

ByLaws for the Lake Chapala Unitarian Universalist Fellowship

- I. The name of this religious society shall be the Lake Chapala Unitarian Universalist Fellowship.
- II. The purpose of the Lake Chapala Unitarian Universalist Fellowship is to organize as a religious community which gives encouragement and support to one another and to the larger community in which we live, and has at its heart these beliefs:
 - A. The inherent worth and dignity of every person;
 - B. Justice, equity and compassion in human relations;
 - C. Acceptance of one another and encouragement to spiritual growth;
 - D. A free and responsible search for truth and meaning;
 - E. The right of conscience and this use of the democratic process within our congregation and in society at large.
 - F. The goal of world community with peace, liberty and justice for all;
 - G. Respect for the interdependent web of all existence of which we are a part.
- III. Any person may become a member of the Lake Chapala Unitarian Universalist Fellowship by:
 - A. Demonstrating sympathy with its purposes and values;
 - B. Supporting it through financial and/or personal participation; and
 - C. Signing the Membership Book.
- IV. All members shall have voting privileges thirty (30) days after signing the Membership Book.
- V. Removal of membership: A member's name shall be removed from the Membership roll in case of:
 - A. The member's death;
 - B. Written request by the member; or
 - C. A period of inactivity over one year, pending review by the Board of Directors.
 - D. A member may be removed by a two-thirds (2/3) vote of the Board for actions that threaten the well being of the Fellowship.
 - E. A member who has been removed by written request or inactivity may be reinstated by submitting a written request for reinstatement.
- VI. An annual meeting of the Fellowship shall be held at a date to be determined by the Board, provided however, that such date must be determined and publicized not less than thirty (30) days prior to the meeting. The time, place, and agenda shall be published in writing and made available to the membership no less than fourteen (14) days prior to the meeting.
- VII. Special business meetings of the Fellowship may be called by the Board or at the written request to the Board of any four (4) members or 10% of the membership, whichever is larger.

- VIII. Nominations from the floor shall be accepted for all elections.
- IX. Twenty (20) percent of the membership shall constitute a quorum.
- X. All voting and elections shall be determined by a simple majority of the people present and voting, except as otherwise noted in these ByLaws.
- XI. Neither proxy voting nor absentee voting shall be permitted.
- XII. Governance:
The Board of Directors shall consist of the following: President, Vice-President, Secretary, Treasurer, and three (3) at-large members. The Board, subject to the prime authority of the congregation, is the principle policy-forming and administrative body of the Fellowship. The Board has full authority and responsibility, except as limited by these ByLaws, to act on the business and programs of the Fellowship.
- A. A quorum shall consist of four (4) Board members.
 - B. Board members must be members of the Fellowship.
 - C. Board members will serve two (2) year staggered terms. (In order to establish continuity, the first Board's Secretary and Treasurer will serve three (3) year terms and one (1) of the three (3) members-at-large will serve a one (1) year term.)
 - D. No member may serve more than two (2) consecutive elected terms in the same office.
 - F. No member may serve on the Board of Directors for more than eight consecutive years. The Board shall meet as needed, usually once a month.
 - G. Decisions of the Board shall be made by consensus of all members present at the meeting. The Board is committed to operating by consensus. If, however, a consensus cannot be reached, the President shall so declare and actions shall be taken by majority vote of the Board members present.
 - H. Board meetings are open to all members of the Fellowship. Fellowship members who are not members may address the Board, by advance arrangement with the President, but may not make motions or vote at the Board meetings.
 - I. The Board shall fill vacancies on the Board occurring between Congregational Meetings. Persons who fill a vacancy shall serve only until the next regular election.
 - J. Any director may resign by giving notice in writing to all directors. Directors maybe removed, with or without cause, by action of two-thirds (2/3) of the voting members present at an annual meeting or at a special meeting called pursuant to these ByLaws.
 - K. If three (3) or more vacancies exist at any one time, a congregational meeting for the purpose of filling these vacancies shall be held within thirty (30) days.
- XIII. Officer Responsibilities:
- A. The President shall be the presiding officer of the Fellowship and the Board of Directors, and shall coordinate the administrative functions of the Fellowship and shall represent the Fellowship on all appropriate occasions.

- B. The Vice-President shall assume the duties of the President in the absence of the President. The Vice-President shall also coordinate activities of the committees and task groups.
- C. The Secretary shall have the general charge of and responsibility for all non-financial records of the Fellowship and shall keep accurate minutes of all meetings of the congregation and the Board. The Secretary shall maintain records of membership in the Fellowship and voting eligibility of the members. The Secretary shall keep the congregation informed of the actions of the Board.
- D. The Treasurer shall have custody of all monies belonging to the Fellowship; shall keep accurate records of income, receipts and expenditures of the Fellowship; shall pay the bills and charges that are in the approved budget or are approved by the Board; shall report to the Board at its regular meetings and to the membership at the annual meeting; and perform other such functions as assigned by the Board. The Treasurer shall serve as chair of the Finance committee.

XIV. Committees:

- A. The Board shall approve standing and ad hoc committees, as it deems necessary.
- B. All committees shall report to the Board at the time and in the form determined by the Board.

XV. Nominating Committee:

- A. A Nominating Committee of three (3) members shall be elected at each annual meeting, to serve for the following calendar year.
- B. The Nominating committee shall solicit and submit the names of all eligible candidates for vacant Board positions. Nominations from the floor shall also be accepted.
- C. The Nominating Committee shall solicit and submit the names of all eligible candidates for the ensuing year's Nominating Committee. Nominations from the floor shall also be accepted.

XVI. Fiscal Matters:

- A. The fiscal year is February 1 to January 31.
- B. At each annual meeting the Finance committee shall submit an operating budget previously approved by the Board for the coming fiscal year.

XVII. Dissolution Clause

- A. Any action to dissolve the Fellowship must be approved by a two-thirds (2/3) vote of eligible voting members of the Fellowship present at a meeting called to specifically consider such an action.
- B. Should this Fellowship cease of function and its membership vote to disband, any assets shall be transferred to the Unitarian Universalist Association.

XVIII. Rules of Procedure: Unless otherwise specified herein, Robert's Rules of Order shall govern board and congregational meetings.

- XIX. Initial adoption of ByLaws: The initial adoption of these ByLaws shall be by majority vote of those persons attending a meeting called and held for such purpose, without regard to any voting qualifications or requirements provided for in these ByLaws.
- XX. Amendments: These ByLaws may be amended or replaced at any meeting of the Fellowship by a two-thirds (2/3) vote of those present and voting. Notice of any proposed change shall be contained in the notice of the meeting.