

# THE UNITARIAN UNIVERSALIST CHURCH OF ANNAPOLIS, INC.

## BY-LAWS

Adopted by Vote of the Congregation at the April 2006 Congregational Meeting

### BY-LAW I – BOARD OF TRUSTEES

In addition to the responsibilities listed in the Constitution and elsewhere in these By-laws, the Board of Trustees of The Unitarian Universalist Church of Annapolis, Inc., (hereinafter referred to as “UUCA,” the “Congregation,” or the “Church”) shall prepare written charges to all Board Committees outlining the specific responsibilities of each. In June of each year the Board shall meet with the Chairs of the Board Committees to review the charges to these Committees and make any changes deemed necessary by the Board or the Committee Chairs.

Before a vote of any sort is presented to the Congregation by any Board Committee, approval by the Board of Trustees shall be obtained and the proper procedure followed for calling a Congregational Meeting.

Individual Members of the Board of Trustees shall have the following additional responsibilities:

1. **President.** The President shall be the Board Liaison with Board Committees, and with the Moderator. The President may represent the Church on all appropriate occasions, and the President or his/her designated representative shall act as the liaison to all outside groups which use the church. The rules of conduct of meetings shall be decided by the President.
2. **Vice-President.** It shall be the responsibility of the Vice President to work with the Senior Minister in convening a meeting of Chairs (or their designated representative(s)) of all Board and Church Committees, Teams or Councils (hereinafter referred to as Committees) in September of each year for the purpose of coordinating church programs for the following year and drawing up a calendar of meetings and events which shall be published in the first Church October Newsletter and prominently displayed in the church office, and to convene such other meetings of Committee representatives as may be deemed necessary. This Newsletter is the official voice of the church.
3. **Board Secretary.** The Board Secretary shall be responsible for publishing all election results and appointments made by the Board of Trustees in the UUCA Newsletter following the election or appointment.
4. **Finance Officer.** The Finance Officer shall provide guidance and support to the Senior Minister in appointing and managing the offices of Treasurer, Collector, Investment Officer, and Canvass Director. He/she shall be, ex officio, with vote, a member of the Endowment Board of Trustees.
5. **Trustees-at-Large.** The Board of Trustees shall, where deemed appropriate by the Board, and in consultation with the Senior Minister, appoint a Trustee-at-large to be the Board point-of-contact with each Permanent and Ad-Hoc Church Committee.

## BY-LAW II – SENIOR MINISTER

1. The Senior Minister holds full authority over, and responsibility for all work carried on at the church by paid and volunteer staff and contracted out. Board authority is delegated to the Senior Minister. The Senior Minister is accountable to the Board for the achievement of UUCA's Ends.
2. He/she shall prepare written charges to all Church Committee outlining the specific responsibilities of each. In June of each year he/she shall meet with the Chairs of the Committees to review the charges to these Committees and make any changes deemed necessary by the Senior Minister or the Committee Chairs

## BY-LAW III – FINANCE

1. **Finance Officer.** The Finance Officer shall be responsible for assisting the Senior Minister in the conduct of all financial matters, and for supporting all fund-raising activities of the Church not specifically undertaken by a Church Committee or Congregation Committee. Before the end of each year the Finance Officer shall assist the Senior Minister in the preparation of the church's operating and capital budgets for the following year. This will include assisting the Senior Minister in obtaining budget requests and estimates from the Chairs of all Church, Congregation and Board Committees.
2. **Appointed Officers** – At its Meeting in May of each year, the Board of Trustees of UUCA shall appoint the following officers from among the voting members of UUCA, who shall serve for one year or until their successors are appointed. Their terms shall begin on June 1. They will be responsible to the Senior Minister for the effective and timely completion of their work.
  - a. **Investment Officer.** The Investment Officer shall Chair the Investment Committee. He/she shall act on behalf of the Congregation, under guidance from the Senior Minister and the Board of Trustees of UUCA. In this capacity, she/he shall be authorized, on behalf of UUCA, to open accounts and pay expenses related to management of assigned funds. This officer shall be appointed for a term of three years, and may be re-appointed.
  - b. **Collector.** The Collector shall be responsible to the Senior Minister for all receipts, shall render monthly statements to pledgers, and shall provide the Senior Minister with copies to the Finance Officer, monthly reports of receipts by budgeting account. The Collector shall serve for one year, or until a successor is appointed.
  - c. **Treasurer.** The Treasurer shall be responsible to the Senior Minister for disbursements of all monies in accordance with the budget, shall provide the Senior Minister with copies to the Finance Officer with monthly reports of expenditures by budgeting account. The Treasurer shall serve for one year, or until a successor is appointed.
3. **Investment Committee:** The Investment Committee shall be a Committee of the Congregation. It shall be chaired by the Investment Officer with at least two additional members appointed by the Congregation of UUCA for three (3) year terms in rotation, and, ex officio with vote, the Finance Officer of UUCA and the Finance Officer of the Endowment Board of Trustees. This Congregation Committee shall assist and advise the Investment Officer in the management of the investments of UUCA. Authorization for the Investment Officer to buy and sell specific securities and other investments shall be exercised after having been approved by the Investment Committee.

4. **Endowment Board of Trustees of the Unitarian Universalist Church of Annapolis (“The Endowment Board”)**. UUCA shall maintain an Endowment Fund to accumulate and preserve gifts and donations that seek to further the mission of UUCA. The Endowment Fund will be administered by an Endowment Board of Trustees in accordance with its By-laws. These By-laws are subject to approval by the Congregation of UUCA. The By-laws of the Endowment Board of Trustees are appended to these By-laws as Exhibit A.

The Congregation, at its Annual Meeting, shall elect Trustees of the Endowment Board of Trustees from among the voting members of UUCA. The Endowment Board shall consist of eight (8) Trustees, who serve four (4) year terms in rotation, two Trustees being elected each year. In addition, the Senior Minister, the President and the Finance Officer of UUCA shall serve ex-officio with vote as members of the Endowment Board.

Use of the Endowment Fund, including earnings, shall be in accordance with the By-laws of the Endowment Board of Trustees. The Endowment Board of Trustees shall report to the Congregation at its Annual Meeting on the status of the fund and on the activities and disbursements during the past year.

5. **Bonding.** The Senior Minister, President, Finance Officer, Treasurer, Collector and Investment Officer shall be bonded.

#### **BY-LAW IV – WELCOMING CONGREGATION**

At the April 27, 1997 Congregational Meeting it was voted that UUCA become a Welcoming Congregation affirming UUCA’s commitment\_ to address the needs of bisexual, gay, lesbian and transgender persons by having inclusive language and content in worship services; incorporating experiences of bisexual, gay, lesbian, and transgender people throughout all church programs, including religious education; engaging in outreach into the bisexual, gay, lesbian and transgender community by actively supporting affirmative groups, including but not limited to encouraging a chapter of Interweave; and by speaking out in the community when the rights of bisexual, gay, lesbian, and transgender people are in jeopardy.

#### **BY-LAW V - DISSOLUTION**

Should this society cease to function, or the membership vote to disband, any assets of UUCA shall be transferred to the Joseph Priestly District of the Unitarian Universalist Association to be held in trust subject to the condition that the District undertake to form a new Unitarian Universalist Congregation in Anne Arundel County, at which time the assets shall be transferred to the new society. These transfers are to be made in full compliance with the laws of the State of Maryland.

#### **BY-LAW VI – PARLIAMENTARY AUTHORITY**

**Robert’s Rules of Order, Newly Revised**, shall be the authority in all cases not covered in the Constitution or By-laws of UUCA.