

**BYLAWS**  
of  
**Open Circle Unitarian Universalist Fellowship, Inc.**  
(Approved June 1, 2014)

**Article I. Name**

The name of this religious congregation shall be Open Circle Unitarian Universalist Fellowship, Inc.

**Article II. Purpose**

The corporation will be operated exclusively for religious purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

The purpose of this fellowship is to organize as a liberal religious community which has at its heart these beliefs: the inherent worth and dignity of every person; justice, equity and compassion in human relations; acceptance of one another and encouragement to spiritual growth in our congregations; a free and responsible search for truth and meaning; the right of conscience and the use of the democratic process within our congregations and in society at large; the goal of world community with peace, liberty, and justice for all; respect for the interdependent web of all existence of which we are a part.

**Article III. Membership**

Any person who has reached the age of 18 years (or who has completed the Coming of Age program), who is in sympathy with the Unitarian Universalist purpose and program, has signed the membership book, and makes an annual contribution of record, will be a voting member of this congregation. It is generally understood that all members should have an understanding of the history and current situation of the Unitarian Universalist Association. It is especially understood that membership is open to all qualified persons regardless of race, color, gender, sexual orientation, or national origin.

**Article IV. Denominational Affairs**

It is the intention of this congregation that upon reaching minimum membership requirements, it will become a member of the Unitarian Universalist Association and the Central Midwest District.

**Article V. Meetings**

The dates of services and any regular non-business meetings of the congregation shall be determined by the congregation itself, or by any person or persons designated by it. The annual business meeting shall be held each year at such time and place as shall be fixed by the Board of Directors. Special business meetings may be called at the written request of any members. The business to be transacted at all meetings shall be set forth in the notice of the meeting, which shall be sent to all members by mail fifteen (15) days before the meeting. A quorum for conducting business shall be one-third (1/3) of the membership, except in the case of calling or dismissing a minister or buying or selling property. In the latter two cases, a quorum shall consist of 50% (1/2) of the membership.

Non-members shall be welcome at all meetings and may be given the courtesy of the floor, but may not vote or make motions.

A member may delegate in writing to another member his/her proxy for voting on business and elections at congregational meetings subject to such procedures as the board may provide.

#### **Article VI. Officers and Board of Directors**

The Board of Directors shall have general charge of the property of the congregation, the conduct of all its business affairs, including hiring and removal of employees in consultation with appropriate committees and the control of its administration, including the appointment of such committees as it may deem necessary or the congregation may recommend. In the case of a Board vacancy, the Board, in consultation with the Nominating Committee, will fill the vacancy with an Interim Board member who shall serve until the next annual meeting.

The number of Directors shall be seven, to include four Officers: a President, Vice-President, Secretary, Treasurer; and three Members-at-Large.

The terms of the Directors shall be staggered.

Each Director shall be elected to a two year term.

Each new Director shall be elected at an annual or duly scheduled and announced congregational meeting. After the elections of new Directors, the Officers will be designated from among the new and returning Board members and voted upon by the congregation.

The Officers' Terms will be one year, but an Officer can serve in the same office in consecutive years if so designated.

Directors shall serve no more than four consecutive years without a break in service of at least one year.

The minister shall serve as an ex-officio, non-voting member of the Board.

#### **Article VII. Nominating Committee.**

A nominating committee of three members, who shall not be members of the current Board of Directors, shall be elected at each annual meeting.

The nominating committee shall recommend candidates for Board positions to be elected at the next annual meeting and shall confer with the Board to fill any Board vacancies which occur between annual meetings.

The nominating committee shall also recommend candidates to serve on the nominating committee for the coming year, assist the Board in identifying candidates for leadership training and assist in the development of congregational leaders.

A person shall serve no more than four consecutive years on the Nominating Committee without a break in service of at least one year.

#### **Article VIII. Minister(s)**

At the time when the congregation elects to employ a minister, these Bylaws will be amended to include provisions defining the nature of the relationship between the congregation and minister, procedures for calling a minister and procedures for terminating a relationship with a minister.

#### **Article IX. Fiscal Year**

The fiscal year shall end June 30 of each year.

## **Article X. Dissolution**

Upon dissolution of the corporation, after paying or making provisions for the payment of all of the corporation's liabilities, all of its assets, real and personal, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, or to any Unitarian Universalist-related organization, and the Board of Directors of the congregation 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 the congregation by a two-thirds vote of those present and voting. Notice of any proposed change shall be contained in the notice of the meeting, with requirements for notice of the meeting as set forth in Article V. Meetings.