

**Unitarian Universalist Congregation of Oxford**  
**BY-LAWS**  
**Approved by the UUCO at the Annual Business Meeting, 17 April 2004**

ARTICLE I. NAME

The name of this religious organization shall be the Unitarian Universalist Congregation of Oxford (the Congregation).

ARTICLE II. PURPOSE

The Mission of the Unitarian Universalist Congregation of Oxford is to provide a caring Intergenerational Community that: fosters spiritual growth through free thought and respect for personal beliefs; seeks the wisdom of many religious traditions and of ourselves; and encourages the expression of personal ideals in service to people, other life, and our planet.

ARTICLE III. MEMBERSHIP

ARTICLE III.A. ADULT MEMBERSHIP

Any person may become a voting member of the Congregation who is 18 years of age or older, is in agreement with its mission and purposes and the principles of the Unitarian Universalist Association, has signed the membership book, and makes an annual financial contribution.

ARTICLE III.B. YOUTH MEMBERSHIP

Any person may become a non-voting Youth Member of the Congregation who is 13 to 17 years of age, is in agreement with its mission and purposes and the principles of the Unitarian Universalist Association, has written consent of their parent/guardian, and has signed the Youth Membership Book.

ARTICLE IV. DENOMINATIONAL AFFILIATION

The Congregation shall be a member of the Unitarian Universalist Association of Congregations and the Mid-South District of that Association. It is the intention of the Congregation to make annual "fair share" contributions to both these denominational bodies in accordance with the assessment deemed appropriate by those bodies.

ARTICLE V. CONGREGATION BOARD AND COMMITTEES

ARTICLE V.B. CONGREGATION BOARD

The Congregation Board shall consist of four (4) elected Officers and four (4) elected Trustees. These Officers and Trustees shall constitute the Congregation Board (the Board). The Board shall have general responsibility for the property of the Congregation, the conduct of all its business affairs, and the control of its administration, including the appointment of any ad hoc committees it may deem necessary.

All Officers and Trustees must be voting members of the Congregation in accordance with Article III.A. No Officer, Trustee, or member of the Congregation shall speak for the Congregation without the approval of the Board.

Officers shall be President, Vice-President, Financial Officer, and Secretary. Trustees shall consist of the Sunday Service Programming Trustee, Membership Trustee, Communications Trustee, and Religious Education & Youth Trustee.

ARTICLE V.C. TERMS OF OFFICERS AND TRUSTEES

Terms for all Officers and Trustees shall be one year each. Officers may serve for up to three consecutive years (three one-year terms).

The Board may fill vacancies with who shall serve until the next annual meeting by appointing individuals recommended by the Leadership Development Committee in accordance with Article V.D.

ARTICLE V.D. LEADERSHIP DEVELOPMENT COMMITTEE

The Leadership Development Committee shall recruit and otherwise encourage members to be involved in the life and leadership of the Congregation and shall function as the nominating committee for positions on the Board. The Leadership Development Committee shall be composed of three (3) members: the Immediate Past-President of the

Board, a member designated by the Membership Committee, and a member designated by the Board. The Board shall ensure the appointment of the Leadership Development Committee at its first meeting of the year.

## ARTICLE.VI. MEETINGS

### ARTICLE.VI.A. CONGREGATIONAL MEETINGS

An Annual Business Meeting shall be held by the second week in April of each year for the purpose of the election of the Board, the approval of the budget for the coming year, and to address any other business as the Board and Congregation shall deem necessary and appropriate.

Thirty (30) percent of the membership shall constitute a quorum with a simple majority deciding issues. A quorum shall be fifty (50) percent when considering the purchase or sale of property, changes to the bylaws, or the calling or dismissal of a minister with two thirds majority of those present required for passage.

Special business meetings of the Congregation may be called at the written request of any five (5) voting members of the Congregation. The business to be transacted at meetings shall be set forth in the notice of the meeting, which shall be sent to all members by mail fifteen (15) days prior to the meeting. Thirty (30) percent of the membership shall constitute a quorum with a simple majority deciding issues. A quorum shall be fifty (50) percent when considering the purchase or sale of property, changes to the bylaws, or the calling or dismissal of a minister with two thirds majority of those present required for passage.

### ARTICLE.VI.B. BOARD MEETINGS

The Board shall meet at least quarterly. Notification of Board meetings, selection of venue, and drafting of the agenda shall be conducted by the President and Vice-President in coordination with the Secretary. Notice and agenda of the meeting shall be prepared and delivered to the Board five (5) days before the meeting by the President. Meetings shall include reports from Officers, Trustees, and staff as necessary. Special meetings of the Board may be called at the request of any three (3) members of the Board or five (5) voting members of the Congregation.

Board meetings are open to voting members, youth members, friends, and interested parties, except when the Board declares a closed session by simple majority vote. Closed sessions shall include only Officers and Trustees or their designated representatives in accordance with this ARTICLE.

In the physical absence of a Trustee and with prior approval of that Trustee, a member of that committee may be a designated representative of that respective Trustee in called and regular business meetings of the Board and closed sessions of the Board. Designated representatives can vote in Board decisions if the designated representative is a voting member of the Congregation in accordance with ARTICLE III.A.

Officers may not designate representatives at meetings for their respective offices.

## ARTICLE VII. ELECTION OF OFFICERS AND TRUSTEES

At each annual meeting there shall be an election by ballot of Officers and Trustees to constitute the Board.

## ARTICLE VIII. THE MINISTER

This article shall be considered as the Congregation deems necessary.

## ARTICLE IX. FISCAL YEAR

The fiscal year shall be July 1- June 30.

## ARTICLE X. DISSOLUTION

In case of dissolution of the Congregation, all of its property, real and personal, after paying all just claims upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, and the Board shall perform all actions necessary to effectuate such conveyance.

## ARTICLE XI. AMENDMENTS

These bylaws, so far as allowed by law, may be amended or replaced at any meeting of this Congregation by voting in accordance with ARTICLE VI.A. Notice of the proposed amendments must be included in the call to meeting.