

BYLAWS

(As amended December 5, 2008 / April 12, 2009 / December 4, 2009 / December 5, 2010/December 4, 2011)

San Gabriel Unitarian Universalist Fellowship

ARTICLE I NAME

The name of this religious society shall be The San Gabriel Unitarian Universalist Fellowship of Georgetown, Texas, hereinafter referred to as the "Fellowship".

ARTICLE II PURPOSE

This Fellowship is formed as a liberal religious fellowship, joining inquiring minds in caring community. We encourage our members to find a deeper understanding of the relationship of person to person and of the human being to the universe, to further individual freedom of belief and to participate in service to humankind. This Fellowship affirms the freedom of all people to participate in its activities without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

ARTICLE III MEMBERSHIP

SECTION 1 MEMBERSHIP

Any person who is in sympathy with the Purposes, as stated in Article II, has attained eighteen years of age, and has made an informed decision, may become a member of this Fellowship by signing the Membership Book in the presence of a representative appointed by the Fellowship and by pledging support of the group. Any Member may resign at any time by requesting removal from the membership rolls. Members who have not made a financial contribution of record in a year will be moved to the Friends category. Members who move out of the area will be removed from membership 3 months after moving if continued financial contributions of record are not made.

SECTION 2 FRIENDS OF THE FELLOWSHIP

Until such time as an interested individual wishes to become a Member, they shall be known as a "Friend of the Fellowship". Friends shall be encouraged to participate in all activities including committee assignments. They shall have all the privileges of membership except those reserved for Voting Members.

SECTION 3 VOTING MEMBERS

The right to vote at General Meetings or to hold elective office in this Fellowship shall be reserved for Voting Members. A Voting Member is defined as a Member who:

- a. Has made a financial contribution of record to the Fellowship within the past twelve months and
- b. Has participated in Fellowship activities within the past twelve months.

SECTION 4 MEMBERSHIP ROLLS

Rolls of Voting Members and Friends of the Fellowship shall be maintained by the Membership Chair.

ARTICLE IV GENERAL MEETINGS

The term General Meetings shall refer to any legally called Annual, General, Membership, Budget or Business Meeting or combinations thereof.

SECTION 1 ANNUAL MEETING

The Annual Meeting of the Fellowship shall be held in December. The meeting shall be held at such time and place as shall be fixed by the Board of Trustees. The agenda shall be:
Election of Officers and Standing Committee Chairpersons
Reports and discussions of Fellowship activities and plans
Presentation of a financial report and adoption of a budget for the next fiscal year
Other business listed in the notification of the meeting.

SECTION 2 OTHER GENERAL MEETINGS

Other meetings shall be called by the President upon a majority vote of the Board of Trustees or upon the presentation of a written petition signed by at least twenty percent of the Voting Members of the Fellowship. A meeting called by petition shall be held within thirty days of the date of submission of the petition.

SECTION 3 NOTICE AND AGENDA

The Voting Members of the Fellowship shall be notified of all General Meetings at least seven full days prior to the intended meeting. The President, with Board of Trustees confirmation, shall assemble the agenda of all General Meetings. The agenda shall include those items required by the Bylaws, items from petitions, and items determined by the Board of Trustees. The agenda of the business to be transacted and any proposed amendment(s) to these Bylaws shall be included verbatim in the notice. Business shall be limited to the stated agenda.

SECTION 4 VOTING

A number equal to fifty percent of the Voting Members of the Fellowship, either present or accounted for by proxy, shall constitute a quorum. A quorum shall be required to initiate any General Meeting and must be maintained at all times to conduct business. All decisions shall require a majority vote except as otherwise specified in these Bylaws.

SECTION 5 RULES OF ORDER

All General Meetings shall be conducted according to "Robert's Rules of Order, Newly Revised," except as specifically stated in these Bylaws or amended by a vote of the Fellowship.

ARTICLE V BOARD OF TRUSTEES

The Board of Trustees shall consist of the Officers, Chairs of the Standing Committees and the Immediate Past President.

SECTION 1 POWERS

The Board of Trustees shall be responsible for policy, finances, facilities, and staffing; and shall function as the executive power of the Fellowship, always subject to the Bylaws, Articles of Incorporation and the congregation. The Board of Trustees shall have general charge of the property and funds, conduct business affairs, and control the administration of the Fellowship. No person may perform official acts in the name of the Fellowship except as authorized by the Bylaws or the Board of Trustees.

SECTION 3 RESPONSIBILITIES

The Board of Trustees shall meet at least once a month to conduct the business of the Fellowship. Special meetings may be called by the President or any two other Board of Trustees members. Meetings shall be conducted according to "Robert's Rules of Order, Newly Revised".

The Board of Trustees shall: (1) call General Meetings as required; (2) manage the finances of the Fellowship, adjusting the budget as necessary; (3) approve the proposed Budget; (4) fill vacant positions of the Chairpersons of the Standing Committees; (5) confirm appointment and removal of the members of the Special committees; (6) establish, modify, or abolish relationships with affiliate organizations and sponsored groups; (7) plan and coordinate overall church programming; and (8) oversee and coordinate the church calendar.

The person designated to record the minutes of each Board of Trustees meeting shall promptly file with the Secretary the minutes and a list of resolutions adopted.

ARTICLE VI OFFICERS

SECTION 1 OFFICERS

The Officers of the Fellowship shall consist of a President, a Vice President, a Secretary, a Treasurer, and Assistant Treasurer. The Officers shall be elected at the Annual Meeting. Election to office shall be by majority vote.

A. President

The President shall administer the affairs of the Fellowship under the general guidance of the Board of Trustees, represent the Fellowship on all appropriate occasions, perform all duties normally associated with the office, and sign checks in the absence of the treasurer

B. Vice President

The Vice President shall assist the President in the administration of the Fellowship. The Vice President shall assume the duties of the President in the latter's absence. The Vice President may sign checks in the absence of the president and treasurer.

C. Secretary

The Secretary shall be the custodian of and shall maintain the permanent records of the Fellowship. These records shall include; (1) all official papers and correspondence of the Fellowship; (2) the Bylaws; (3) approved minutes, including vote tallies of all motions and resolutions considered and elections held, of General Meetings and Board of Trustees meetings; and (4) other records as the Board of Trustees may deem necessary. All records of the Secretary shall remain the property of the Fellowship. The Secretary shall verify the rolls of membership for the Annual Meeting as presented by the Membership Chair.

D. Treasurer

The Treasurer of the Fellowship shall: 1) have custody of all funds and financial records of the Fellowship; 2) keep accurate records of receipts and expenditures; 3) be responsible for disbursement of all monies; 4) pay the bills as authorized by the Board of Trustees; 5) maintain an account in the name of the Fellowship at a local bank; 6) submit written financial reports, including specific income and expenses, to all General Meetings and monthly Board of Trustees meetings; 7) keep a current record of all Members and Friends who have contributed to the Fellowship and shall send them a yearly statement of their identifiable financial contributions to the Fellowship; and 8) chair the Finance Committee.

E. Assistant Treasurer

The Assistant Treasurer shall perform all the duties of the Treasurer in the absence of the Treasurer.

SECTION 2 TERMS OF OFFICE FOR OFFICERS

The terms of office and restrictions thereon, are as follows:

- President - one year (no more than two consecutive terms)
- Vice President - one year (no more than two consecutive terms)
- Secretary - one year
- Treasurer - one year
- Assistant Treasurer - one year

The newly elected officers shall assume their duties at the Board of Trustees Meeting in January. A joint meeting shall be held of the old and new Board of Trustees, and shall be conducted by the outgoing Board.

SECTION 3 PRESIDENTIAL SUCCESSION

In the absence of the President, the following Board of Trustees members shall, in succession, assume the duties of the President: the Vice President and the Immediate Past President.

SECTION 4 VACANCY

Should a vacancy arise in the position of any Officer or Standing Committee Chairperson, the position shall be filled by a Voting Member of the Fellowship, elected by the Board of Trustees, to serve the remainder of the term.

SECTION 5 REMOVAL

Any Officer or Committee Chairperson (Standing or otherwise) may be removed by a two-thirds vote of the Voting Members present at a legally called General Meeting.

ARTICLE VII COMMITTEES

SECTION 1 STANDING COMMITTEES

Chairpersons of the Standing Committees shall be elected at the Annual Meeting. The following shall be the Standing Committees and their responsibilities:

MEMBERSHIP - To provide a welcoming environment for members and guests, greet and keep a record of guests, provide information for guests and members, assist prospective members with signing the book of membership, and provide materials to help members become integrated within our Fellowship. The Membership chair shall maintain the Membership Book and the rolls of Voting Members and Friends of the Fellowship.

SOCIAL JUSTICE –To coordinate Social Justice activities, issues, education, and outreach for the congregation and wider community.

SOCIAL/HOSPITALITY — To organize other social activities and to provide refreshments for our services.

FACILITIES – Care and maintenance of Facilities, Prepare room for specific service; secure needed facilities (added 12/2009)

COMMUNICATIONS – which will entail sending email notices & announcements; public relations – Sun Rays and Local newspapers; newsletter; and Web page: and other communication to members and the community as needed.

RELIGIOUS EDUCATION– To coordinate religious education activities and programs.

SUNDAY SERVICES TEAM – To plan, prepare and coordinate all aspects of the Sunday services including obtaining speakers, coordinating programs, providing all needed materials, and providing music while striving to have programs be in accordance with the Seven Basic Principles of Unitarian Universalism.

STEWARDSHIP – To plan and implement the annual canvass drive, and be responsible for educating the fellowship's members and friends regarding the need for all aspects of stewardship throughout the church year, and assist in the coordination of fundraising efforts as needed.

SECTION 2 SPECIAL COMMITTEES

Chairpersons of Special Committees may be appointed by the Board of Trustees. The Board of Trustees, with a majority vote, may add additional Special Committees or task force committees as needed. The following shall be the Special Committees:

FINANCE – Shall provide assistance to the Treasurer in overseeing the financial status of the Fellowship including collections, investment options, the annual budget, and the annual audit, as well as assisting the Stewardship Committee as needed.

FUNDRAISING – Shall plan and conduct the Fellowship's fundraising under the direction of the Stewardship Committee.

SECTION 3 NOMINATING COMMITTEE / COMMITTEE ON MINISTRY

The Nominating Committee shall consist of three to five Voting Members of the Fellowship, appointed by the Board of Trustees 60 days before an election. The Nominating Committee shall be responsible for preparing slates of candidates for the election of Officers, and the Chairpersons of the Standing Committees. The slates of candidates shall be reported to the November Board of Trustees meeting and shall be published in November. Candidates may also be nominated from the floor at the Annual Meeting.

SECTION 4 TERMS OF OFFICE

The terms of office are as follows:

Standing Committee Chairpersons - one year

Nominating Committee Members – through the Annual Meeting

The newly elected or appointed committee chairpersons shall assume their duties at the first regularly scheduled Board of Trustees Meeting in January.

SECTION 5 MINISTER SEARCH AND CALLING A MINISTER

5.1 Ministerial Search Committee

To facilitate a call by the Congregation of a new Minister, a Ministerial Search Committee shall be formed to locate, candidate, and settle a Minister. The Ministerial Search Committee shall be established as a Special Committee in accordance with the current Bylaws and shall be composed of at least four Voting Members appointed by the Board.

The Chairperson shall be selected by the members of the Committee. The Ministerial Search Committee should use the procedures stated in the Ministerial Settlement Handbook of the Unitarian Universalist Association as a guide line, but may change any parts that do not fit our congregation or current needs.

The Chairperson shall make appropriate reports on the progress of the Ministerial Search Committee at the monthly Board Meetings. At the time of the Ministerial

Settlement, the committee shall recommend a Ministerial contract and make a final report to the Board at which time the committee shall be dissolved.

5.2 Calling a Minister

The Minister of the Fellowship shall be called by 90% of those members voting in person or by absentee ballot at a Congregational Meeting called for such purpose. Half (1/2) of the Voting Members eligible to vote shall constitute a quorum at such Congregational Meeting.

SECTION 6 COMMITTEE ON MINISTRY

The Committee on Ministry is a unique committee whose purpose is to strengthen the overall quality of ministry of the Fellowship. This is done by serving as a support group for the minister, as a facilitator of communication between the minister and the congregation, and an evaluator of the ministry of both the minister and the congregation.

6.1 Membership of Committee

The committee will be composed of 3 to 5 Voting Members of the congregation. Each member shall serve a three-year term. The terms shall be staggered. The newly elected Board shall appoint one or more new members to the committee.

It is the responsibility of the committee to provide a constructive and positive process for sharing ideas, needs and concerns with respect to the ministerial needs of the congregation and the needs of the minister.

The Committee shall elect its own Chairperson. All Committee meetings will be closed and discussions will be confidential. The Chairperson shall report to and interact with the Board and other committees as needed.

6.2 The Duties of the Minister

The duties of the Minister shall be negotiated between the Ministerial Committee and the Minister and approved by the Board with input from the Congregation. In general, the Minister shall provide overall religious leadership and guidance in accordance with the established purposes of this Fellowship and shall be guaranteed freedom of the pulpit. The Minister will be employed under written contract. The contract will be written by the Ministerial Committee, which clearly stipulates the duties, roles, compensation and other conditions of employment and approved by the Board.

6.3 Contract Termination

The contractual relationship between the Minister and the Fellowship may be dissolved by either party for any reason upon three (3) months written notice. Such provision shall be incorporated in any contractual agreement.

6.4 Triennial Evaluation

The Board shall direct the evaluation by the Fellowship Membership of the ministry of the Fellowship no less frequently than every 3 years. The results of such evaluation shall be in writing and made part of the permanent Fellowship records. The evaluation will be run and organized by the Ministerial Committee.

6.5 Tenure

Tenure shall be indefinite.

ARTICLE VIII FINANCES OF SAN GABRIEL UU FELLOWSHIP

SECTION 1 EXPENDITURES

No person or committee shall have the power to incur expenses on behalf of the Fellowship except as authorized specifically by the Board of Trustees or the Congregation at a General Meeting.

SECTION 2 CANVASS

The Stewardship Committee shall plan and conduct the annual member financial canvass upon direction from the Board of Trustees.

SECTION 3 BUDGET

The Finance Committee shall provide a tentative budget to the membership prior to the annual meeting. Budget allocations may be revised by the Board of Trustees to meet the needs of the congregation. The budget may be increased by the Board of Trustees by no more than 10% of the approved budget amount, if revenue is available, without approval from the congregation.

SECTION 4 INCOME

All receipts and monies received by individuals and committees on behalf of the Fellowship shall return to the general fund, unless specifically authorized by the Board of Trustees. All fund-raising efforts including those of affiliated and sponsored groups must be approved by the Board of Trustees.

SECTION 5 FINANCIAL REVIEW

The financial records of the Fellowship may be reviewed by an audit committee established by the Board of Trustees within three weeks of the Treasurer's submission of the financial records and at such other times as may be deemed appropriate by the Board of Trustees.

ARTICLE IX LEGAL

This Fellowship shall be a non-profit religious, charitable, and educational Fellowship incorporated under the laws of the State of Texas. The legal address of the Fellowship shall be: San Gabriel Unitarian Universalist Fellowship 4500 Williams Suite 212 #245 Georgetown, TX 78633. In the event of dissolution of this Fellowship, all assets, fiscal and real, shall revert to the Unitarian Universalist Association.

ARTICLE X AMENDMENTS

These Bylaws may be amended at any legally called General Meeting by a two-thirds vote of the Voting Members present. Proposed amendment(s) to these Bylaws must be included verbatim in the notice to the Voting Members for the General Meeting. Proposed amendments shall be passed or rejected verbatim.

ARTICLE XI IMPLEMENTATION

These bylaws, if adopted, will take effect at the close of the first Annual Meeting of the Fellowship to be held in December 2007.

APPROVED:

These Bylaws were approved at the General Meeting on December 7, 2007, amended December 5, 2008, April 12, 2009, December 4, 2009, ~~December 5, 2010~~, and December 4, 2011.

Attest:

President

Roe Mackey / Bruce Barker/Genie Barnes

Secretary

Bobbie Wooll / Shirley Wentworth / Kay Walker

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San Gabriel Unitarian Universalist Fellowship

Vision Statement

San Gabriel Unitarian Universalist Fellowship is a group in Georgetown, Texas, that welcomes diversity and promotes authentic religious development by nurturing the individual and encouraging personal growth. Our members celebrate connections through worship, fellowship, religious education, social action, and community involvement, and we are committed to an open, participatory governing process.

(The above vision Statement was approved at the San Gabriel Unitarian Universalist Fellowship Annual Meeting on December 5, 2008 by a unanimous vote.)

Attest:

President Roe Mackey

Secretary Shirley Wentworth

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