

**AMENDED AND RESTATED  
BYLAWS OF THE  
UNITARIAN UNIVERSALIST CHURCH OF SPOKANE  
July 12, 2017**

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## **ARTICLE I            PURPOSE**

Section 1. The Unitarian Universalist Church of Spokane (the “Church”) shall maintain and operate a liberal religious church in Spokane, Washington and shall be a member of the Unitarian Universalist Association (UUA).

Section 2. This Church brings together religious liberals to foster the principles of individual freedom, moral integrity, human dignity and world community; to seek the truth regardless of its source or direction; to respect, in each other and in all, the right of individual conviction; and to maintain a pulpit and church organization where these principles will be practiced and proclaimed.

Section 3. Recognizing that freedom of belief is inherent in the Unitarian Universalist tradition, nothing in this purpose shall ever be used to require a particular interpretation of religion or any particular religious belief or creed.

Section 4. The Church affirms fellowship, association and employment without respect to race, color, age, physical capabilities, mental capabilities, gender, affectional or sexual orientation, or national origin.

## **ARTICLE II            MEMBERSHIP AND VOTING**

Section 1. Members join the church by attending orientation sessions; aligning themselves with the purpose, mission, and principles of this church, and signing the membership book, as well as accepting the obligations of membership. Those who participate in the life of the church but do not choose formal membership will be accorded Friend status.

Section 2. Members shall be at least sixteen (16) years old.

Section 3. Obligations of membership include: giving of one’s resources, both time and financial, and regular participation in the life of the church. Each member shall have a record of regular financial contribution annually or been granted a waiver confirming his or her continued commitment to the church.

Section 4. Benefits of membership include use of the Church for life celebrations for actual costs only for the member and immediate family (parents and children of the member, plus member’s spouse/partner if not a member). Life celebrations include birthdays, weddings/commitment ceremonies, milestone anniversaries, and memorial services. Members also receive the Church’s newsletter and membership in UUA and Pacific Northwest District (PNWD), and receipt of the UUA publication, UU World.

Section 5. One must be a member for at least three (3) months and have a record of regular financial contribution or waiver before voting at any meeting in which a voting privilege can be exercised.

Section 6. Formal withdrawal is important to keep membership roles updated annually to conform with UUA and PNWD obligations and to establish correct quorum numbers for voting. Withdrawal of membership will occur when a member notifies the Board, Administrator, or Minister of their intent to withdraw. Members may also be removed from membership if they have not fulfilled the obligations of membership for at least one year. In either case, the Minister, Board, or their designees shall attempt a follow-up contact, including by mail if they cannot be reached otherwise.

Section 7. At the discretion of the Minister, and/or Board of Trustees, a member may be granted Lifetime Member status. In order to be considered for Lifetime Member status a member must have been a member in good standing for at least 20 years, not necessarily consecutively. A Lifetime Member retains all rights and privileges of membership including being counted in the membership rolls and the right to vote. However, there will be no obligation to pledge. This is an honorific status intended for members who are no longer able to be active in the church because of life-altering changes.

### **ARTICLE III FINANCE**

Section 1. The fiscal year of the Church shall be July 1-June 30 inclusive.

Section 2. The Church may neither enter into any contract involving expenditures of more than \$25,000, nor alienate, encumber or dispose of any property of the Church valued at more than \$25,000 without such action having the approval of a positive 2/3 majority of the 30% quorum present and voting at a regular or special meeting.

Section 3. The accounts of the Church may be subject to an audit or review at the close of each fiscal year or at any time if requested by the Board, the Treasurer, or the Operations Team.

Section 4. In the event of dissolution of the Church, no Board Member, Officer, or other person shall have any right to or interest in any assets or property of the Church. No Board Member, Officer, or other person shall be entitled to any right to or interest in the distribution of any assets of the Church. All assets shall, to the extent authorized by law, be donated to any successor church with the same purposes as this Church, but if no such successor Church exists, then to any fellowship, society, church, district or continental organization of the Unitarian Universalist Association.

### **ARTICLE IV CONGREGATIONAL MEETINGS**

Section 1. An annual general business meeting of the Church shall be held before the end of the fiscal year to:

- a. elect Trustees to the Board and
- b. elect the Nominating Team for the next year's Trustees
- c. elect Endowment Team members if candidates are presented
- d. report to the congregation the year's activities;
- e. consider and adopt a budget for the next fiscal year; and
- f. consider such other business as may properly come before the congregation.

Section 2. All business meetings shall be called by the President of the Board at:

- a. the prerogative of the President; or,
- b. the request of the Minister(s); or,
- c. the verbal or written request of three Trustees; or,
- d. the verbal or written request of at least twenty-five (25) members.

Section 3. All business meetings shall be conducted by a Moderator, who shall be appointed by the President of the Board and serve at the pleasure of the Board, pursuant to Article VII, Section 9.d.

Section 4. Members of the Church shall be notified of business meetings by both of the following methods:

- a. Written notice of the meeting shall be distributed at least 14 days before the date set for the meeting. Such notification shall be done by as many methods as possible, which may include mail, e-mail, or church publications (monthly newsletter and/or Sunday bulletin). The notice shall include a listing of the business matters to be considered at the meeting along with the names of and pertinent information about Trustee, Nominating and Endowment Team candidates, if an election is involved. Notice of meetings for election of Trustees, Nominating and Endowment Team members shall be governed by Article V, Section 1.
- b. The meeting shall be announced from the pulpit the two Sundays before the meeting date.

Section 5. Fifteen percent (15%) of the members shall normally constitute a quorum at a business meeting. Proxy or absentee ballots/votes shall not be considered valid at a business meeting to establish a quorum. However, absentee ballots may be allowed in a manner established by the Board. A thirty percent (30%) quorum is required to call or dismiss a Minister or to sell or buy real property. A positive two-thirds (2/3) majority is required to sell or buy real property.

Section 6. Complete and correct minutes of each business meeting shall be kept by the Recording Secretary of the Board of Trustees. A copy shall be available in the Church office for examination by any member of the Church for at least one year after each meeting.

Section 7. The rules contained in Robert's Rules of Order, Revised shall govern in all matters where the Articles of Incorporation and these bylaws have not established otherwise and which are not inconsistent with any special rules adopted in the course of any meeting.

## **ARTICLE V                    ELECTION OF TRUSTEES, NOMINATING AND ENDOWMENT TEAM MEMBERS**

Section 1. Candidates for Trustee and Nominating Team vacancies may be nominated by the Nominating Team or by the congregation at large. Endowment Team nominees will be nominated by the standing Endowment Team as vacancies occur or expansion is needed. The congregation shall be informed of candidates nominated by the Nominating and Endowment Teams at least four (4) weeks before the annual general business meeting.

- a. The congregation may make additional Trustee and Nominating Team nominations to the Board by submitting the names of candidates endorsed by at least twenty (20) members to the President at least two (2) weeks before the annual general business meeting.
- b. No nominations shall be made from the floor of the annual general business meeting, unless this rule is suspended by a two-thirds (2/3) majority of those present and voting.
- c. Brief resumes of all candidates shall accompany the announcement of candidates to the congregation; except that information regarding candidates nominated by petition may be introduced at the annual general business meeting.

Section 2. If the number of candidates exceeds the number of vacancies, election shall be as established by secret ballot and be decided by majority vote of those present and voting.

## **ARTICLE VI            BOARD OF TRUSTEES, OFFICERS AND VOTING**

Section 1. The Board of Trustees shall consist of seven members of the Church effective July 1, 2013. The terms of office will be three years, and a Trustee who has served two complete terms is not eligible to serve a third consecutive term.

Section 2. Each term of office shall begin as of the first of the fiscal year. Terms of office shall be rotated with two new members one year, two new members the second year, and three new members the third year in order to achieve the goal of a seven member Board. At each annual general business meeting, members shall be elected to Trustee vacancies. Trustees shall continue to serve until their successors take office.

Section 3. Vacancies on the Board shall be filled by election at the next annual general business meeting of the Church, with the person elected completing the remainder of the term. The Board is empowered to fill vacancies temporarily, pending the voting at the next annual general business meeting of the Church.

Section 4. If a Trustee is absent from three consecutive regular meetings or fails to maintain member status, the President may declare a vacancy and the position may be filled in the prescribed manner.

Section 5. Five Trustees shall normally constitute a quorum for voting.

Section 6. Passage of any motion shall be by a simple majority of those present and voting, except as may otherwise be provided by these bylaws.

Section 7. Operations Team members will be notified of all Board meetings and invited to attend unless the President requests their absence.

Section 8. The Board shall function with an Executive Committee comprised of the President, the Vice-President and one other Trustee.

## **ARTICLE VII      BOARD OF TRUSTEES AND BOARD APPOINTEES**

Section 1. The Board shall work in close cooperation with the Minister.

Section 2. The Board articulates the vision of the Church in covenant with the congregation.

Section 3. The Board shall stipulate in the governance policies the manner in which an annual revenue/expense budget shall be adopted by the congregation, but generally in a manner which allows maximum fiscal flexibility.

Section 4. The Board shall hold at least ten (10) regular meetings each year. Additional Board meetings may be called by the President or Vice-President, in absence of the President:

- a. at the President's discretion (or Vice-President in his/her absence); or
- b. by any three Trustees' verbal or written request.

Section 5. All Board meetings and respective minutes thereof shall be open to any member of the Church, except for executive sessions as declared by the President. The time, date and location of all regular meetings of the Board shall be announced in the Church newsletter.

Section 6. The Board shall maintain an active role in the stewardship effort, overseeing the Stewardship Team, to the end that the stewardship activities support the purpose and mission of the Church.

Section 7. The President shall preside at all meetings of the Board and act on behalf of the Board and the Church in regard to official matters. The President shall be a Trustee.

Section 8. The Vice-President shall be President-elect of the Board and in the President's absence, the Vice-President shall preside. The Vice-President shall be a Trustee.

Section 9. The President, with the Board's consent, shall appoint a Treasurer, Historian, Secretary, and Moderator who will have the following duties and responsibilities:

- a. Treasurer - The Treasurer shall be appointed for a three year term. The term will start at the beginning of a fiscal year. The Treasurer may or may not be a Trustee. The Treasurer may be a paid employee, as determined by the Board, but if a paid person, shall not be a Trustee.  
The Treasurer, working with the Administration staff, shall oversee the receipt/expenditure of, and accounting procedures for, all funds of the Church and make regular reports to the Board, the Operations Team and the membership, except as directed otherwise by the Board. The Treasurer may be bonded for an amount set by the Board, with the premium on the bond paid by the Church.
- b. Historian - The Historian shall be appointed for the fiscal year. The Historian is responsible for the archival storage and retrieval of the Church's history, past, present and future; especially those events and activities that should be recorded for the benefit of the future members of the congregation. The Historian may or may not be a Trustee.
- c. Recording Secretary - The Recording Secretary shall be appointed for the fiscal year. The Recording Secretary shall record the official proceedings of the Board, preparing

formal minutes of a meeting for review and acceptance at a subsequent meeting. The Recording Secretary shall not be a Trustee.

- d. Moderator - The Moderator shall be appointed for the fiscal year, shall be a member, and shall oversee congregational meetings. The Moderator may not be Trustee or an employee of the Church.

## **ARTICLE VIII      OPERATIONS TEAM**

Section 1. The Operations Team shall work in close cooperation with the Board.

Section 2. The Operations Team shall consist of the Minister, key staff personnel, and from two to four members of the congregation appointed by the Board of Trustees. Congregational members cannot concurrently serve on the Board of Trustees and the Operations Team.

Section 3. The Minister, Director of Children and Family Ministry, and Administration staff shall serve while employed by the Church. Additional members can be appointed by the Board. The term of office for appointed members will be two years and shall begin at the start of the fiscal year. An appointed member who has served two consecutive, two-year terms shall not be eligible to serve a third consecutive term. All members will continue to serve until their successors begin their term.

Section 4. Vacancies shall be filled by appointment, with the person appointed completing the remainder of the term. The Board is empowered to fill vacancies temporarily.

Section 5. The Operations Team shall meet at least monthly. Additional Operations Team meetings may be called by any member of the Operations Team. The time, date, and location of all regular Operations Team meetings shall be announced in the Church newsletter.

Section 6. All Operations Team meetings and minutes shall be open to any member of the Church, except for meetings regarding personnel issues which are declared closed to members by the Minister.

Section 7. The Operations Team shall decide whether to recognize a proposed team or group.

Section 8. The Operations Team shall adhere to the Operations Team limitations as defined in the Board of Trustees Governance Policies.

## **ARTICLE IX PUBLIC RELATIONS**

Section 1. Neither the staff, an ad hoc committee, a ministry, a team, other member, or friend of the Church may represent the Church or the Unitarian Universalist Association (UUA), issue written statements, or make media releases in the name of or containing the name of the Church or the UUA unless approved by the Operations Team in consultation with the Board of Trustees or the congregation, or resolved by the UUA.

Section 2. A media or public relations team overseen by the Operations Team is empowered to issue releases announcing events in the name of or containing the name of the Church.

## **ARTICLE X MINISTER**

Section 1. The Minister shall work in close cooperation with the Board.

Section 2. The Minister shall perform the duties customary to that office in liberal churches and shall have primary responsibility for the theological, spiritual, intellectual, and ethical guidance of the congregation.

Section 3. The Minister shall have the freedom to speak his/her conscience even when in conflict with the official church position.

Section 4. The Minister shall function as the head of all administrative staff and Chief Executive Officer (CEO) of the Operations Team. As the CEO, the Minister shall be responsible, in consultation with the Board of Trustees and the Personnel Team, for all hiring and discharge of personnel.

Section 5. The duties of the Minister shall include making a report at the annual general business meeting to bring to the attention of the Board and the membership any matters that seem pertinent to the general welfare of the Church, to make recommendations and to summarize the year's progress in general.

Section 6. The Minister may solicit funds for the Minister's Discretionary Fund, which shall be maintained as one of the regular funds. The Minister shall have sole discretion, authority, and responsibility to disburse the funds.

Section 7. The financial compensation package of the Minister shall be approved by the congregation as part of the annual budget.

Section 8. The Minister is entitled to periodic sabbaticals at the expense of the Church. Sabbaticals will be taken at the mutual convenience of, and agreement between, the Board and the Minister. Monies will be regularly allocated by the operating fund to cover the expense to the Church during these sabbaticals. The terms and frequency of the sabbaticals shall be addressed in the written agreement between the congregation, as represented by the Board and the Minister.



Section 9. The Minister shall be called to serve by a ninety percent (90%) affirmative vote of the members present at a regular or special congregational business meeting at which a proper quorum is present.

Section 10. Unless otherwise provided by agreement, the Minister shall serve for an indefinite period. The relationship may be terminated in writing, by the Minister or the congregation, subject to ninety (90) days advance notice. Action upon a motion for dismissal shall be by a secret ballot of either at least two-thirds (2/3) of the members present and voting at a meeting at which a proper quorum is present or at least twenty percent (20%) of the membership of record at the time of the meeting, whichever is greater. A dismissal vote may be taken only at a meeting called for that purpose. If the Minister resigns in writing, the Board may accept the resignation with a majority approval of six (6) votes.

Section 11. Covenants exist between the congregation and the Minister and between the Board and the Minister and may be reaffirmed annually. Such covenants represent promises of the heart, pledges of mutual respect and commitments to one another.

Section 12. The Minister and the congregation, as represented by the Board, shall be subject to a written agreement at all times to express updated details of the formal relationship initially established in the original written agreement between the Minister and the Search Committee or Board. This agreement should be renewed at the beginning of each fiscal year and, if not renewed, the most recent past agreement shall serve.

## **ARTICLE XI            ENDOWMENT**

Section 1. The Church shall maintain a permanent endowment or trust fund called the Unitarian Universalist Church of Spokane (UUCS) Endowment Fund, and such shall be available for the use of the Church as limited by these bylaws.

Section 2. The Endowment Team, consisting of a minimum of five members, shall be charged with the development and coordination of the establishment, growth, and supervision of endowments. The Endowment Team shall have policies for investment and supervision of such investments.

Section 3. The principal of the Endowment Fund shall consist of all funds and properties accepted for it by the Endowment Team. Gifts may be in the form of testamentary bequests, insurance benefits, real estate, stocks and bonds, or other gifts. All such testamentary bequests and other testamentary gifts, and all memorial gifts shall be added to the Endowment Fund unless otherwise designated by the donor. The Board of Trustees has the authority to refuse any gift.

Section 4. The funds and properties constituting the principal of the Endowment Fund shall be segregated from all other funds and properties of the Church and shall be so identified in the books of account and records of the Church.

Section 5. The principal of the Endowment fund shall be permanently preserved as an endowment. The Endowment Team shall have the authority to determine the amount of earnings

which shall be required to be maintained as part of the permanent endowment each year in order to prevent erosion of the principal.

Section 6. The Endowment Team shall act reasonably with respect to administering and in meeting the expenses of the Endowment Fund.

Section 7. The Endowment Team shall annually calculate and determine the amount of income available from the fund in excess of the amount required to maintain the principle. This amount shall be reported by the Endowment Team to the Operations Team. Endowment Fund income shall be allocated by the Operations Team in collaboration with the Endowment Team to fund projects that are deemed to have permanence, visibility, and enhance the life of the church. The resulting funding decisions will be reported at the annual meeting.

Section 8. In the event of dissolution of the Unitarian Universalist Church of Spokane, the Endowment Fund shall be dispersed in the manner set forth in Article III, Section 4 of these bylaws.

Section 9. The Church Treasurer shall present an annual financial report of the status of the Endowment Fund and the activities of the Endowment Team to the Board of Trustees and the congregation.

## **ARTICLE XII                      AMENDMENTS**

Section 1. Whenever judged necessary by the Board, it shall cause the Articles of Incorporation and/or these bylaws to be studied and evaluated for recommended changes and be reported to the membership of the Church.

Section 2. The Articles of Incorporation may be amended as set forth in that document. These bylaws may be amended by a two-thirds (2/3) majority vote of the members present at a regular or special congregational business meeting of the Church, provided that the proposed amendment or change shall be included in writing in the call for the meeting. In the event these bylaws are subject to substantial revision, as judged by at least five (5) Trustees, it shall not be necessary to prepare a “deletion/addition” format version, as long as the proposed, restated version is presented to the congregation verbally or in writing with adequate explanation of the proposed amendments.

Section 3. All previous bylaws of this Church are hereby superseded by these bylaws adopted as of June 9, 2013 at a congregational meeting convened for the purpose of considering adoption of amended and restated bylaws.