall be permitted for all elections and resolutions that are submitted as written ballot questions at least twenty-one (21) days prior to a meeting at which a vote is taken on the ballot question.

In the event of a special congregational meeting, absentee ballots will be available if time permits. Absentee ballots shall be filed in accordance with requirements established by the Board of Trustees in the Standing Rules and Policies of the Board. Friends of the church are welcome at all meetings and will be given the courtesy of the floor at the discretion of the chair.

Section 2: Parliamentarian

A parliamentarian may be appointed by the President of the Board of Trustees and serves at his or her pleasure.

Section 3: Regular Congregational Meetings

Two regular congregational meetings are held annually, one in the fall and one in the spring:

- a. At the fall meeting, the congregation will consider the state of the church, the goals for the new church year, the upcoming financial campaign and any other business that may come before the meeting.
- b. At the spring meeting, annual reports are presented, elections are held, the annual budgets are adopted and any other business that may come before the meeting is conducted.

Section 4: Notice of Regularly Scheduled Meetings

Written notice of each regularly scheduled congregational meeting shall be mailed or sent electronically to the membership not less than three (3) weeks prior to the meeting. The business to be transacted at this meeting shall be specified in this notice.

Additional agenda items may be included if submitted in writing to the President or other presiding Officer of the Board before the start of the meeting and if approved by a majority of the voting members at the start of the meeting.

Section 5: Special Congregational Meetings

The call for special meetings must meet the following criteria, except as specified in Article XVI, Section 5 of these bylaws:

- a. with three (3) weeks notice by:
 1. approval by the Board of Trustees or
 2. petition to the Board President signed by ten (10) percent of the members, and
 3. announcement in at least one newsletter and two consecutive Sunday orders of service prior to the meeting date specifying the business to be transacted at the meeting. Notice may be given electronically.
- b. with two (2) weeks notice by:
 1. approval by the Board of Trustees or
 2. petition to the Board President signed by twenty (20) percent of the members, and
 3. announcement during the service on the two (2) Sundays prior to the meeting and
 4. announcement in the newsletter and order of service immediately preceding the meeting date specifying the business to be transacted at the meeting. Notice may be given electronically.
- c. with one (1) week notice by:
 1. approval by at least seventy-five (75) percent of the Board of Trustees or
 2. a petition to the Board President signed by thirty (30) percent of the members, and
 3. announcement during the service on the Sunday prior to the meeting, and
 4. announcement in the newsletter immediately preceding the meeting date, if possible, and in the order of service specifying the business to be transacted at the meeting. Notice may be given electronically.
- d. with no advance notice, if all of the following conditions prevail:
 1. approval by the Board of Trustees with no more than one dissension and
 2. consideration by the congregation with at least forty (40) percent of the members present and ninety (90) percent voting affirmatively on the same day as the proposed meeting.

Section 6: Quorum

A quorum is defined as fifteen (15) percent of the Jefferson Unitarian Church members, except in the case of calling and dismissing a minister the quorum shall be thirty (30) percent. Absentee ballots are not counted in establishing a quorum. The congregation decides all questions by majority vote unless otherwise specified.

ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1: Board of Trustees

- a. Elections:** The members of the congregation elect (9) nine trustees to serve on the Board. Three (3) are elected at each spring meeting from a slate proposed by the Leadership Nominating Committee, hereinafter designated LNC. Other nominations, with consent of the nominees, may also be submitted by petition from a minimum of ten (10) members to an officer of the Board fifteen (15) days before the congregational meeting. Terms of office are staggered to allow for annual retirement of three (3) Board members. Elections are by written ballot except when there is but one nominee for an office, election may be by voice vote. The Trustees are elected by plurality vote. Four (4) of the trustees are officers of the Board: President, Vice-President, Secretary and Financial Officer. The (4) four officers are elected by a separate ballot following the election of the other trustees. If there are more than two (2) candidates for an office, the candidate receiving the largest number of votes is elected to the office.
- b. Eligibility:** Officers and Trustees shall have been a member of JUC for at least one (1) year prior to being elected. One (1) year must elapse after the completion of a second consecutive term as a member of the Board of Trustees prior to reelection.
- c. Term of Office**
 - 1. Officers**

Shall assume office July 1 and serve for a term of one (1) year or until their successors are elected and assume office.
May be reelected for a second and third one (1) year term as an officer;
May not serve more than three (3) years as an officer during any period of six (6) consecutive years as a member of the Board of Trustees.
 - 2. Trustees**

Shall assume office July 1 and serve for a term of three (3) years.
May be elected to a second consecutive three (3) year term.
- d. Vacancies**
 - 1. Officers**

If an officer position becomes vacant, the Leadership Nominating Committee appoints a temporary officer from the church membership who serves until the next congregational meeting. At that meeting, a special election is held to select a new trustee to serve as officer to complete the unexpired term. If the office of the President becomes vacant, the Vice-President serves as President for the balance of the term of office, and the vacated office of Vice-President is filled as directed above.
 - 2. Trustees**

If a trustee position becomes vacant, the Leadership Nominating Committee shall appoint a temporary trustee from the church membership who serves until the next congregational meeting. At that meeting, a special election is held to select a new trustee to complete the unexpired term. If the unexpired term is one (1) year or less, the member is eligible for re-election to another two (2) terms.

Section 2: Leadership Nominating Committee (LNC)

a. Election

The LNC consists of five (5) members. Terms of office are staggered to allow annual retirement of one or two LNC members. The congregation elects LNC members at each spring meeting from a slate presented by the LNC and approved by the Board of Trustees. Election by the congregation

is by written ballot. If only one person is nominated for each vacant position, a written ballot is not required. Those candidates receiving the largest number of votes are elected.

Other nominations, with consent of the person(s) nominated, may also be submitted by petition from a minimum of ten (10) members to an officer of the Board fifteen (15) days before the congregational meeting.

b. Eligibility

Any person who has been a member of JUC at least two (2) years prior to election is eligible for a position on the LNC. Elected members who complete a term on the LNC are not eligible for election again until three (3) years have elapsed after the end of their term.

c. Term

Terms of office begin July 1. Elected members serve for three (3) years or until a successor is elected and assumes office.

d. Vacancies

In the event of a vacancy in the LNC, the Board of Trustees appoints a temporary member from the church membership who serves until the next congregational meeting. At that time, a special election is held to select a new member to complete the unexpired term. If that term is one and one-half (1 1/2) years or less, the member is eligible for election to another full term.

Section 3: Endowment and Memorial Gift Trust Directors (EMGT)

a. Election

The EMGT consists of seven (7) members. Terms are staggered to allow the annual retirement of one (1) or two (2) members. The congregation at each spring meeting elects one or two Endowment and Memorial Trust Directors from a slate proposed by the LNC and approved by the Board of Trustees. Election is by written ballot except if only one person is nominated for each vacant position a written ballot is not required. Those candidates receiving the largest number of votes are elected.

Other nominations, with consent of the person nominated, may also be submitted by petition from a minimum of ten (10) members to an officer of the Board fifteen (15) days before the congregational meeting.

b. Eligibility

Any member who is at least twenty-one (21) years of age and who has signed the membership book at least one (1) year prior to the election is eligible to be a Trust Director.

c. Term

Terms of office begin July 1. Directors serve for three (3) years or until a successor is elected and assumes office.

d. Vacancies

In the event of a Director vacancy, the Board of Trustees shall appoint a temporary member from the church membership who serves until the next congregational meeting. At that time, a special election is held to select a new member to complete the unexpired term.

Section 4: Other Elected Groups

The congregation may, by majority vote at a congregational meeting, establish other elected entities to act on its behalf to conduct ongoing business or for a time limited or task specific purpose. Members of such elected groups will be nominated by the Leadership Nominating Committee.

ARTICLE VIII - OFFICERS AND DUTIES

The officers of the church are the President, Vice-President, Secretary and Financial Officer. Officers serve on the Board of Trustees with special duties and responsibilities.

Section 1: President:

- a. shall serve as chair of the Board of Trustees,
- b. presides at all business meetings of the congregation,
- c. represents the church on all appropriate occasions and
- d. is an *ex officio* member of all councils and committees.

Section 2: Vice-President:

- a. acts in place of the President during his or her absence, and
- b. performs such other duties as the President delegates.

Section 3: Secretary:

- a. maintains an accurate record of all business transacted at meetings of the congregation and the Board.
- b. is responsible for having a notice posted and having the membership notified of congregational meetings and the business to be voted on at these meetings.
- c. is the custodian of the bylaws and keeps such bylaws and amendments in current status.

Section 4: Financial Officer:

- a. acts as liaison from the Board to the financial staff,
- b. is a member of the Business Council,
- c. is familiar with the church financial records, files, and reports as well as the job descriptions and operations of the financial staff,
- d. is responsible for establishing and maintaining oversight of the financial accounts of the church although deposits to and disbursements from the accounts may be delegated to the financial staff, and
- e. arranges for a periodic financial review or audit of the church financial records by an auditor approved by the Board.

ARTICLE IX - BOARD OF TRUSTEES

Section 1: Authority

The Board of Trustees, subject to the Articles of Incorporation and these bylaws, acts on behalf of the congregation to exercise the powers of the church. The Board shall have general charge of the property of the congregation and the conduct of all its business affairs and the control of its administration, including the appointment of such committees and councils as it may deem necessary. The Board acts in a manner consistent with these bylaws and with actions taken by the congregation.

Section 2: Composition

The Board of Trustees is composed of nine (9) trustees. Four (4) of the trustees are officers of the Board: the President, Vice-President, Secretary and Financial Officer. The Senior Minister serves as an *ex officio* member without a vote.

Section 3: Absences

Any Board member incurring three (3) absences per church year from Board meetings will be considered for temporary or permanent replacement by action of the Board of Trustees.

Section 4: Meetings

The Board shall meet at least once each month. Special meetings of the Board may be called by the President or by petition of three (3) Board members. Six (6) Board members constitute a quorum. Board

meetings are open to interested persons. The Board may declare a closed executive session to discuss personnel or legal matters. No official action may be taken by the Board while in closed executive session.

Section 5: Fiscal

The Board may alter budgetary allotments to the approved congregational budget, with the following provisions:

- a. expenditures must have the concurrence of the Business Council and cannot exceed the balance in the contingency fund or the applicable reserve accounts.
- b. affected councils and committees will be consulted in advance of budget changes.
- c. changes will be duly noted in the minutes of the Board of Trustees.

Section 6: Duties

The duties of the Board include, but are not limited to, the following:

- a. implement the mission of the church,
- b. reexamine the mission periodically,
- c. establish the policies of the church,
- d. monitor the fiscal health of the church,
- e. plan for the future of the church,
- f. call special meetings of the congregation as needed,
- g. approve delegates to the UU General Assembly and the MDD Annual Meeting,
- h. supervise the Senior Minister, and
- i. establish, amend or revise Standing Rules and Policies of the Board.

Section 7: Contracts

Real Property: The Board of Trustees has the power to purchase, assign, sell, transfer, convey, lease, or mortgage real property when authorized by a two-thirds (2/3) vote of the members of the congregation voting in person and through absentee ballots at any congregational meeting.

General: Any contract, sale, assignment, transfer, lease, or mortgage shall be executed in the name of the church, subscribed by the President and attested by the Secretary.

Legal Counsel: All contracts, excluding employment or Minister agreements, involving fifty thousand (50,000) dollars or more sums of money shall be reviewed by an attorney. The Board of Trustees may, at its discretion, request legal review of any legally binding document.

Section 8: Dismissal

Board of Trustee members can be removed by a two-thirds (2/3) vote of the congregation voting in person and through absentee ballots at a regular or a special congregational meeting. The Board of Trustees may relieve the Board member of his or her responsibilities at least ten (10) days before a congregational meeting at which a vote for dismissal will occur.

ARTICLE X - EXECUTIVE COMMITTEE

Section 1. Authority

The Executive Committee acts on behalf of the Board as necessary between Board meetings. The Executive Committee may take no action that is in conflict with these bylaws or action taken by the congregation or the Board. Any action resulting in a tie vote must be referred to the Board.

Section 2. Composition

The Executive Committee is composed of the four (4) officers of the Board: the President, Vice-President, Secretary and Financial Officer. The Senior Minister serves as an *ex officio* member without a vote. The Church Administrator serves as a staff resource and an *ex officio* member without a vote.

Section 3. Duties

Proposes the agenda for the Board meetings, handles urgent business of the church between Board meetings and reports all actions to the Board at the next meeting.

ARTICE XI - FINANCE AND FISCAL YEAR

Section 1. Fiscal Year

The fiscal year begins on July 1 and ends on June 30 of the following year.

Section 2. Budget

The budget is developed by the Financial Officer and administrative staff, with input from the various councils and committees, and presented to the Board of Trustees for review and approval prior to presenting to the congregation for adoption at the May meeting.

ARTICLE XII - COUNCILS, STANDING COMMITTEES AND TASK FORCES

Section 1: Definitions and Establishment

The Board of Trustees creates Councils, Standing Committees and Task Forces as needed to carry out the purposes and mission of JUC. Councils are created to lead broad ministry areas within the life of the congregation and are made up of committees and/or task forces. Standing Committees are created to carry out specific business of the church and report directly to the Board rather than to a Council. Task Forces may be formed by Councils or by the Board and are disbanded when that mission is accomplished or at the direction of the Board.

Section 2: Reporting

Each Council and Standing Committee shall provide the Board of Trustees, for its review and approval, Standing Rules and Policies, Charters or written descriptions of their duties and responsibilities. Each Council and Standing Committee shall report to the Board in the manner and method set by the Board. Task Forces report to a Council or to the Board of Trustees.

Section 3: Membership and Chairs

Council chairs and their committee chairs or officers are nominated by the LNC and approved by the Board of Trustees. Members of standing committees are nominated by the LNC and approved by the Board. Standing committees elect their own chairs. Members of Council committees and Task Forces are appointed according to the Standing Rules and Policies of the Council. Councils define internal voting and decision making procedures in their Standing Rules and Policies. The Board may direct the LNC to nominate members for certain Council committees as necessary to ensure the business of the congregation is carried out effectively. Members of Board Task Forces are appointed by the President of the Board.

Section 4: Financial Responsibility

Councils, Standing Committees and Task Forces shall not exceed their budget allotments without the approval of the Board.

ARTICLE XIII - LEADERSHIP NOMINATING COMMITTEE

Section 1: Responsibilities

The Leadership Nominating Committee, hereinafter designated LNC, is subject to the Articles of Incorporation and these bylaws. On behalf of the congregation, the LNC recommends congregational members for volunteer leadership positions, as designated in these bylaws, to the Board of Trustees. The LNC is encouraged to seek the advice of the ministers, church staff, the Board and other Council and Standing Committee leaders in the execution of its duties.

Section 2: Composition

The LNC is composed of five (5) members. The Church Administrator is an ex-officio member of the LNC with no voting privileges. The committee will elect its own chair.

Section 3: Absences

The LNC will confer with the Board of Trustees for its confirmation regarding the possible temporary or permanent replacement of any LNC member incurring three absences per church year from committee meetings.

Section 4: Dismissal

LNC members can be removed by a two-thirds (2/3) vote of the congregation voting in person and through absentee ballots at a regular or a special congregational meeting. The LNC may relieve the LNC member of his or her responsibilities at least ten (10) days before a congregational meeting at which a vote for dismissal will occur.

ARTICLE XIV - ENDOWMENT AND MEMORIAL GIFT TRUST DIRECTORS

Section 1: Responsibilities

The Trust Directors are subject to the Articles of Incorporation, these bylaws and the Endowment and Memorial Gift Trust (EMGT) Document(s). The Directors hold, manage, invest, and disburse Trust Fund assets and carry out the responsibilities described in the Trust (and Fund) Document(s). All gifts to be invested on the congregation's behalf will be invested by this Trust. If the entity receiving the gift(s) is not the Trust, the gift(s) will be invested in accordance with the directions of the receiving entity. Trust Directors are bonded at the expense of the Church.

The duties of the Trust Directors include:

- a. executing the provisions of the EMGT Document(s),
- b. ensuring that the Trust assets are invested in a socially responsible manner as detailed in the Investment Policy Statement of the EMGT and
- c. submitting an annual report to the congregation and making reports as requested by the Board of Trustees.

Section 2: Composition

There are seven (7) Trust Directors; the Directors elect a Chair, Treasurer, Secretary and other officers necessary to carry out their functions. A quorum for Trust Director meetings is five directors.

Section 3: Absences

The Trust Directors will confer with the Board of Trustees regarding the possible temporary or permanent replacement of any Trust Director incurring three absences per church year from Trust meetings.

Section 4: Dismissal

Trust Directors can be removed by a two-thirds (2/3) vote of the congregation voting in person and through absentee ballots at a regular or special congregational meeting. The Trust Directors may relieve the Trust Director of his or her responsibilities at least ten (10) days before a congregational meeting at which a dismissal vote will occur.

ARTICLE XV - ELECTRONIC MEETINGS

Any meeting of the officers, trustees, councils or committees of JUC may be conducted by electronic media provided that all persons who are members of these groups have access to the electronic media. When electronic meetings are held there shall be a reasonable time limit given for all participants to respond to the discussion.

ARTICLE XVI - MINISTERS

Section 1: Definitions and Responsibilities

Senior and Associate Ministers are called by and are ultimately accountable to the congregation. The congregation at the time of calling approves a Covenant of Understanding describing the responsibilities of each called minister. The Senior and Associate Ministers, together, are responsible for the spiritual welfare of the congregation, worship services and the implementation of the goals, policies and procedures established by Board of Trustees. Changes in the Covenant of Understanding of a called Minister may be approved by a majority vote at a congregational meeting called for that purpose.

- a. **Senior Minister:** One of the called Ministers will be designated Senior Minister and in addition to the duties described in the Covenant of Understanding will be considered the administrative head of staff in collaboration with the Board of Trustees.
- b. **Associate Minister:** The congregation may call one or more Associate Ministers, who may be identified by an appropriate title and whose responsibilities will be described in a Covenant of Understanding.
- c. **Assistant Minister:** The church may employ Assistant Ministers who are not called by the congregation. These salaried full or part-time ministers may include ministers specializing in music, community service, pastoral care, religious education or other specialties. An assistant minister is hired or dismissed by the Board of Trustees at the recommendation of the Senior Minister.
- d. **Minister Associated:** A Minister Associated is a non-salaried minister who services the church in a voluntary capacity. He or she may receive an honorarium for services performed. A Minister Associated is recommended to the Board of Trustees by the Senior Minister for their approval. A Minister Associated shall regularly consult with the Senior Minister on duties and responsibilities.
- e. **Minister Emeritus:** A Minister Emeritus is usually a former Senior or Associate Minister who serves in an honorary capacity and has no official role or regular duties in the administration of the Church. A Minister Emeritus may render occasional service for the Church after consultation with the Senior Minister. The Minister Emeritus may receive an honorarium for services performed. A Minister Emeritus is recommended by the Board of Trustees to the members of the congregation for approval by majority vote at a any congregational meeting held in accordance with these bylaws.
- f. **Interim Minister:** The Church may employ a minister to serve as an Interim Minister when a Senior or Associate Minister leaves the Church and before a new minister is called by the congregation. Interim Ministers are usually employed on a yearly contract. Interim ministers are hired or dismissed by the Board of Trustees.
- g. **Ministerial Intern:** The Church may engage a Ministerial Intern on a contract basis in years when funding and suitable candidates are available. The Senior Minister and Associate Ministers along with the Intern Committee shall be responsible for selection and supervision of a Ministerial Intern.

Section 2: Ministerial Search Process

- a. **Senior and Associate Ministers:** A Ministerial Search Committee consisting of no fewer than five members of the Church shall recommend a Senior or an Associate Minister to the congregation. The congregation shall elect the members of the Search Committee from a list of candidates recommended by the LNC.
- b. **Assistant Ministers and Ministers Associated:** The Senior Minister shall recommend an Assistant Minister or Minister Associated to the Board of Trustees.
- c. **Minister Emeritus**
The Board of Trustees shall recommend a Minister Emeritus to the congregation.
- d. **Interim Minister**
An Interim Ministerial Search Committee shall recommend an Interim Minister to the Board of Trustees. The Committee shall consist of no less than three people appointed by the Board of Trustees.

Section 3: Calling

A Senior or Associate Minister is called at a regularly scheduled congregational meeting or a congregational meeting convened for this purpose. A Covenant of Understanding, prepared by the Search Committee, confirms the agreement between the congregation and the minister and beginning compensation is stated in a Letter of Agreement. A quorum of thirty (30) percent of the voting membership is required for a congregational meeting to call a Senior or Associate Minister. In addition, calling of a Senior or Associate Minister requires affirmative votes from eighty-five (85) percent of the members voting in person and through absentee ballots.

Section 4: Tenure

A Senior or Associate Minister, once called, has an indefinite tenure until resignation or dismissal subject to Section 5.

Section 5: Dismissal

- a. Upon recommendation of the Board of Trustees, a special meeting of the Congregation may be called to consider the dismissal of a called minister, or
- b. Upon receipt by the Board of Trustees of a petition signed by ten (10) percent of the number of members most recently officially reported to the UUA, a special meeting of the congregation will be called to consider the dismissal of a called minister.
- c. Written notice will be mailed by U.S. Postal Service to each member of the congregation a minimum of twenty-one (21) days prior to the meeting, informing congregational members of the meeting and its purpose. Such notice shall not be sent electronically, placed in the official church newsletter, on the church website, or read from the pulpit.
- d. A quorum of thirty (30) percent of the voting membership is required for a congregational meeting to dismiss a called minister. Dismissal of a called minister requires a majority vote of the members voting, in person and through absentee ballot.
- e. The minister whose dismissal is being considered shall be invited to speak at this meeting.

Section 6: Salary, Benefit and Expense Package

Remuneration for the services of the Senior or Associate Minister shall be reviewed annually by the Compensation Committee. The Compensation Committee, which is composed of the Finance Officer and a designee from the Personnel Committee, the Committee on Ministry and the Board of Trustees, recommends salary and benefit changes to the Board of Trustees to be included in the annual budget materials presented to the congregation for approval at the May congregational meeting.

Section 7: Supervision

The Senior Minister reports to and is supervised by the Board of Trustees. All other ministers, including other called ministers, report to and are supervised by the Senior Minister.

Section 8: Freedom of the Pulpit

All ministers of the church are free to express their ideas in the pulpit.

ARTICLE XVII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Jefferson Unitarian Church in all cases in which they are applicable, and where they are consistent with the bylaws or the Articles of Incorporation of this church.

ARTICLE XVIII - DISSOLUTION

In the event of dissolution, the assets of the organization shall be liquidated, all bills presented and paid, and the remaining assets shall be assigned to the Unitarian Universalist Association of Congregations in Boston, Massachusetts in accordance with Section 501(c)(3) Internal Revenue Code. None of the assets shall inure to the benefit of individual members or friends.

ARTICLE XIX - AMENDMENT OF BYLAWS

Amendments to these bylaws may be proposed by the Board of Trustees or by petition of five (5) percent of the number of members most recently officially reported to the UUA. The Board of Trustees will appoint a Bylaws Task Force to review proposed changes and recommend final wording, consistent with the intent of the proposed amendment, to be presented to the congregation. These bylaws may be amended, revised or repealed by a two-thirds (2/3) vote of the members voting in person and through absentee ballot at any congregational meeting. At least 21 days notice, to include information on how to obtain the full text, shall be given to all members of any proposed amendments or revisions.

HISTORY OF ADOPTION, AMENDMENTS AND REVISIONS

Original bylaws adopted Jan. 26, 1960.
Charles O. Frush, Temporary President

Clara Bain, Temporary Secretary

Dates Amended	President	Secretary
Mar. 22, 1962	Franklyn M. Newmark	Geraldine L. Sauvage
Jan. 27, 1963	James W. Taylor	Harry R. Burns
May 26, 1964	Harney Peterson	Virginia Lappala
Feb. 14, 1965	Harney Peterson	Virginia Lappala
Apr. 01, 1965	Harney Peterson	Virginia Lappala
Apr. 11, 1967	Alex Cattanach	Charlotte Bishop
Apr. 12, 1977	Bruce Douglass	Tory Langille
Oct. 08, 1978	Sue T. Kent	Richard R. Martin
Dec. 16, 1979	John Albers	Sandra Sudweeks
Dec. 13, 1981	Bill Belew	Donna Coellen
Dec. 12, 1982	Debra J. Casswell	Susan Elliott
Dec. 18, 1983	Debra J. Casswell	Bobbie Cromwell
Dec. 09, 1984	T. Lynwood Barber	Sherrie Robbins
Apr. 11, 1985	T. Lynwood Barber	(Office vacant)
Dec. 14, 1986	Richard Prouty	Kelvin Harr
Apr. 10, 1988	Marie Belew	Barbara Cotts
Oct. 01, 1989	James F. Matera	Barbara Misenti
May 20, 1990	James F. Matera	Barbara Misenti
Oct. 07, 1990	Barbara Cotts	Geoffrey Hunt
May 19, 1991	Barbara Cotts	Geoffrey Hunt
Oct. 06, 1991	Barbara Cotts	Geoffrey Hunt
May 16, 1993	Bob Drew	Esther Oriel
May 21, 1995	Barbara Bailey	Linda Vigor
Nov. 10, 1996	Ken Pierce	John Ray
May 18, 1997	Ken Pierce	John Ray
Nov. 21, 1999	Linda Ropes	Judy Zinn
May 20, 2001	John Wahl	Judy Zinn
Sept. 16, 2001	Donna DeMaria	Dea Brayden
May 19, 2002	Donna DeMaria	Dea Brayden
Feb. 23, 2003	Dea Brayden	Craig Williamson
Feb. 22, 2004	Dea Brayden	Barb Scherer
May 22, 2005	Liz Hill	Barb Scherer
Date Revised		
Feb. 26, 2006	Robert Baker	Linda Horn
Mar. 11, 2007	Rich Sider	Linda Horn
Date Amended		
May 18, 2008	Lois Abbott	Bud Meadows, Acting