

BY-LAWS
FIRST UNITARIAN CHURCH
SOUTH BEND, INDIANA
as amended May 22, 2016

ARTICLE I
Name

The name of this religious corporation shall be FIRST UNITARIAN CHURCH, SOUTH BEND, INDIANA.

ARTICLE II
Purpose

This church is a fellowship of seekers after the truth, bound by no dogma, restricted by no creed. The purpose of this fellowship is to bring those who believe in free inquiry into matters of religion into a closer acquaintance and cooperation. Relying upon reason as our guide, and upon freedom as our method, we seek to grow in understanding of ourselves and of our world, and to serve humanity.

ARTICLE III
Membership

1. Any person may become a member of this church who is in sympathy with its purpose and program, and who has signed the membership book.
2. Only voting members may vote at a church meeting. Voting members are those who have attained the age of fourteen (14) years, who have signed the membership book thirty (30) days prior to any meeting in which a vote of church members is taken, and who have made a contribution of record within the last twelve (12) months.
3. The Board of Trustees shall determine those members who qualify for voting status each February and at such other time as the Board may decide. A notice must be sent to the last known address of each voting member that the member's status will be changed to non-voting unless the member meets the requirements for voting status within thirty (30) days.
4. Any member may withdraw membership by written request to the Secretary.

ARTICLE IV
Denominational Affairs

This church shall be a member of the Unitarian Universalist Association.

ARTICLE V
Meeting

1. There shall be at least one (1) regular church *congregation* meeting during each fiscal year. The agenda shall include election of officers and trustees, members of the Nominating Committee and members of the Endowment Committee as specified by the By-Laws; budget review and approval; committee reports; and such other business as may be brought before the meeting by a member. The specific date, time and place of such meeting shall be fixed by the Board of Trustees.
2. Special meetings of the church may be called by the Board of Trustees. A special meeting shall be called by the President, or in the President's absence, the Vice-President, upon written petition of ten (10) voting members stating the business to be discussed at the meeting. Such petition shall be read into the minutes of

such special meetings.

3. Notice of any church congregation meeting shall be given by public announcements from the church pulpit at least ten (10) days prior to such meeting and by notice to each voting member at least ten (10) days prior to such meeting either through electronic transmission or through US Postal Service. Additional notice may also be given through writing in the church newsletter.
4. The important business items to be transacted at any meeting of the church shall be specified in the notice of the meeting.
5. 15% of the voting members, or 25 voting members, whichever is smaller, shall constitute a quorum.
6. Voting members present at each church meeting shall be required to sign a quorum list, which shall be checked by the Secretary against the list of voting members. The records of voting members shall be maintained by the Secretary and brought up to date immediately prior to each church meeting. No action shall be taken at any church meeting until the presiding officer determines that a quorum is present on the basis of such quorum list. Such quorum list shall be made part of the minutes of each church meeting.
7. A church member can vote by proxy at any church congregation meeting by giving such proxy to any other church member attending such meeting. Permission to cast such proxy vote shall be granted in writing and signed by both the absent church member and the specified attending church member. Proxies shall be given to the Secretary prior to any action.
8. The vote on any matter shall be by secret ballot upon the request of any voting member. The exact vote on any matter upon the request of any voting member shall be recorded in the minutes of the church meeting.

ARTICLE VI *Officers and Trustees*

1. The officers shall be a President, a President-elect (also known as the Vice-President), a Secretary, and a Treasurer, each of whom shall be elected and shall serve until their successors have been elected and qualified.
 - a. The term of officers shall correspond to the fiscal year of the church as set forth in Article IX of these By-Laws.
 - b. At the annual meeting the members shall choose a President-elect who shall serve for a one year term.
 - c. At the annual meeting in every other year beginning in 2003, the members shall choose a Treasurer who shall serve for a two-year term.
 - d. At the annual meeting in every other year beginning in 2004, the members shall choose a Secretary who shall serve for a two-year term. The Secretary chosen in 2003 shall serve a one-year term.
 - e. The current President-elect shall assume the office of the President for the succeeding fiscal year, provided, however, that if the President-elect declines to assume the position of President, the members shall elect the President at the annual meeting.
2. The officers shall perform the duties usually pertaining to such office. The President shall preside at the church and Board of Trustees meetings. The President-elect shall assume the duties of the President in the President's absence.
3. The Treasurer and Assistant Treasurer, if any be appointed by the Board of Trustees, shall handle Church monies only pursuant to policies established by the Board of Trustees of the Church which would provide for segregation of duties in accordance with Generally Accepted Accounting Principles.
4. There shall be a Board of Trustees consisting of the President, President-elect, Secretary, and Treasurer of the Church and four (4) trustees, elected to serve a term of two (2) years, two (2) elected each year to provide a rotation of two (2) on and two (2) off at a time and not to serve more than two (2) consecutive terms of four (4) years at a time.

5. Each officer and trustee shall be a voting member of the church.
6. The Board of Trustees shall have charge of the general welfare and the property of the Church, the conduct of all its business affairs, and the control of its administration, including the appointment of such committees as it may deem necessary; provided, however:
 - a. no single contract or purchase involving the expenditure of more than 3% of the annual budget of the Church may be authorized without approval of the members at a regular meeting or special meeting of members;
 - b. no cumulative increase in overall annual Church expenditures of more than 5% of the annual budget of the Church may be authorized in any one fiscal year without approval of the members at a regular meeting or special meeting of members;
 - c. any increase in expenditures shall identify the funding source of such increase.
7. The Board of Trustees may, at its discretion, consider the absence of any officer or trustee from three (3) consecutive meetings to be a resignation of that officer or trustee from his or her position. After such decision by the Board, it may declare the position vacant and fill it in accordance with this Article.
8. Any vacancy on the Board of Trustees which occurs between annual meetings may be filled by a vote of four (4) or more members of the Board. At the next annual meeting, the position shall be filled by the Congregation for the balance of the term.

ARTICLE VII

Nominating Committee

1. The Nominating Committee of three (3) members shall be elected at the regular church meeting. The Board of Trustees shall recommend a slate of three (3) members – composed of the outgoing president of the Board of Trustees and two members whose terms are two years each, to be elected in alternate years – plus one alternate for a term of one year. This recommended slate shall be stated in the notice of such meeting. All members of the Nominating Committee shall be voting members of the church.
2. The Nominating Committee shall notify the voting members of the church of its nominations for officers and trustees at least ten (10) days before the annual meeting by listing such nominations in the notice of the annual meeting.
3. Any voting member shall be entitled to nominate a candidate or candidates for any office from the floor at any meeting at which officers, Trustees, or members of the Nominating Committee are elected.

ARTICLE VIII

Church Council

Article VIII, Church Council, shall be deleted in its entirety and reserved for future use.

ARTICLE IX

Fiscal Year

The Fiscal Year shall be from July 1 of the year to the end of the following June.

ARTICLE X

The Minister

1. The Minister shall be chosen and the salary determined by a $\frac{2}{3}$ vote of the voting members of the church present at a regular or special meeting; and a $\frac{2}{3}$ vote of the voting members of the church present and voting at the regular or special meeting shall be necessary for dismissal.
2. It shall be the duty of the Minister to make a full report to the annual meeting and to bring to the attention of

the Board of Trustees any matters which seem pertinent to the general welfare of the church, and to make such recommendations as seem proper; but the final decision in matters of policy and procedure shall remain with the Board of Trustees or a regular or special meeting of the church.

ARTICLE XI

Use and Disposition of Church Property

1. The approval of the Board of Trustees or its agent shall be necessary for all meetings held in the Church when those meetings are not associated with the church or any organization thereof.
2. If this church shall at any time cease to be a member of the Unitarian Universalist Association, all of the property of the church, whether it be real property or personal property, shall be transferred to the Unitarian Universalist Association for its general purposes; and this by-law shall apply to all property donated to the church whether by will or in some other manner unless the donor otherwise expressly provides. If the church ceases to be a member of the Unitarian Universalist Association it shall be the duty and obligation of the officers of the Church and of the Board of Trustees to take all necessary action to carry out the purpose of this article.

ARTICLE XII

Endowment Fund

1. The Board of Trustees shall maintain an Endowment Fund to operate in a manner consistent with the purposes for such fund as established by the members of the congregation.
2. The purposes of the First Unitarian Church Endowment Fund are to assure the long range financial future of the Church, to help the Church manage and survive financial emergencies and to fund capital needs and special projects that further the mission of the Church.
3. The procedures for governance of the Fund shall be established by the Board of Trustees and shall include:
 - a. policies for the protection of the assets of the Fund,
 - b. procedures for recommendations for use of the Fund, and
 - c. procedures for reporting to the Congregation on Fund activity
4. All expenditures from the Fund shall be subject to the provisions of the By-Laws relating to expenditures in general. All expenditures from the principal of the Fund shall be subject to congregational approval.
5. An Endowment Committee of three members shall be elected by the members of the congregation at the annual meeting. The committee will serve to encourage, accept, acknowledge, manage and invest money and other assets donated or bequeathed to the Church for endowment purposes. Committee members must be members of the congregation but may not concurrently serve as members of the Board of Trustees.

ARTICLE XIII

Amendments

Each proposed amendment must be given to the Secretary in writing. All voting members of the Church shall be given due notice by electronic transmission or through US Postal Service of the proposed amendment(s) at least ten (10) days prior to a vote. Amendments to By-Laws shall be adopted when $\frac{2}{3}$ of the congregation present and voting at a congregational meeting are in favor of the amendment.