

Proposed Bylaws for Mountain Light Unitarian Universalist Church, Inc.

Draft: March, 2012

Article I. Name.

The name of this congregation shall be Mountain Light Unitarian Universalist Church, Inc.

Article II. Purpose.

The purpose of this congregation shall be to establish, maintain, and house a congregation dedicated to the principles and purposes of the Unitarian Universalist Association and to provide a spiritual home for religious liberals.

Article III. Membership.

- A. Membership Requirements. Each new member is expected to sign the membership book, agreeing to participate in governance of the church and to provide financial support to the church consistent with one's means and inclination.
- B. Charter Members. Members who joined the congregation on or before Charter Sunday, December 5, 1999, shall be designated as Charter Members.
- C. Termination of Membership.
 - 1. Voluntary withdrawal from active/voting membership may be made by request to church Secretary.
 - 2. Assumed withdrawal from active/voting membership may occur when a member has not participated at MLUUC by attendance or financial support for six months.
 - 3. Inactive members as above described shall be reinstated to active/voting member status upon request and by resuming regular attendance and financial support during the 30 days following the request to be reinstated.
 - 4. The congregation's members, by two-thirds majority, may vote to terminate a person's membership for actions deemed disruptive to the safety and collegiality of the congregation under the terms set out in the MLUUC Policy on Disruptive Behavior. The church Secretary shall provide such a person written notice of intent to terminate membership, stating the reasons thereof, not fewer than fifteen (15) days before the effective date of such termination, and must be given the opportunity to be heard by the congregation by an oral or written statement not fewer than five (5) days before the effective date of such termination

5. A person whose membership has been terminated by the congregation may be reinstated under the provisions in the Policy on Disruptive Behavior.

D. The church Secretary shall update the voting membership roll on June 30 and December 31 each year.

Article IV. Denominational Affiliation.

This congregation shall be a member of the Unitarian Universalist Association and of the Mid-South District.

Article V. Governance.

A. Officers.

1. *Speaker.*

The Speaker shall be the spokesperson for the congregation in dealing with entities outside of the church for purposes of conducting the business of the church. The Speaker will also facilitate meetings of the congregation for the purpose of conducting the business of the church. The Speaker will also be responsible for maintaining accurate records of the MLUUC location, contact information and membership with the Unitarian, Universalists and Mid-South Associations, The Speaker will also be responsible for maintaining the annual registration, including payment of fees, of MLUUC as a non-profit corporation with the Secretary of State for Georgia each year.

2. *Secretary.*

The Secretary shall be responsible for recording minutes reflecting the official actions taken at all meeting of the congregation called to conduct the business of the church. The Secretary will certify membership records and provide this information to the Speaker. The Secretary shall maintain a record of all minutes and attachments, Bylaws, policies, membership records and corporate records in a dedicated file on his or her computer with a backup on a transferable digital storage device. The Secretary will make all such records digitally available to members of the congregation. These records shall include a paper copy of the minutes from annual meetings of the congregation, current Bylaws, corporate records and current policy statements

3. *Treasurer.*

The Treasurer shall establish accounting procedures for the Corporation to record all financial activities, establish and maintain the bank accounts for the general fund and any other accounts and funds authorized by the congregation. The Treasurer shall receive and deposit the funds of the Corporation, pay bills as authorized in the approved Budget, or special expenditures as approved by the congregation. The Treasurer shall prepare monthly and annual financial reports and make these available to the congregation. The Treasurer shall also be

responsible for submitting a proposed annual budget for the upcoming church year for consideration at the annual meeting of the congregation.

- B. Terms of Office. The Officers shall serve terms of one (1) year, be eligible for one (1) consecutive term, and not serve more than two terms in the same office.
- C. Unexpired Terms of Office.
 - . Unexpired terms of office, any officer unable to complete his or her term of office shall be replaced by a CoC meeting called for that purpose.
- D. Governance. The church shall be by a Circle of Congregants (CoC) facilitated by the Speaker.
- E. Responsibilities.
 - 1. A CoC shall determine all policies to be followed by MLUUC.
 - 2. A CoC shall be responsible for accomplishing all tasks determined by the congregation to be necessary for the good functioning of the church.
 - 3. A CoC shall be responsible for identifying three members to stand for election as officers at the annual meeting for the upcoming church year.
- F. Meetings. A CoC shall meet to conduct business at least quarterly and the time, date, and location of meetings shall be announced during a church meeting and placed in the newsletter at least one week prior to the meeting date.
- G. Any member of the congregation may submit an item or items of business to the Speaker for placement before a meeting of the CoC. When there is a sufficient number of items of business to warrant the call for a meeting of the CoC in the judgment of the Speaker or when there is an item requiring immediate attention, the Speaker will call for a CoC meeting.
- H. Quorum for a CoC. Twenty-five percent of the membership shall constitute a quorum, and must include the elected officers or a stand-in for the officer selected by the absent officer. Approval of a motion for an official church decision or action proposed to a CoC requires an affirmative vote by 75% of those members attending the CoC at which the motion is made.
- G. Expenditure Authority. Approval of the annual budget by the congregation conveys authority to the Treasurer to expend budgeted funds for budgeted purposes such as rent, utilities, dues and so forth as necessary. Any expenditure for non-budgeted items must be approved by a CoC meeting. Expenditures proposed for property acquisition or that commit church funds beyond the current budget year require congregation approval.

Article VI. Annual Meetings.

- A. Annual Membership Meeting.

1. The annual membership meeting shall be held each year during the month of May or June at the church facility.
2. The exact date for this meeting shall be selected by a CoC called by the Speaker for this purpose.
3. Notification of the time, date, and the location of the annual meeting and of the business to be transacted shall be made to the membership at least fifteen (15) days prior to the meeting.
4. The annual meeting shall require a majority of the voting members to be present or represented by proxies to conduct any business (quorum).

B. Requirements of Voting.

1. Voting Members are persons who are in good standing and have been members of record for at least 30 days prior to the annual meeting.

C. Requirements of Nominees.

1. Candidates selected by a CoC meeting must accept nomination before being placed before the annual meeting as a candidate for an office.
2. Any candidate nominated from the floor must accept nomination at the time of nomination to be considered as a candidate for office.
3. All candidates for office shall be voting members of the congregation, and must be eighteen (18) years of age or older.

D. Business of the meeting. The business of the meeting shall include:

1. The Speaker's report.
2. The Secretary shall announce the nominees for the Officers.
3. Election of the Speaker, Secretary and Treasurer. Elections for offices with more than one candidate shall be by secret ballot.
4. Approval of the annual budget.
5. Other business as may be required.

Article VIII. Delegates.

- A. Delegates to represent this congregation at the UUA General Assembly and at the Mid-South District shall be appointed by a CoC meeting.
- B. The number of delegates appointed shall be in accordance with the number specified in the Bylaws of the UUA, and those of the Mid-South District of the UUA.
- C. Each delegate shall be a voting member of this congregation. Members can serve as delegates to the UUA General Assembly and Mid-South District at the same time.

Article IX. Fiscal Year.

The fiscal year of the corporation shall begin on July 1 and end on June 30.

Article X. Parliamentary Authority.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be used to resolve questions of procedure.

Article XI. Amendments.

- A. These Bylaws may be amended or replaced at any annual meeting of the membership or a CoC meeting that conforms to the requirements for an annual meeting.
- B. The Secretary shall include any proposed bylaw amendments in the notice to the membership at least fifteen (15) days prior to the annual or CoC meeting.
- C. A two-thirds affirmative vote of those members voting shall be necessary.
- D. Revised Bylaws shall take effect immediately upon approval of the Congregation.

Article XII. Dissolution.

In the event of the dissolution of this congregation and corporation, all of its remaining assets shall be conveyed to and vested in Georgia Mountains Unitarian Universalist Church, Inc. in Dahlonega, Georgia. The Treasurer of this corporation shall perform all actions necessary to affect such conveyance.

CERTIFICATION

I certify that the foregoing is a true and correct copy of the Bylaws of Mountain Light Unitarian Universalist Church, Inc as duly amended by the membership on DATE

Original to:
Corporate Book

Copy to :
Digital Files