

Unitarian Universalist Church of Muncie  
Proposed Changes to the Bylaws for May, 2015, Congregational Meeting  
From the Bylaws Review Task Group to the Board of Trustees  
March 12, 2015

**Article III Membership**

**Section I Admittance to Membership**

*Currently*

Membership is effected by: following our membership procedure (as outlined in the Policies and Procedures Manual) to learn about Unitarian Universalism and the responsibilities of membership; and signing the membership book witnessed either by the minister or by a member of the Board of Trustees.

*Proposed*

Add “**(here and after defined as Board.)**” to the end of the sentence and change all references to “Board of Trustees” hereafter to “Board” (there are currently 24 instances of “Board of Trustees”). Correct name of Policy and Procedure Manual.

Membership is effected by: following our membership procedure (as outlined in the Policy and Procedure Manual) to learn about Unitarian Universalism and the responsibilities of membership; and signing the membership book witnessed by the minister or by a member of the Board of Trustees **(here and after defined as Board.)**

**ARTICLE VI Amendments**

*Currently*

The By-Laws may be altered or amended by a vote of two-thirds (2/3) of the members present at any regular or special meeting. Proposed changes and notice of the meeting shall be published and mailed 30 days prior to a regular or special congregational meeting.

*Proposed*

Change “regular” to “business” to comply with Article VIII Congregational Meetings which lists meetings as either business or special congregational.

The By-Laws may be altered or amended by a vote of two-thirds (2/3) of the members present at any **business** or special meeting. Proposed changes and notice of the meeting shall be published and mailed 30 days prior to a **business** or special congregational meeting.

**Article VIII Congregational Meetings**

**Section 4. Quorum**

*Currently*

At all regular and special meetings of the congregation, twenty (20) percent of the members shall constitute a quorum. A quorum is required for the transaction of any business of the congregation.

*Proposed*

Change “regular” to “business” to comply with Article VIII Congregational Meetings which lists meetings as either business or special congregational meetings.

At all **business** and special meetings of the congregation, twenty (20) percent of the members shall constitute a quorum. A quorum is required for the transaction of any business of the congregation.

**SECTION 5. Rules of the Meetings**

*Currently*

Robert's Rules of Order shall govern all official meetings of the congregation when not in conflict with these By-Laws. The Board President shall preside over all official meetings and shall appoint a parliamentarian. In the absence of the President, the President-Elect shall preside. In the event of the President-Elect's absence, the Vice-President shall preside.

*Proposed*

Remove the word “official”. Explicitly define the meetings as business and special congregational meetings.

Robert's Rules of Order shall govern all **business and special** meetings of the congregation when not in conflict with these By-Laws. The Board President shall preside over all business and special meetings and shall appoint a parliamentarian. In the absence of the President, the President-Elect shall preside. In the event of the President-Elect's absence, the Vice-President shall preside.

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**Article XII Committees**

**Section 1. Committees**

***Currently***

The programs and work of the church will be carried out, under the guidance of the Board and congregation, by standing committees, special committees, and task groups.

***Proposed***

Limit the types of committees to standing and special with a further division of special committees defined in Section 3. Add a statement which reinforces the idea that all committees are accountable to the Board **and the congregation**. Add all chairs shall be members of the church.

The programs and work of the church will be carried out, under the guidance of the Board and congregation, by standing committees **and** special committees. **All committee chairs shall be members of the church. All committees are accountable to the Board and congregation.**

**Section 2. Standing Committee**

***Currently***

Standing committees are those created by the Board to serve purposes that endure over many years and become established in the ongoing life of the congregation. The chair of each committee, or someone appointed by the chair, will serve on the Program Council and attend all Program Council meetings. The names and purposes of the standing committees will be designated by the Board and can be changed, established, combined, or dissolved by the Board as needed. The Program Council will provide input regarding these changes.

Committees shall meet regularly. All meetings are open to the congregation. A majority shall constitute the quorum of each committee.

Committee chairs shall:

1. be a voting member of the committee,
2. attend all meetings of the committee and the Program Council, acting as a liaison between them,
3. provide leadership to the committee in the execution of its functions and responsibilities.

Each committee shall have a minimum of four members, shall elect a secretary, and follow the guidelines for the committee in the procedural manual. The secretary shall keep the minutes of committee meetings and submit a copy to the Vice-President. Committees shall recommend an annual budget to the Finance Committee and, upon approval by the congregation, be empowered to make expenditures during the year as budgeted.

***Proposed***

Define how chair(s) are appointed in the Policy and Procedure Manual and reference this in the By-laws. Remove all reference to how committees work from the By-laws and place in the Policy and Procedure Manual.

The section will read as below:

Standing committees are those created by the Board to serve purposes that endure over many years and become established in the ongoing life of the congregation. The names and purposes of the standing committees will be designated by the Board and can be changed, established, combined, or dissolved by the Board as needed.

The chair and/or co-chairs of a standing committee shall be appointed as designated in the Policy and Procedure Manual. The chair(s) of each committee, or someone appointed by the chair(s), will serve on the Program Council. Committees shall meet regularly. All meetings are open to the congregation. A majority shall constitute the quorum of each committee.

**Section 3. Special Committees**

***Currently***

Special committees are those which are accountable to the Board for their operation and are expected to report to the Board.

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- A. The Personnel Policies Committee (PPC) shall be chaired by the Past-President and consist of three additional members. One member is a member of the Religious Education Committee, appointed by the chair of the Religious Education Committee. The remaining two members are appointed by the Board of Trustees. The Past-President shall serve a one-year term; the **othe(r)** members shall serve a maximum of two consecutive two year terms. A person who is appointed to fill a vacancy, who serves one year or more, shall have that term counted as a full term and will be eligible for an additional term, after which there must be an elapsed period of one year before being eligible for another term.

Duties of the Personnel Policies Committee: (a) Review the Personnel Policy Manual at least annually, and recommend changes to the Board. All changes to the manual must be approved by the Board to be valid. (b) Annually review the written job descriptions of staff and recommend changes to the Board. All changes to the manual must be approved by the Board to be valid. (c) A member from the Personnel Policies Committee should be on all staff search committees, excluding ministerial search committees.

- B. The Committee on Ministries serves to lead the congregation in assessments of the church's ministries, mission and goals on a regular and continuing basis. The committee will consist of at least five and no more than seven congregational members serving for three-year terms which will be renewable once for a maximum of six years. Terms of membership will be staggered to maximize continuity on the committee from year to year. The committee will be appointed by the Board from a list of nominees created by the Board and the minister, providing a balanced representation of the life of the congregation. No member of the Board may serve concurrently with her/his tenure on the Board. The committee will report at least quarterly to the Board.
- C. The Nominating Committee shall be chaired by the Past-President and consist of four additional members, including two elected by the congregation and two, who are not on the Board, appointed by the Board. The Past-President shall serve a one-year term; the other members two years. One elected and one appointed member shall take office each year, thus staggering the terms of office.

The Nominating Committee shall consult with the appropriate committees to receive recommendations for the nomination of committee chairs. At the semi-annual May meeting of the congregation, the Nominating Committee shall present a slate of nominees to fill the vacancies on the Board of Trustees, Standing Committees, and Special Committees as outlined in this Section.

- D. Internal Finance Review Committee shall consist of at least two members who are not members of the Board or Finance Committee. They shall serve two-year terms and be elected by the congregation in alternate years. They shall annually review the books, records, and procedures maintained by the Treasurer and present a report of their findings to the congregation.
- E. The Development and Investment Committee shall consist of five members, three of whom shall be elected at the semi-annual May meeting. The two-year terms shall be staggered so that one member is elected every other year. The other two members shall be the Treasurer and a member of the Finance Committee. The committee will establish investment guidelines, develop and implement fund-raising practices for investment funds, and handle other matters referred to them by the Board. The committee shall make an annual report to the Board and congregation.
- F. The Safety Committee is responsible for development and oversight of the implementation of policies to promote the safety of the people and the property of the Unitarian Universalist Church of Muncie. The committee will consist of a minimum of four people. Members will be appointed by the Board for a term of two years which may be renewed without fixed term limits.

***Proposed***

Move all definitions of special committees from this section to the Policy and Procedure Manual. Add a provision that indicates a representative of a special committee does not serve on the Program Council. Define the types of special committees as long-term special committees (including all of those currently defined in the bylaws and long-standing ad hoc committees) or as short-term special committees. Please note the Board is designated as the originator of long-term special committees while the Board, Program Council, Standing Committees, or Long-Term Special Committees may create task groups for short-term assignments.

The section will read as follows:

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A Special Committee can be created to serve a specific purpose for the congregation and reports to the body which established it as specified in the Policy and Procedure Manual. The special committee chairs do not serve on the Program Council.

The two types of special committees are:

1. Long-Term Special Committees

Long-Term Special Committees are those created by the Board with no designated end date.

2. Short-Term Special Committees

Short-Term Special Committees are those created by the Board, the Program Council, Standing Committees, or Long-Term Special Committees to serve temporary purposes.

#### **Section 4. Task Groups**

##### ***Currently***

Task groups are created by the Board or Program Council to serve temporary purposes. These groups are not required to attend the Program Council meetings unless required to do so by the Board or Council. The Board or Council shall appoint chairs and members of these task groups as needed. A task group is accountable to the body which established it.

##### ***Proposed***

Remove this section if the changes to section 3 are approved. Task Groups will become Short-Term Special Committees as defined in section 3.

#### **Article XIII The Minister**

##### **Section 6. Powers and Limitations & Section 7. (No Title)**

##### ***Currently***

###### **SECTION 6. Powers and Limitations**

The church is considered the pulpit of the called minister, who has the prerogative to determine whether or not non-members may be married in the church. The minister will officiate at all weddings that she/he may approve for the church unless she/he expressly approves the officiation by another individual. The Minister shall have no power or authority to make any contracts binding upon the church, or to employ or dismiss employees. The Minister is authorized to purchase supplies or other articles, or to undertake repairs of the building or church property, only as directed to do so by the Board. The Minister shall be charged with recommending to the Board measures, programs and policies that will enhance the life of the congregation.

Section 7. The minister is head of staff of the church. As such, the minister—acting within the framework of the budget and the personnel policy manual, and with the advice and consent of the Board of Trustees—manages the administrative affairs of the church. The minister manages the training and evaluation of staff; recommends the hiring of, termination of, and salary actions for staff; recommends changes in job descriptions and personnel policy to the appropriate church body.

##### ***Proposed***

Combine these two sections. List the sentences as numbered items. Change wording for authorization of the minister to make purchases within the framework of the budget in #2. Correct capitalization in #4.

The section shall read as follows:

##### **Section 6. Powers and Limitations**

1. The church is considered the pulpit of the called minister, who has the prerogative to determine whether or not non-members may be married in the church. The minister will officiate at all weddings that she/he may approve for the church unless she/he expressly approves the officiation by another individual.
2. The Minister shall have no power or authority to make any contracts binding upon the church, or to employ or dismiss employees. The Minister is authorized to make purchases and to undertake repairs of the church within the framework of the budget.
3. The Minister shall be charged with recommending to the Board measures, programs and policies that will enhance the life of the congregation.
4. The Minister is head of staff of the church. As such, the minister—acting within the framework of the budget and the Personnel Policy manual, and with the advice and consent of the Board—manages the administrative affairs of the church. The minister manages the

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training and evaluation of staff; recommends the hiring of, termination of, and salary actions for staff; recommends changes in job descriptions and personnel policy to the Board.

**Article XIV Religious Education Director**

**Currently**

**ARTICLE XIV**

**Religious Education Director**

**SECTION 1. Employment**

The Religious Education Director shall be selected on recommendation of the Religious Education Committee and employed by the consent of the Board of Trustees.

**SECTION 2. Removal**

The Religious Education Director may be removed by a vote of two-thirds (2/3) of the members of the Board of Trustees, upon the recommendation of a majority of the members of the Religious Education Committee. The Religious Education Director shall be given three (3) month's notice if removal is approved. After the probationary period, the Religious Education Director shall be given three (3) months salary and may be subject to immediate removal.

**SECTION 3. Resignation**

In the event the Religious Education Director resigns, the relationship shall continue for thirty (30) days unless otherwise mutually agreed upon by the Board and the Religious Education Director. It is the responsibility of the Religious Education Committee to conduct a search for replacement.

**SECTION 4. Duties**

It is the responsibility of the Religious Education Director to implement programs for the religious education of the children and young adults of the church school, including development of the curriculum, selection of teaching materials and the recruitment and orientation of the teachers. This will be done with the advice and help of the Religious Education Committee and the minister.

**SECTION 5. Powers and Limitations**

The Religious Education Director shall have no power or authority to make any contracts binding upon the church, or to employ or dismiss employees. The Religious Education Director is not authorized to purchase supplies or other articles, or to undertake repairs of the building or church property, except as directed to do so by the Board or the Religious Education Committee.

**Proposed**

It is recommended that this section be dropped from the Bylaws since the Religious Education Director is staff and as such is covered under the Bylaws with the Minister as head of staff, the Personnel Policy Manual, and the Policy and Procedure Manual. This clears up any conflict with the responsibilities of the Minister as head of staff as currently stated in the Bylaws.