

UUCLV Bylaw Revision of Oct. 11, 2009 -- Motion No. 1

Summary: *Revise the Article on Officers to:*

- *Change the requirement for 'periodic audits' to 'periodic independent financial review'. This was recommended by a JPD review of our finances and could result in a savings of thousands of dollars per year.*
- *Acknowledge that the Membership Committee, not the Clerk, has for years been maintaining Church membership records. And drop the requirement that the Clerk also be a member of the Membership Committee.*

Resolved that:

- A) **In the first paragraph of Section 8.3 the word 'audits' be replaced with the phrase "independent financial review".**
- B) **In Section 8.4, delete the last sentence, which begins "The Clerk shall be a voting member of ..."; and also delete the second sentence, which begins "The Clerk will maintain ..."**

Bylaws of The Unitarian Universalist Church of the Lehigh Valley as approved Nov. 2, 2008 <i>[Note. Proposed deletions are shown by strikeouts.]</i>	Proposed Amended Bylaws of The Unitarian Universalist Church of the Lehigh Valley <i>[Note: Proposed insertions are shown by <u>underlining</u>.]</i>
<p>ARTICLE 8. OFFICERS</p> <p>8.3 Treasurer. The Treasurer shall receive and safely keep all monies and other assets of the Church entrusted to his/her care and shall disburse the same under the direction and to the satisfaction of the Board. The Treasurer shall keep a complete accounting of all finances, the record of which is the property of the Church and which shall be open for inspection at any time by the Board and for periodic audits. Church funds shall be deposited only in banks or financial institutions selected and approved for the purpose by the Board.</p> <p>The treasurer shall present a current statement at each regular meeting of the Board and of the Congregation and shall issue annually to the Congregation a balance sheet and a statement of income and expenditures for the preceding fiscal year. The Treasurer shall be a voting member of the Finance Committee and shall report to the Board on the activities of the Finance Committee. With the advice and consent of the Board of Trustees, the Treasurer may appoint an Assistant Treasurer. The Treasurer and Assistant Treasurer shall be bonded.</p>	<p>ARTICLE 8. OFFICERS</p> <p>8.3 Treasurer. The Treasurer shall receive and safely keep all monies and other assets of the Church entrusted to his/her care and shall disburse the same under the direction and to the satisfaction of the Board. The Treasurer shall keep a complete accounting of all finances, the record of which is the property of the Church and which shall be open for inspection at any time by the Board and for periodic <u>independent financial review</u>. Church funds shall be deposited only in banks or financial institutions selected and approved for the purpose by the Board.</p> <p>The treasurer shall present a current statement at each regular meeting of the Board and of the Congregation and shall issue annually to the Congregation a balance sheet and a statement of income and expenditures for the preceding fiscal year. The Treasurer shall be a voting member of the Finance Committee and shall report to the Board on the activities of the Finance Committee. With the advice and consent of the Board of Trustees, the Treasurer may appoint an Assistant Treasurer. The Treasurer and Assistant Treasurer shall be bonded.</p>
<p>8.4 Clerk. The Clerk of the Church shall keep an accurate record of the proceedings and transactions of the Board and of the Congregation. The Clerk will maintain the Church membership records and a list of those members under the age of eighteen. The Clerk shall notify members of all Congregational meetings and shall perform such other secretarial duties as may be requested by the President of the Church. All records kept by the Clerk shall remain the property of the Church. The Clerk shall be a voting member of the Membership Committee and shall report on its activities to the Board.</p>	<p>8.4 Clerk. The Clerk of the Church shall keep an accurate record of the proceedings and transactions of the Board and of the Congregation. The Clerk shall notify members of all Congregational meetings and shall perform such other secretarial duties as may be requested by the President of the Church. All records kept by the Clerk shall remain the property of the Church.</p>

UUCLV Bylaw Revision of Oct. 2009

Motion No. 2

Summary: *Revise the Article on Committees to:*

- *Change the requirement for 'periodic audits' to 'periodic independent financial review'. This was recommended by a JPD review of our finances and could result in a savings of thousands of dollars per year. [Makes same change in 9.2 as was done in 8.3.]*
- *Change the status of Stewardship from a subcommittee of Finance to a separate, standing committee working year round.*
- *Change the status of the Building Use Committee from a standing committee to a subcommittee of Finance.*
- *Change the name of the Endowment Committee, which is a subcommittee of Finance, to The Heritage Society Committee.*

Resolved that Article 9, Committees, be amended as follows:

- A) **In the second sentence of Section 9.2, replace the word 'supervise' with the word 'coordinate', and at the end of that sentence, insert "other than stewardship activities".**
- B) **In the third sentence of Section 9.2, replace the phrase 'the annual audit' with the phrase "an independent financial review".**
- X) **In Section 9.2.2, replace "Endowment Committee" with "Heritage Society Committee".**
- Δ) **Add a new subsection to 9.2, to read**
 "The Building Use Committee shall be a sub-committee of the Finance Committee. It shall advise the Finance Committee on rental rates, requirements that renters must meet, and propose standard rental agreement forms."
- E) **Delete Section 9.2.1 and replace it with a new section, to be assigned a new section number, to read**
 "The Stewardship Committee shall conduct the annual campaign for financial, time, and talent resources and to report such results to the Board and the Congregation. It shall conduct ongoing stewardship throughout the year."

<p>ARTICLE 9. COMMITTEES 9.2 The Finance Committee, with the assistance of the Treasurer, shall keep informed about, and shall advise the Board and Congregation on all financial matters of the Church. It shall prepare the annual budget and supervise the raising of funds. It shall be responsible for arranging the annual audit of the books of the Church which is to be completed within ninety (90) days of the close of the fiscal year.</p>	<p>ARTICLE 9. COMMITTEES 9.2 The Finance Committee, with the assistance of the Treasurer, shall keep informed about, and shall advise the Board and Congregation on all financial matters of the Church. It shall prepare the annual budget and <u>coordinate</u> the raising of funds <u>other than stewardship activities</u>. It shall be responsible for arranging <u>an independent financial review</u> of the books of the Church which is to be completed within ninety (90) days of the close of the fiscal year.</p>
<p>9.2.1 The Annual Canvass Committee shall be a sub-committee of the Finance Committee. Its responsibilities shall be to conduct the annual financial campaign and to report such results to the Board and the Congregation. [Note: Proposed to be a standing committee, not a sub-committee]</p>	<p>9.X The Stewardship Committee shall conduct the <u>annual campaign for financial, time, and talent resources and to report such results to the Board and the Congregation. It shall conduct ongoing stewardship throughout the year.</u></p>
	<p>9.2.X The Building Use Committee shall be a sub-committee of the Finance Committee. It shall advise the Finance Committee on <u>rental rates, requirements that renters must meet, and propose standard rental agreement forms.</u></p>
<p>9.2.2 The Endowment Committee shall be a sub-committee of the Finance Committee. It shall administer and manage the Endowment Fund in accordance with the Policies and Guidelines of the Finance Committee</p>	<p>9.2.2 The Heritage Society Committee shall be a sub-committee of the Finance Committee. It shall administer and manage the Endowment Fund in accordance with the Policies and Guidelines of the Finance Committee</p>

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Motion No. 3

Summary: *Revise the Article on Committees to:*

- *Remove the Hospitality Committee as a subcommittee of Membership and include its functions among those of the Membership Committee.*
- *Clarify the Membership Committee responsibility to update the membership record and to report changes to the Clerk prior to any congregational meeting.*

Resolved that Article 9, Committees, be amended as follows:

- A) Delete subsection 9.4.1.**
- B) After "9.4 Membership Committee", insert the words "shall be responsible for the integration of members into our church community. It".**
- C) In section 9.4, after "It shall keep the minister", insert ", appropriate committees,"**
- D) In the last sentence of Section 9.4, after "a report of changes to the", replace "Board of Trustees" with "Clerk of the Church".**
- E) In that same sentence, replace 'months' with 'weeks'.**
- F) In that same sentence, delete "the Annual Congregational Meeting" and replace it with "any congregational meeting. This report should also indicate which of those members are less than eighteen years of age."**
- G) At the end of section 9.4 insert a new paragraph, "The activities overseen by this committee include, but are not limited to, hospitality and social activities."**

9.4 The Membership Committee shall arrange to welcome visitors, inform new members about the activities of the Church, and prepare, distribute and maintain an up-to-date directory of members. It shall keep the Minister and the Board informed of any individuals seeking to become a more active part of the Church. The Membership Committee shall review and update annually the membership record and submit a report of changes to the ~~Board of Trustees~~ at least two ~~months~~ prior to the ~~Annual Congregational Meeting~~.

~~**9.4.1 The Hospitality Committee** shall be a subcommittee of the Membership Committee. It is responsible for providing decorations, refreshments and other arrangements to enhance the worship and fellowship experiences of the Church.~~

9.4 The Membership Committee shall be responsible for the integration of members into our church community. It shall arrange to welcome visitors, inform new members about the activities of the Church, and prepare, distribute and maintain an up-to-date directory of members. It shall keep the Minister, appropriate committees and the Board informed of any individuals seeking to become a more active part of the Church. The Membership Committee shall review and update annually the membership record and submit a report of changes to the Clerk of the Church at least two weeks prior to any congregational meeting. This report should also indicate which of those members are less than eighteen years of age.

The activities overseen by this committee include, but are not limited to, hospitality and social activities.

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Motion No. 4

Summary: *Revise the Article on Committees to:*

- *Merge the Public Relations and Communications Committees. It will promote church activities and programs by internal and external communications.*

Resolved that Article 9, Committees, be amended as follows:

Replace section 9.5 with a new 9.5 as shown below.

9.5 The Public Relations Committee shall communicate and promote the activities and programs of the Church both within the membership and to the larger community.	<u>9.5 The Communications Committee shall promote the activities and programs of the church by internal and external communication, including the church web site. It shall be responsible for publications.</u> <u>External communications activities include, but are not limited to, advertising and publicity.</u>
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Motion No. 5

Summary: *Revise the Article on Committees to:*

- *Simplify the responsibilities of the Building and Grounds Committee*
- *Clarify its interactions with staff, and*
- *Rename it the Property Committee*

Resolved that Article 9, Committees, be amended as follows:

Replace section 9.7 with a new 9.7 as shown below.

9.7 Building and Grounds Committee shall be responsible for the care and maintenance of the buildings, furnishings, equipment and grounds of the Church. It shall keep the Board and the Congregation apprised of any property needs and concerns.	<u>9.7 The Property Committee shall keep the Board and the Congregation apprised of any property needs and concerns, including the care and maintenance of the buildings, furnishings, equipment and grounds of the Church. It shall, along with the church staff, determine which projects can be done by church volunteers, staff, or outside services. It shall organize property related volunteer activities.</u>
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UUCLV Bylaw Revision of Oct. 2009

Motion No. 6

Summary: *Revise the Article on Committees to:*

- *Merge the Music Committee with the Worship Committees*
- *Allow the Committee on Ministry to elect its own chair*
- *Removes the responsibility of being a support group for the minister from the Committee on Ministry duties*
- *Strengthens the focus of the Committee on Ministry on visioning and oversight*

Resolved that Article 9, Committees, be amended as follows:

- A) After Article 9, Section 8, create a second sentence for 9.8 by replacing '9.9 The Music Committee shall' with the phrase "This committee shall also".
- B) In the first sentence of Article 9, Section 12, replace the word 'maintaining' with "and strengthening".
- C) In Article 9, Section 12, replace the second sentence, "This committee shall serve ..." with the sentence "The committee shall function as a vision and oversight group with focus on all aspects of the congregation's ministry, including, but not limited to, professional leadership, religious education, worship, social justice, pastoral care, and church family."
- D) In Article 9, Section 17, first sentence, replace "The Personnel Committee" with "the Personnel Committees, and the Committee on Ministry".

<u>Current</u>	<u>Proposed</u>
<p><i>[Note. To help indicate what portions are proposed for deletion, strikethrough is used in this column.]</i></p> <p>ARTICLE 9. COMMITTEES</p> <p>9.8 The Worship Committee shall assist the Minister in planning and supervising our worship experience and shall provide for programs in the absence of the Minister.</p> <p>9.9 The Music Committee shall be responsible for the music which complements and enhances Sunday worship services and other Church occasions/events by hiring, coordinating and/or enlisting instrumental or vocal musicians as needed.</p>	<p><i>[Note. To help indicate what portions are proposed as additions, underlining is used in this column, but the additions will appear in the bylaws in a regular typeface if approved.]</i></p> <p>ARTICLE 9. COMMITTEES</p> <p>9.8 The Worship Committee shall assist the Minister in planning and supervising our worship experience and shall provide for programs in the absence of the Minister. <u>This committee shall also</u> be responsible for the music which complements and enhances Sunday worship services and other Church occasions/events by hiring, coordinating and/or enlisting instrumental or vocal musicians as needed.</p>
<p>9.12 The Committee on Ministry shall be responsible for establishing and maintaining the quality of ministry within the Congregation. This committee shall serve as a resource and support for the Minister and as a communications channel between the Minister and the Congregation. This committee shall be comprised of six members of the Church appointed to three-year staggered terms by the Board from a list submitted by the Minister.</p>	<p>9.12 The Committee on Ministry shall be responsible for establishing <u>and strengthening</u> the quality of ministry within the Congregation. <u>The committee shall function as a vision and oversight group with focus on all aspects of the congregation's ministry, including, but not limited to, professional leadership, religious education, worship, social justice, pastoral care, and church family.</u> This committee shall be comprised of six members of the Church appointed to three-year staggered terms by the Board from a list submitted by the Minister.</p>
<p>9.17 Committee Chairs. The Chairs of each committee defined in these articles, except for the Nominating and The Personnel Committees, shall be elected by the Congregation at the Annual Meeting from a slate prepared by the Nominating Committee; the term of office shall be one year, beginning immediately after the Annual Meeting. The Nominating Committee and the Personnel Committee shall choose their own Chairs. The Nominating Committee may nominate a pair of people to be Co-Chairs of a committee, jointly sharing the responsibilities of Chairperson.</p>	<p>9.17 Committee Chairs. The Chairs of each committee defined in these articles, except for the Nominating <u>and the Personnel Committees, and the Committee on Ministry,</u> shall be elected by the Congregation at the Annual Meeting from a slate prepared by the Nominating Committee; the term of office shall be one year, beginning immediately after the Annual Meeting. The Nominating Committee and the Personnel Committee shall choose their own Chairs. The Nominating Committee may nominate a pair of people to be Co-Chairs of a committee, jointly sharing the responsibilities of Chairperson.</p>

UUCLV Bylaw Revision of Oct. 2009

Motion No. 7

Summary: *Revise the Articles on The Minister, Amendments, and Endowment Fund to allow abstentions to have a neutral effect on the outcome of a vote. (Note: The current wording causes abstentions to have the same effect as voting "No". This change was approved by the Board for adoption in June of 2008 and the problem was fixed in several articles, but the following corrections were accidentally omitted from the motions voted on last November.)*

Bylaws Motion 7. Resolved that:

- A) In Article 10, Section 2, in the first sentence, replace "the members present" with "those present and voting".
- B) At the end of Article 12, insert "and voting".
- C) At the end of Article 13, replace "the quorum at a Congregational meeting" with "Those present and voting".

<p>ARTICLE 10. THE MINISTER 10.2 Calling or Dismissing a Minister. The Minister shall be called upon the recommendation of the Ministerial Search Committee by a two-thirds vote of the members present at a Special Meeting called for that purpose. The quorum for such Special Meeting to call or dismiss a Minister shall be forty percent (40) of the membership.</p>	<p>ARTICLE 10. THE MINISTER 10.2 Calling or Dismissing a Minister. The Minister shall be called upon the recommendation of the Ministerial Search Committee by a two-thirds vote of <u>those present and voting</u> at a Special Meeting called for that purpose. The quorum for such Special Meeting to call or dismiss a Minister shall be forty percent (40) of the membership.</p>
<p>ARTICLE 12. AMENDMENTS Amendments may be proposed by the Board of Trustees or by petition of ten members of the Church. These bylaws may be amended or repealed by a two-thirds vote of those present.</p>	<p>ARTICLE 12. AMENDMENTS Amendments may be proposed by the Board of Trustees or by petition of ten members of the Church. These bylaws may be amended or repealed by a two-thirds vote of those present <u>and voting</u>.</p>
<p>ARTICLE 13. ENDOWMENT FUND Annual income from the Endowment Fund may be used for church needs. Membership approval shall be required to access the principal (or corpus) of the Fund. Membership approval shall require a two-thirds vote of the quorum at a Congregational meeting.</p>	<p>ARTICLE 13. ENDOWMENT FUND Annual income from the Endowment Fund may be used for church needs. Membership approval shall be required to access the principal (or corpus) of the Fund. Membership approval shall require a two-thirds vote of <u>those present and voting</u>.</p>

Motion No. 8

Summary: Motion 8 is a housekeeping motion that allows the Bylaws task Group to “clean up” the bylaws to account for any possible further amendments from the floor and any other changes in organization and syntax before producing the finished document --- but not to alter the meaning.

Resolved that the Bylaws Task Group be authorized to:

- A) correct and revise article and section designations;
- B) make corresponding corrections in cross-references to article and section designations;
- C) correct punctuation and spelling;
- D) make capitalization consistent;
- E) provide consistent formatting; and
- F) make other minor textual changes as may be necessary to reflect the intent of the congregation in connection with the UUCLV bylaw revisions approved previously today.