

BYLAWS OF THE ALLEGHENY UNITARIAN UNIVERSALIST CHURCH

(Amended by vote of the Congregation 18 May 2014)

Article I NAME

The name of this Church shall be the Allegheny Unitarian Universalist Church.

Article II ADDRESS

The Church is located at 416 West North Avenue, Pittsburgh, Pennsylvania.

Article III PURPOSE

The Church shall be a welcoming, urban congregation that puts Unitarian Universalism into action by celebrating life, nourishing the spirit and inspiring a commitment to justice.

Article IV AFFILIATION

The Church shall be a member of the Unitarian Universalist Association of Congregations, and of the affiliated regional association appropriate to the Church's geographic location.

Article V MEMBERSHIP

1. INTENTION

Membership provides institutional and communal support for the making of a free covenant in the historic tradition of Unitarian Universalism.

2. REQUIREMENTS FOR BECOMING A MEMBER

A. Be in sympathy with the Church's purpose and honor the Church's Covenant of Right Relations and Membership Covenant. Membership shall be one's privilege regardless of race, color, gender, gender identity, sexual orientation, age, national origin, economic status, or religious conviction.

B. Be at least 14 (fourteen) years of age.

C. Meet with the Minister (or the Minister's designate) to discuss the meaning and responsibilities of membership.

D. Sign the Congregational Register of Members as witnessed by the Minister or the President.

3. MEMBERSHIP RESPONSIBILITIES

A. An annual financial contribution of record to support the Church is required of all members.

B. The Minister or President may grant an exemption to members who cannot meet the requirement for an annual financial contribution of record.

C. Attendance at Congregational Meetings and a contribution of time in service to the Church is expected of all members.

4. MEMBERSHIP PRIVILEGES

A. Vote at all Congregational Meetings 30 (thirty) days after becoming a member.

B. Serve as a Trustee or Officer of the Church.

C. Serve as a Chairperson of committees as defined in Article VI §8 below, or Chairperson of a committee and/or task force established by the Board of Trustees.

D. Ministerial services following the guidelines of the Unitarian Universalist Ministers Association (UUMA).

E. Member rates for facilities use and program fees.

5. REMOVAL FROM MEMBERSHIP

A. Persons having become a Member shall continue in membership until either:

(1) The person is deceased; or

(2) The person has given written notice of resignation to the Church.

B. A Member may be removed from membership by a majority vote of the Board of Trustees in the following circumstances:

(1) The person has resigned without written notification;

(2) The person has failed to meet the Responsibilities of Membership (Article V §3), including the required financial contribution;

(3) The person has failed to honor the Church Covenant of Right Relations and has refused to participate in a process to restore those relations;

(4) The person has engaged in disruptive behavior or has endangered congregants or church property.

C. A person who has been removed from membership shall receive notice of the termination, and has the right to appear before the Board. Persons removed from membership retain the right to appeal termination to a called meeting of the Congregation.

Article VI BOARD OF TRUSTEES

1. The Board shall direct and administer the programs and business affairs of the Church and have general charge of its property.

2. The Board of Trustees shall consist of seven (7) Trustees and such ex officio members as are provided for in these Bylaws.

A. Trustees shall be elected to serve for a term of two (2) years, or until their successors are elected and qualified. Terms of office for Trustees shall begin at the first regular Board meeting following the Church's Annual Meeting.

B. The beginning of terms of office for the Trustees shall alternate, with terms for three (3) Trustees beginning in one year and terms for four (4) Trustees beginning in the following year.

C. Trustees may serve for up to two (2) full, consecutive terms.

D. In the event of the death or resignation of a member of the Board, the Trustees shall have full power and authority to fill such a vacancy.

E. The office of a member of the Board who has been absent from three consecutive regular meetings may be declared vacant and a successor elected if, in the judgment of the members of the Board, such absence is without valid reason or excuse and such action by the Board is in the best interests of the Church.

F. Church members appointed to fill vacated Board seats shall serve as Trustees until the next annual congregational meeting. Elections shall then be held for those vacated Board positions with time remaining in their terms of office. This shall be in addition to the regular annual Board elections.

3. A quorum for the transaction of business shall consist of five voting members of the Board.

4. The Board shall elect annually a President and a Vice President at the first Board meeting following the annual meeting of the congregation. These officers of the Board shall also be the officers of the congregation.

5. The Board shall appoint annually a Clerk and a Treasurer who are members of the congregation and are qualified to serve in their respective positions. The Clerk and the Treasurer shall be officers of the congregation. The Clerk and the Treasurer may be voting members of the Board, but voting membership on the Board of Trustees is not a requirement.

6. The Board shall hold at least ten monthly meetings during the Church year and all meetings shall be open to members of the congregation for participation in the discussions.

7. The Board shall have general charge of the conduct of all business affairs of the Church. No discretionary contracts involving the expenditure of money exceeding 5 (five) percent of the total operating budget for the current Fiscal Year shall be made without a vote of the congregation.

8. The Board may appoint standing and temporary committees and task groups as it deems necessary. All committees and task groups shall report to the Board at the time and in the form determined by the Board. All chairpersons shall be approved by the Board. The Board may organize the committees into councils as it determines will best meet the needs of the Church.

9. The Board shall appoint a Nominating committee consisting of one continuing Trustee as chairperson and two Church members who are not members of the Board, to present to the annual congregational meeting a slate of candidates for election to the Board of Trustees. Board officers shall not serve on the Nominating committee.

Article VII OFFICERS

1. **President** The President shall be President of the Church and Chairperson of the Board of Trustees.

A. The President shall preside at meetings of the Church and of the Board, but shall not vote at these meetings except to break a tie. The President shall exercise the powers and perform the duties normally pertaining to the office of the President of a church unless otherwise specified.

B. The President shall sign agreements and formal instructions, except those pertaining to the office of Treasurer.

C. The President is an ex officio, non-voting member of all committees, except the Nominating committee.

2. **Vice President** The Vice President shall be Vice President of the Church and Vice Chairperson of the Board of Trustees. The Vice President shall perform the duties and exercise the powers of the President in the President's absence.

3. **Clerk of the Church** The Clerk shall be the secretary of the Church and of the Board of Trustees. The Clerk shall act as secretary, or arrange for secretarial services, at all meetings of the Board and the congregation and shall, subject to the direction of the Board, exercise the powers and perform the duties normally pertaining to the office of Clerk of a Church.

A. The Clerk shall keep a correct and faithful record of the transactions of the meetings of the Board, keep a record of all annual and special meetings of the congregation, maintain the membership roster and all papers and documents belonging to the Church.

B. The Clerk, when not serving a term as a voting member of the Board, shall be an ex officio, non-voting Board member.

4. **Treasurer** The Treasurer shall, subject to the direction of the Board, exercise the powers and perform the duties normally pertaining to the office of the treasurer of a church.

A. The Board shall select one or more depositories in which the Treasurer shall immediately deposit all funds belonging to the Church.

B. The Treasurer shall hold in custody all funds of the Church, keep a record of all receipts and disbursements, and pay such bills as may be approved by the Board. This shall not be so construed as to prevent the payment of such bills by the Treasurer as those necessitating immediate payment or those allowing a discount for payment by a given date.

C. The Treasurer shall present a financial statement at each regular meeting of the Board and at each annual meeting of the congregation. A financial statement shall also be presented at special meetings when requested by the Board.

D. The Treasurer, when not serving a term as a voting member of the Board, shall be an ex officio, non-voting Board member.

Article VIII

MEETINGS

1. Sunday Services of the Church shall be held regularly, as determined by the Board of Trustees.

2. The business meetings of the Church shall consist of an annual congregational meeting and special meetings as may be called.

A. The annual meeting of the congregation shall be held in the last quarter of the Church's fiscal year at such time as may be deemed expedient by the Board. The purpose of the meeting shall be the election of persons to be members of the Board and the transaction of other proper Church business.

B. Special meetings may be called at the order of the Board or President, or shall be called by the Board or President upon the written request of five voting members of the congregation and only for the purposes specified in the call of the meeting. Ten days' notice shall be given for such meetings.

3. Unless otherwise specified, the meetings of the Church will be conducted according to Robert's Rules of Order. In the event of a conflict between Robert's Rules of Order and these Bylaws, the Bylaws shall govern.

4. A quorum at a regular or special meeting of the congregation for the transaction of business shall consist of not less than two-fifths of the current membership as determined by the Clerk.

Article IX

FISCAL YEAR

The Church's fiscal year shall end June 30th.

Article X

AMENDMENTS

1. The Bylaws may be amended by a duly called meeting of the membership where the proposed changes must accompany the meeting notice. The notice must be given at least 21 days prior to the meeting.

2. Provided a quorum of the membership is in attendance, two-thirds of the members present and qualified to vote must approve the change for it to be adopted.

Article XI
MINISTER

1. The Minister, when one is employed, shall perform the duties normally pertaining to the position of minister of a Church, and other related duties as may be agreed upon.

A. The Minister shall be called, and compensation determined, by a two-thirds vote of the qualified members of the Church present at a regular or special meeting legally called for the purpose. The Minister may be dismissed by a majority vote at a legally called regular or special meeting.

B. The minister shall be an ex officio, non-voting member of the Board and of all committees, except the Nominating committee.

Article XII
DISSOLUTION

1. At such time as may be necessary and desirable, the Church may disband by a vote of the membership, as follows. By a vote of four-fifths of the current membership, the Church shall initiate a 90-day period of consideration prior to any vote for dissolution. At the end of the 90-day waiting period, a vote of four-fifths of the total current membership shall be required to officially disband the Church and begin proper legal procedures precipitated by such an action.

2. In the event of the dissolution of the Church, the assets of the Church shall be assigned to the Unitarian Universalist Association of Congregations or its successor, so long as it shall at that time qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law).