

Unitarian Universalist Congregation of Oxford BY-LAWS

Original bylaws approved by the UUCO at Annual Business Meeting, 17 April 2004
Revised Article II approved by UUCO at Annual Congregational Meeting, 13 May, 2013
Revised Article V.B and V.C approved by UUCO at congregational meeting, February 1, 2015

ARTICLE I. NAME

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

ARTICLE II. PURPOSES

ARTICLE IIA. MISSION

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

ARTICLE IIB. NONDISCRIMINATION

B. In keeping with its Mission and guided by the Principles and Sources of the UUA (the Unitarian Universalist Association of Congregations), the Unitarian Universalist Congregation of Oxford welcomes, affirms and promotes the inclusion and full participation of persons in all of its activities and endeavors without regard to race, color, abilities, sex, affectional or sexual orientation, gender identity or expression, age, national origin, or socioeconomic status.

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, President-Elect, 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 two years each. Officers may serve for up to four consecutive years (two two-year terms).

When possible, terms shall be staggered so that half of the board is retained and half of the board is new. President, President Elect, Membership Trustee, and the Sunday Services Trustee shall begin their terms on odd numbered years; Secretary, Finance Officer, R.E. Trustee & Youth Trustee (a single office), and Communications Trustee shall begin their terms on even numbered years.

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.

**UUCO RESPONSIBILITIES OF OFFICERS, TRUSTEES, COMMITTEE CHAIRS
AND RESPECTIVE COMMITTEES**

Approved by the UUCO at the Annual Business Meeting, 17 April 2004

President

The President shall be concerned with the overall well-being of the Congregation. The President shall preside at meetings of this organization and of the Board. In consultation with the Board, the President shall appoint committee as deemed necessary and elsewhere as provided. With the consent of the Board, the President is empowered to speak for and in behalf of the Congregation in all legal proceedings and to serve as Contracting Officer for the Congregation with his/her signature being legally binding for the Congregation on contracts, etc., when affixed thereto by the direction of the Congregation Board.

The President shall be an ex officio member of all committees except the leadership Development Committee when it is functioning as a nominating committee.

Vice-President

The Vice-President shall function as the Administrative and operating officer of the Congregation, seeing to the general welfare of the Congregations' property and business interests and shall serve on the Finance Committee.

In the absence of the President to serve, the Vice- President shall be vested with the powers of the President and shall succeed to the Presidency if the President leaves office in mid-term, serving as President until the next regularly schedule general election.

The Vice-President will serve as chair of the building renovation and landscaping committee and fill form and facilitate that committee to identify and prioritize building renovation and landscaping needs.

It is expected that the Vice- President shall succeed the President.

Financial Officer

The Financial Officer shall see to the proper and appropriate keeping of the Congregation's past, present and projected financial records in accordance with the procedures authorized by the Board and shall make financial reports available to the Board at each of its called meetings and to the Congregation at its called meeting or at other times authorized by the Board.

It is expected that the Financial Chair will form and facilitate a committee, the Finance Committee, to examine the present and projected financial state of the Congregation, to prepared budges and make fiscal recommendations to the Board, to plan and lead fundraising activities, and to work with the Membership and Communications chairs in acknowledging and encouraging financial support to the Congregation and its activities.

Secretary

The Secretary will keep records and minutes of meetings of the Board and the Congregation, shall make the accessible to the Board and Congregation, and shall archive them in the records of

the Congregation.

The Secretary will work with the President and Communications Trustee to call and convene the meetings and retreats of the Board and the Congregation.

Sunday Service Programming Trustee

The Sunday Service Programming Trustee shall chair the Sunday Service Programming Committee through which the regular Sunday services of the congregation shall be accomplished. The Sunday Service Programming Trustee will work with the Communications Trustee to develop and disseminate a calendar of Sunday programs.

It is expected that the Sunday Service Programming Trustee will form and facilitate a committee, the Sunday Service Programming Committee, and recruit service leaders, service presenters and others to accomplish these tasks.

It is expected that the immediate-past Sunday Service Programming Trustee will serve on the Sunday Service Programming Committee to work with the Sunday Service Programming Trustee to establish programs for the year.

Membership Trustee

The Membership Trustee will maintain the Congregations official data of members and friends of all ages and prepare such data for official reporting, see to the welcoming of visitors, and facilitate the welcoming and assimilation of new members.

It is expected that the Membership Trustee will form and chair a committee, the Membership Committee, to accomplish these tasks.

It is expected that the Membership Chair work with the Financial Chair in acknowledging the encouraging contributions to the Congregation.

It is expected that the Membership Trustee shall consult with the communications Trustees to keep current mail and electronic lists of names and addresses of members and friends.

It is expected that the Membership Trustee working with the Communications Trustee will periodically (at least once every two years) compile and disseminate a directory of members and friends.

It is expected that the Membership Trustee will work with the Sunday Services Programming Trustee to plan and implement formal acknowledgement and recognition of new members within the regular context of Sunday services and by special events or activities as deemed appropriate.

The Communications Trustee

The Communications Trustee shall be responsible for facilitating communication among the Board, the Congregation, and the friends of the Congregation by maintaining current mail and electronic lists of names and address, by periodically disseminating a newsletter and by disseminating information as directed by the President and Board.

It is expected that the communications Trustee will work closely with the Sunday Service Programming Trustees, Membership Trustee, Financial Officer and the President, and the Board to publicize in a timely manner Congregation business meetings, Board meetings, Sunday Service events, fund-raising events, Board communications to the Congregation and friends, or other Congregational activities in web-sites, newspapers, or the media as deemed appropriate.

It is expected that the Communications Trustee will form and facilitate a committee, the Communications Committee, and appoint leaders to accomplish these tasks.

It is expected that the Communications Trustee in consultation with the Communications Committee will exert due diligence in disseminating information for the benefit and well-being of the Congregation and bring before the Board questions of concern.

Religious Education and Youth Trustee

The Religious Education and Youth Trustee shall facilitate the planning to provide religious education and other programming for children and youth of all ages.

It is expected that the Religious Education and Youth Trustee will form and facilitate a committee, the Religious Education and Youth Committee, and recruit leaders to accomplish these tasks.

Ad hoc Committees

Community and Justice Committee Chair

Community and Justice Committee Chair shall inform the Board and Congregation on issues related to community service, outreach, and social justice and participate or delegate responsibilities in these areas as approved by the Board.

It is expected that the Community and Justice Committee Chair will form and facilitate a committee, the Community and Justice Committee, and recruit leaders to accomplish these tasks.