

# Bylaws

Unitarian Universalist Community Church  
Augusta, Maine

## Approved by the congregation at the Annual Meeting in June 2024

**T**hese bylaws are part of a three part structure that guides UUCCa as a community. The first is our Principles, the [seven](#) that we share with the entire UUA and [our 8th principle](#), which we adopted in 2023. The second is our [Covenant](#) which we created and endorsed in 2023. The third is these bylaws which are a legal document outlining the duties and responsibilities of church members and leaders. Together these three pillars guide us as we create our community and live out our values.

### I. Name

The name of this religious society is the Unitarian Universalist Community Church of Augusta (UCC).

### II. Purpose

The purpose of the UCC is to worship, learn, and minister together consistent with our mission and vision.

### III. Non-Discrimination Policy

The UCC declares and affirms its responsibility to promote the full participation of persons in all activities and in the full range of human endeavor, without regard to race, color, gender expression, disability, affectional or sexual orientation, age, or national origin.

### IV. Denominational Affiliation

The UCC is a member of the Unitarian Universalist Association of Congregations (UUA) and therefore is part of the UUA's New England Region. Member congregations are committed to [https://www.uua.org/files/2023-05/uua\\_bylaws\\_05222023.pdf](https://www.uua.org/files/2023-05/uua_bylaws_05222023.pdf).

### V. Membership

- A. As a community, UCC members are joined by a [shared covenant](#) which calls us to share our spiritual gifts with others, encourage and support others in developing and sharing their spiritual gifts, and to show care for our kin outside of the church, including in the natural world.
- B. Any person who desires to be a member and is at least 13 years of age must have a conversation with the Minister or a member of the Board of Trustees (the Board). This conversation may include, but not be limited to, UCC's covenant and purpose, participation in congregational life, and financial support. Subsequent to this discussion, this person may become a member by signing the membership book.
- C. The Board may remove members from the rolls if:
  - 1. the member has not attended worship or participated in other church ministries or activities or financially supported the church for over a year's time; and
  - 2. no response is received within 30 days to a written notice asking if the person wishes to remain a member.
- D. Members may withdraw their membership at any time by notifying the Clerk of the church.

### VI. Membership Meetings

- A. All authority rests with the membership and is exercised through the meetings of the membership except as herein designated.
- B. Business meetings of the congregation are referred to in these bylaws as membership meetings, and are open to all with voting restricted to church members.
- C. Members may participate in membership meetings either in person or remotely over video-conference.

### VII. Annual Meeting

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- A. An annual meeting of the membership (Annual Meeting) must be held on the first Sunday in June of each year. The Annual Report must be made available to the membership at least ten days before the meeting and must include, but not be limited to, information about any matters to be voted on at the meeting, the proposed budget for the next fiscal year, reports from the Minister, other staff, the Clerk, the Board, the Treasurer, and committees as well as a copy of the current bylaws.
- B. In addition to the slate proposed by the Leadership Development Committee, nominations for Board positions may be made by petition of ten active members to the church administrator for publication ten days prior to the Annual Meeting. Such nominations must be published to the membership, available at the church, and included in the slate presented at the Annual Meeting itself.
- C. Nominations for any position may be made from the floor at the Annual Meeting.
- D. The Board may fill vacancies for which no nominations were made at the annual meeting for a term ending on the date of the next annual meeting.
- E. The purpose of the Annual Meeting is to:
  - 1. elect officers of the church, Members-at-Large of the Board, Chairs of all Standing Committees and all other elected positions;
  - 2. receive the Annual Report;
  - 3. vote on the proposed annual budget of the church; and
  - 4. transact any other business for which proper notice has been given.
- F. Special membership meetings may be called by the Board for any purpose.
- G. The Board must call a membership meeting if petitioned in writing by twenty percent of members. The request must state the business to be considered. Actions at the meeting must be limited to the stated purpose. The meeting must be held within thirty days of the request.
- H. Notices for all membership meetings must be transmitted to all members at least ten days prior to the date of such meetings, and must include a description of the subjects to be considered, matters to be voted on, date, time, and location including any links necessary for video access.
- I. Thirty percent of the membership constitutes a quorum.
- J. Those who have been members of the church for at least ten days prior to the date of the meeting are eligible to vote. Any member may request that voting take place by written ballot. Except where otherwise specified here, the outcome of votes are determined by a simple majority of those present and voting.
- K. The Board must nominate a moderator for confirmation by the membership at the meeting.

## VIII. Board of Trustees (the Board)

- A. The Board is authorized by the congregation to conduct all church business. Serving on the Board is significant and membership is to be held with honor and dignity. The Board leads the congregation in accordance with UUCC's covenant and principles ~~to build~~ with the aim of building beloved community.
- B. The elected officers are the President, Vice President, Clerk, and Treasurer.
- C. All nominees for officers must have been members of the congregation for a minimum of one year.
- D. The President must:
  - 1. preside at meetings of the Board;

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2. convene the first meeting of the Leadership Development Committee in September of each year to discuss the charge to the committee; and
  3. delegate responsibilities as appropriate.
- E. The Vice President must:
1. discharge the duties of the President when the President is absent;
  2. aid and assist the President with administrative duties; and
  3. succeed to the Presidency for the unexpired portion of a term upon the death, resignation, or removal of the President.
- F. The Clerk must:
1. maintain the official record of Board proceedings as well as church meetings and correspondence;
  2. issue notices of meetings;
  3. accept legal service on behalf of the UUC;
  4. verify the membership list prior to all membership meetings, determine the quorum requirement, and determine the proportional vote required; and
  5. serve as the final authority in determining vote outcome.
- G. The Treasurer must:
1. be custodian of all monies and securities, as overseen by the Board;
  2. present the current financial statement at each meeting of the Board and the Annual Meeting;
  3. account for all receipts and disbursements and present these records upon reasonable notice, except for identification of individual pledges;
  4. oversee contracted financial services; and
  5. serve as a voting member of the Finance Committee.
- H. In addition to the officers, the Board includes two members-at-large and the Chair of the Finance Committee. The immediate past president may serve on the Board at the request of the President. Board members may serve on other church committees. The Minister serves as a non-voting member.
- I. Vacancies on the Board may be filled by appointment of the President, subject to approval of the Board. The people appointed to fill vacancies must serve until the next Annual Meeting.
- J. The Officers of the Board serve a one-year term. At-large members of the Board are elected for staggered two-year terms.
- K. The members of the Board assume office immediately following the Annual Meeting.
- L. A quorum of the Board is two-thirds of the positions filled at the time of the vote, provided that at least one-half of the Board's positions are filled.
- M. The outcome of votes of the Board are determined by a simple majority of those present and voting.
- N. When a decision is required between regular meetings, the Board may hold a meeting by electronic means and any vote taken at said meeting must be affirmed at the next regular meeting to assure its inclusion in official minutes.
- O. Attendance at Board meetings is a necessary function of all members of the Board. Resignation from the Board may be requested by the President with Board approval if an individual's absence

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interferes with the workings of the Board.

P. The Board must:

1. implement the decisions and policies of the membership,
2. conduct and approve all business transactions of the church, consistent with these bylaws;
3. establish policies and appoint persons and committees as necessary to achieve these functions and fill vacancies among committee chairs until the next annual meeting;
4. implement the budget approved at the annual meeting with the provision that the Board may adjust that budget not to exceed ten percent of the total; and
5. publish a written Annual Report.

**IX. Standing Committees**

A. Committee work is the lifeblood of the UUCC. Committee members demonstrate commitment to the principles of the church and compassion for our community. Service on a committee is a ministry to the church and is received by the congregation with gratitude.

B. The Finance Committee

1. assists the Board in overseeing the financial affairs of the church, including the annual budget leadership and periodic internal audits;
2. is responsible for stewardship, fundraising, endowment, gifts and bequests;
3. submits recommendations for the annual budget;
4. conducts special financial reviews at the request of the Board; and
5. is composed of the committee chair, member-at-large, the Treasurer, and the Chairs of Fundraising, Invested Funds, Planned Giving, and Stewardship subcommittees. Vacancies must be filled by the Board.

C. The Leadership Development Committee

1. develops and submits nominations for Board officers, the members-at-large of the Board, the chairs of standing committees, and the member-at-large of the Finance Committee for election by the membership at the Annual Meeting;
2. consists of, at least, two members of the congregation who have broad familiarity with the congregation;
3. submits the slate of qualified candidates to the church administrator for publication one month prior to the Annual Meeting.

D. Committee on Compensation: the President and Minister shall appoint two members annually to recommend to the Finance Committee compensation packages for the minister and staff and to advocate for the package.

**X. Other Committees**

A. The Committee on Shared Ministry must be:

1. created upon the request of either the Board or the Minister;
2. comprised of up to three members chosen by the Board from a list of active church members submitted by the Minister. Members serve for no more than three years.

B. The Board may authorize other committees necessary to carry out the business of the church. All authorized committees must submit a report for the church's annual meeting.

**XI. Ministerial Search**

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- A. In the event of a vacancy in the office of the Minister, the Board must nominate up to seven members of the congregation to serve as a Ministerial Search Committee, with the slate of nominees subsequently confirmed by the congregation at a duly called meeting of the congregation
- B. The purpose of the Ministerial Search Committee is to nominate a candidate to serve as Minister in accordance with the UUA transitional procedural guidelines.
- C. The Minister must be called by at least eighty percent of the voting membership present at a membership meeting. The vote to call a Minister must be by written ballot. One-half of the members eligible to vote constitute a quorum at such special congregational meeting.

## **XII. The Minister:**

- A. serves as the spiritual and administrative leader of the congregation;
- B. must be in fellowship with the Unitarian Universalist Association of Congregations;
- C. has primary responsibility for worship and other religious ceremonies;
- D. is a non-voting member of the Board;
- E. serves as the spokesperson for the church with the endorsement of the Board;
- F. supervises and evaluates all employees, maintains written job descriptions for each position, is responsible for the administration of the church, and keeps complete and accurate records concerning the membership;
- G. has indefinite tenure upon election by the membership;
- H. is bound by a contract detailing the terms of agreement between the Minister and the congregation which is proposed by the Ministerial Search Committee, agreed to by the Board, signed by the officers of the church, and reviewed annually by the Board;
- I. may be dismissed by a two-thirds vote of the members present at any meeting convened for that purpose. In the event of a potential dismissal, the advice of the Unitarian Universalist Association of Congregations and the Unitarian Universalist Ministers Association must be sought; and
- J. may continue working for 90 days after a written notice of resignation is received by the President, or after a membership decision for dismissal.

## **XIII. Fiscal Year**

UUCC's fiscal year begins on July 1 and ends on June 30 of the subsequent calendar year.

## **XIV. Bylaws and Amendments**

- A. Proposed changes to these bylaws must be submitted to the Clerk, and if approved by the Board, must be presented to the membership.
- B. These bylaws may be amended by a two-thirds vote of the members present at any membership meeting, provided that written notice of any proposed change is included in the notice for that meeting, at least ten days prior to the meeting.
- C. The bylaws must be reviewed at least every five years.

## **XV. Dissolution**

In the event of dissolution and liquidation of this corporation, either voluntarily or involuntarily, the Board (in the event of voluntary dissolution) or the appropriate public official (in the event of involuntary dissolution) must transfer any surplus in excess of the corporation's outstanding liabilities to the Unitarian Universalist Association of Congregations.