

## **By-Laws**

### ARTICLE I. Name.

The name of this religious society shall be:

Unitarian **Universalist** Fellowship of Lafayette, Louisiana

### ARTICLE II. **Mission.**

**We are a liberal religious community of diverse individuals. We offer reverent services, stimulating learning, social concerns and a welcoming community. Our fellowship is strengthened as we live the Unitarian Universalist Principles and Purposes.**

### ARTICLE III. Denominational Affiliation.

This Fellowship shall be a member of the Unitarian **Universalist** Association and of the Southwest Unitarian **Universalist** Conference.

### ARTICLE IV. Membership.

Section 1. Membership in this Fellowship shall be open to all persons who are in sympathy with its purpose.

Section 2. Active voting membership shall be contingent upon the presence of the member's signature on an annual roster.

### ARTICLE V. Officers and the Election Procedure, Tenure and Duties Thereof.

Section 1. The Officers of this Fellowship shall be a President, a Vice President, a Secretary and a Treasurer, who shall be active voting members of the Fellowship.

Section 2. These officers shall be chosen at the Annual Business Meeting according to the following procedure:

a. The Nominating Committee (described in Article VI, Section 2) shall announce to the Fellowship, at least **14** days prior to the Annual Business Meeting, a proposed slate of officers.

**b. Additional nominations from the floor may be accepted. The nominee must have read and agreed to the job description of the**

**office.**

c. The Secretary shall announce the names of all candidates one week prior to the Annual Business Meeting.

d. The candidate for each office who receives a majority vote of the active voting members present shall be declared elected.

Section 3. Officers shall be elected to serve for a term of one year, or until their successors shall be elected and qualified.

Section 4. In the event of a vacancy in any of the foregoing offices, except the Presidency, the Executive Committee shall name a replacement to serve out the unexpired term. If the Presidency becomes vacant, the Vice President shall succeed to that office.

Section 5. The President shall preside over all regular and special meetings of the Fellowship; serve as Chairman of the Executive Committee; represent the Fellowship on all public occasions for which no special delegation is provided; appoint, with the approval of the Executive Committee, all Standing Committees and such special committees as are deemed necessary to carrying out the business of the Fellowship; and install new officers at the end of his term. **The President shall account for Fellowship's successes and challenges at quarterly and annual business meetings orally and in writing, and provides guidelines and mentoring to incoming replacement.**

Section 6. The Vice President shall assume the duties of the President in the absence of the latter officer. **The Vice President shall also serve on the standing committees of Services and Religious Education. He will report on Services and Religious Education successes and challenges at quarterly and annual business meetings orally and in writing. He will also provide guidance and mentoring to incoming replacement.**

Section 7. The Secretary shall keep the minutes of all regular and special meetings, handle all official correspondence of the Fellowship, and serve as Secretary to the Executive Committee. **The Secretary shall provide minutes of all meetings to the Fellowship and to Archives and History, and provide guidance and mentoring to incoming replacement.**

Section 8. The Treasurer shall receive all monies collected by the Fellowship, make disbursements authorized by the Executive Committee, keep a record of all monetary receipts and disbursements, **present a financial statement at quarterly business meetings, provide for budget**

**projections as needed by the Executive Committee or the Fellowship, monitor and explain Fellowship investments, present a financial statement to the Fellowship and to Archives and History at the end of the fiscal year, and provide guidance and mentoring to incoming replacement.**

ARTICLE VI. Committees.

Section 1. Executive Committee

- a. The Executive Committee shall be composed of the President, the Immediate Past President, the Vice President, the Secretary, and the Treasurer, **and Chairpersons of all standing committees.**
- b. The Executive Committee shall have general charge of the property of the Fellowship, the conduct of all of its business affairs and the control of its administration, including the appointment of such committees as it may deem necessary. **This authority is subject to and accountable to the Fellowship.**

Section 2. Nominating Committee.

- a. The Nominating Committee shall consist of a Chairman and two other members, who shall be elected at the Annual Business Meeting in the same manner as outlined in Article V, Section 2, for the election of officers.
- b. The duties of the Nominating Committee shall be to provide a slate of officers and a slate of Nominating Committee members prior to the Annual Business Meeting, and to make recommendations to the Executive Committee for the filling of vacancies in office.
- c. Vacancies on the Nominating Committee shall be filled by Presidential appointment, with the approval of the Executive Committee.

Section 3. Standing Committees. The Standing Committees of this Fellowship shall be: **Services, Religious Education, Social Concerns and Membership.**

ARTICLE VII. Meetings and Fiscal Year.

Section 1. Regular meetings of the Fellowship shall be held on **Sunday of each week**, unless otherwise determined by the Executive Committee.

Section 2. Special meetings may be called by the Executive Committee, and the business to be transacted shall be mentioned in the call to the meeting.

Section 3. Fellowship Business Meetings shall be held quarterly. The Annual Business meeting shall be held each year in the month of April, at such time and place as shall be fixed by the Executive Committee.

Section 4. The fiscal year of this Fellowship shall end April 30.

#### ARTICLE VIII. Quorum.

Section 1. Thirty percent (30%) of the active voting membership present and voting shall constitute a quorum for the conduct of business at any regular or special meeting of the Fellowship.

Section 2. Three (3) members of the Executive Committee present and voting shall constitute a quorum for the conduct of business at any meeting of the Executive Committee.

#### ARTICLE IX. Policy.

Section 1. The Fellowship recognizes that its constituency is congregational in polity and that individual freedom of belief is inherent in the Unitarian tradition. Nothing in these purposes shall be construed as an authoritative test for membership.

Section 2. Upon dissolution of this Fellowship, or Church, all property held or controlled by it and all endowments which it may own or control shall become the property of the Unitarian **Universalist** Association.

#### ARTICLE X. Rules of Order.

In the absence of anything in these By-Laws to the contrary, the latest edition of "Robert's Rules of Order" shall govern the conduct of business of this Fellowship.

#### ARTICLE XI. Amendments.

These By-Laws may be amended, or repealed, at any business meeting of this Fellowship by a two-thirds (2/3) vote of a quorum of member present and voting, providing written notice of any proposed change has been sent to all members at least one week in advance of such meeting.

**(By-Laws of 1956; as amended at Annual Business Meeting, 6/11/2006, and monthly board meeting 1/16/2011)**