***The Unitarian Universalist Church of Weymouth***

**BYLAWS**\*

Adopted – 1978/Revised as of ***April 2018***

**Article I – Name and Definitions**

**Sect. 1 -** The name of this religious organization shall be The Unitarian Universalist Church of Weymouth.

**Sect. 2 -** Wherever the word “Church”, “Society”, or “Congregation” is used in the Bylaws, or their amendments, it shall signify the legal organization of this Church as herein established; and the phrase “by vote of the Church” or similar phrase shall mean a vote of the active members of the congregation of legal voting age comprising the Church at any duly called meeting. Wherever the word “Board” is used in these Bylaws, it shall signify the Executive Board with powers and duties as hereinafter established.

**Article II – Purpose**

**Sect. 1 -** This Church is an organization of all persons dedicated to the principles of a free faith. We are a fellowship of learners, and each is accepted as he or she is. The binding requirement on all of us is the spirit of the open mind and the experience of growth.

 In this spirit we unite in seeking:

a. To strengthen one another in a free and disciplined search for truth

 as the foundation of our religious fellowship;

b. To cherish and spread the universal truths taught by the great

prophets and teachers of humanity in every age and tradition, immemorially summarized in the Judeo-Christian heritage as love to God and love to mankind;

c. To affirm, defend, and promote the supreme worth of every human

personality, the dignity of all persons, and the use of the democratic method in human relationships;

d. To implement our vision of one world by striving for a world

 community founded on ideals of humanity, justice, and peace;

e. To serve the needs of member churches and fellowships, to

organize new churches and fellowships, and to extend and strengthen liberal religion;

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Based on the Bylaws of the Second Universalist Church of Weymouth (1966) and the Third Universalist Society of Weymouth (1972). Compiled by the Bylaw Subcommittee of the Merger Committee at four meetings in March, April, and May, 1979, presented to the full Merger Committee on May 23, 1977. Reviewed by the Legal Subcommittee with legal counsel, and informally reviewed at a Merger Committee meeting on June 27, 1977, open to all members of both churches, and recommended for adoption. The Unitarian Universalist Church of Weymouth was established under the authority of Chapter 258 of the Acts of the Commonwealth of 1966. The two churches accepted the provisions of the Act of March 5, 1978, and voted to consolidate and to accept these Bylaws at the Consolidation Meeting on March 23, 1978.

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f. To encourage cooperation with persons of good will in every land.

**Sect. 2 -** To these ends, this Church shall provide services of worship, education, and social activities, seeking in each area of concern to build up in the heart of its members and friends the high ideals of a rational, progressive, and exalting religion.

**Sect. 3 -** This Church affirms and promotes participation in all of its activities without regard to race, gender, age, color, national origin, ethnic background, socioeconomic status, marital status, disability, sexual orientation, gender identity, or immigration status and without requiring adherence to any religious belief or creed. The foregoing shall apply to all Fellowship activities and inform all of its decisions, including membership, employment decisions, and the calling, installation, and retention of the Minister.

**Article III – Affiliation**

**Sect. 1 -** This Church is a member of the Unitarian Universalist Association, and the ***UUANER*** organizations in the district in which it is located.

**Article IV – Membership**

**Sect. 1 -** The membership of this Church shall include all persons who, at the time of adoption of these Bylaws, are members of the Second Universalist Church of Weymouth and the Third Universalist Society of Weymouth.

**Sect. 2 -** Any person willing to accept the provisions of membership as indicated in the application for membership which follows at the end of this paragraph, whose application is approved by the Executive Board, and who has reached the age of eighteen, shall, by signing the Church membership book, become a member of this Church. Consistent with the purposes of this Society, no distinctions of race, creed, color, nationality, gender, sexual orientation, or political affiliation shall constitute grounds for refusing membership. Application for membership shall read as follows:

“I am in accord with the purposes of this Church, which is to provide spiritual, emotional, religious, and social stimulation, support, and freedom. It is an organization of all persons dedicated to the principles of a free faith. We are a fellowship of learners, and each is accepted as he or she is. The binding requirement on all of us is the spirit of an open mind and the experience of growth. Those who enter into membership here are in accord with the purposes

***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

of this Church and its constitutional guarantee of religious freedom to its ministers and members. I pledge myself, as far as I am able, to contribute financially and through service to the support of this Church, to attend its services, and to share in its work. The congregation welcomes members at least eighteen years of age without regard to gender, sexual orientation, ability, or race. I am in accord with the purposes of this Church, as indicated above. I therefore apply for membership in the Unitarian Universalist Church of Weymouth.”

**Sect. 3 -** The members recorded in the Church membership book provided for that membership shall be the official voting list at any legal meeting, provided that said members shall have signed the membership book at least sixty (60) days prior to the meeting.

**Sect. 4 -** Any member may dissolve membership with this Church by filing a written resignation with the Registrar and having the same properly acknowledged by the Church.

**Sect. 5 -** The Executive Board shall annually review the list of people associated with this Church, recommending such adjustments, as they deem advisable, after having tried to communicate with any non-contributing person regarding his or her desire to continue on an active or inactive status. Members who do not respond to such communications within a one-month period shall be considered inactive and shall not have the right to vote or to hold office except that the Executive Board may waive change of status in the case of infirmity or financial hardship.

**Sect. 6 -** An individual placed on the rolls as “inactive member” may be reinstated to membership by re-application to the Executive Board. An individual placed on the “inactive list” shall not be counted in any instance as a member of the Church, nor shall the individual be reported as a part of the membership of the Church.

**Article V – Meetings**

**Sect. 1 -** The Annual Meeting of the Church for the election of Officers and the transaction of other business shall be held in May on or before the fourth Wednesday, at such time and place as the Executive Board shall designate. The fiscal year shall start on May 1st and end on April 30th. Special meetings shall be called by the Clerk at the request of the Executive Board or upon written request of at least ten (10) active members of the Church, and shall be for such purposes ONLY as may be specified in the notice calling the meeting.

***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

**Sect. 2 -** Notices of all meetings of the Church shall be sent by the Clerk to each member of the Church on record at the last known address and by warrant posted in the church at least ten (10) days before the meeting.

**Sect. 3 -** Thirty-five (35) percent of the members qualified to vote shall constitute a quorum at any meeting of the Church. A lesser number than a quorum shall adjourn the meeting to a date certain.

**Sect. 4 -** At any meeting of the Church, the Moderator may, at his or her discretion, grant to any non-member the right to speak, but only members in active standing shall be qualified to vote.

**Sect. 5 -** The current edition of Robert's Rules of Order shall be the authority on all questions of parliamentary procedure unless other rules are specifically adopted.

**Article VI – Executive Board**

**Sect. 1 -** The Board shall have general charge of the administration of the Church and there shall be an Executive Board composed of five (5) directors, to serve terms not longer that three (2) years, and until their successors are qualified. The number and terms of office of directors to be nominated and elected at each Annual Meeting shall be such as to maintain a full Board for an ensuing Year. No Director shall be eligible for re-election for a period of one (1) year after expiration of his or her term of office, unless this provision is waived by the Annual Meeting in each individual case. If any member is absent from three (3) consecutive meetings, the remaining members may declare the office vacant, and appoint a member of the Church to serve until the next Annual Meeting. The Clerk and Treasurer, and Assistant Treasurer when acting as Treasurer elected under provisions of Article VII, shall be ex-officio members of the Board with full voting powers in all matters.

**Sect. 2 -** Only members of the Church qualified to vote shall be eligible for election to the Executive Board.

**Sect. 3 -** The affairs of the Church and the care of all its property, shall be administered by the Executive Board. The policies and activities of all affiliated organizations shall be subject to its approval. Between meetings of the Church, the Executive Board shall have the powers of the Church itself, except such as are specifically reserved by law or by these Bylaws. The Board shall have the authority to employ and dismiss all employees of the Church except the Minister, in which case the provisions of Article X shall apply. The Board shall submit an annual report at the Annual Meeting.

***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

**Sect. 4 -** Not more than two (2) weeks after the Annual Meeting of the Church the Clerk shall call a meeting of the Executive Board. From its members the Board shall elect a Chairman/President who shall be its presiding officer. All members elected shall qualify for office at this first meeting or at the first

meeting they attend, as set forth in Article VIII. The Board shall hold regular monthly meetings; special meetings shall be called by the Chairman/President, or may be called by any three (3) members of the Board.

**Sect. 5 -**  Four Members of the Executive Board shall constitute a quorum.

**Sect. 6 -** The Executive Board shall not expend in one year an amount in excess of 10% of the annual budget for that year without a vote of approval by the Parish at the Annual Meeting or at a special parish meeting.

**Article VII – Officers**

**Sect. 1 -** The Officers of the Church, all of whom shall be members of the Church, shall be Moderator, Clerk, Treasurer, Assistant Treasurer, Registrar, Collector, Auditor, and the five (5) Directors. The Moderator, Clerk, Treasurer, and Assistant Treasurer shall be elected at the Annual Meeting for one-year terms, and shall serve until their successors are elected. The Registrar, Collector, and Auditor shall be appointed annually by the Executive Board.

**Sect. 2 -** Vacancies in any office shall be filled by the Executive Board until the next Annual Meeting of the Church.

**Sect. 3 -** A Nominating Committee of three (3) members of the Church shall be elected at the Annual Meeting for one-year terms, and shall present at the next Annual Meeting a slate of officers, a nominating committee, and delegates to the Ballou Channing District Meeting and any other delegates as the Church may need.

a. The Nominating Committee shall present the nominees as delegates to the Unitarian Universalist Association General Assembly for the calendar years following the year of the Annual Meeting.

**Sect. 4 -** There shall be three (3) Trustees of Investment Funds appointed by the Executive Board subject to the approval of the Church at the Annual Meeting or at a Special Parish Meeting. The Trustees shall serve staggered terms of five (5) years subject to discretion of the Executive Board. They may be re-appointed subject to the approval of the Church at the Annual Meeting or ***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

at a Special Parish Meeting. The Trustees shall be chosen for competence in the field of investments and financial management. They shall direct the Treasurer in the management of the non-operating Investing Funds according to the terms of those funds. They shall report annually to the Church and periodically to the Board and at other times as deemed appropriate.

**Article VIII – Administration**

**Sect. 1 -** The affairs of the Church shall be in the general charge of the Executive Board as provided in Article VI.

**Sect. 2 -** The Executive Board shall appoint and oversee all Committees formed within the Church. Committees, both permanent and ad hoc, will be grouped under one of six main categories:

1) *Property*

2) Worship

3) Religious Education

4) *Ways & Means*

*5)* Outreach/Public Relations

Each Committee will communicate updates monthly to the Executive Board. Each Committee must also submit written annual reports to the Church’s Annual Meeting that highlight the Committee’s accomplishments and contributions to the Church for that year.

**Sect. 3 -** The Moderator shall preside at all meetings of the Church, except that in the absence of the Moderator, the Clerk shall call the meetings to order and shall preside in the choice of a Moderator pro tem.

**Sect. 4 -** The Clerk shall give notice of all meetings at the Church and shall keep an accurate record of the proceedings of all meetings of the Church, as well as those of the Executive Board,

***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

and the Clerk shall notify all Officers of their election. The Clerk shall have custody of all books, papers, and records of the Church, except the records of membership, to be held by the Registrar, and the records required to be held by the Treasurer, (Sect. 5), and the Collector,

(Sect. 7), and shall perform all other incidental duties that may reasonably be required of him or her.

**Sect. 5 -** The Treasurer shall have custody of all funds of the Church.The Treasurer shall render financial statements to the Church at each Annual Meeting and to the Church and Board at such other times as may be required. The Treasurer shall sign all promissory notes or other evidence of indebtedness as authorized by the Board, and shall be signatory for the Church on all bank books for deposit or withdrawal, and for the Church for its safe deposit box or boxes. He or she shall have custody of all insurance policies and all evidences of property belonging to the Church. The

Treasurer’s accounts shall be audited at least once a year by the Auditor. Bond shall be provided for the Treasurer, and the Assistant Treasurer when acting as Treasurer, as required by the Board, at the expense of the Church.

**Sect. 6 -** The Assistant Treasurer shall keep an accurate record of all receipts and disbursements and bills payable; and shall pay such bills as have been approved for payment by the Executive Board. He or she shall deposit money in the name of the Church and in such banks as the Board may direct. The Assistant Treasurer shall act as Treasurer with full powers and responsibilities as provided for the Treasurer in this Article only when the Treasurer is absent from the Town of Weymouth for an extended period or when the Treasurer is incapacitated and cannot carry out the duties of the office.

**Sect. 7 -** The Collector shall receive such money as the Board may designate and Shall keep an accurate record of the same and shall turn over to the Treasurer all monies received. He or she shall keep an accurate record of all pledges made to the support of the Church and shall give proper credit for payments made on pledges, rendering quarterly statements for the same. The Collector’s accounts shall be audited at least once a year by the Auditor.

**Sect. 8 -** The Registrar shall keep the Church membership book and shall keep a record of all members and transfers of members, weddings, funerals, dedication of children, and such other information concerning the members and religious ceremonies as the Church or the Executive Board may require.

***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

a. The Auditor shall audit the Treasurer’s and the Collector’s books of record and verify balances in the several accounts, and shall report at the Annual Meeting.

**Sect. 9 -** The Clerk, the Executive Board, the Treasurer, the Assistant Treasurer, the Collector, and the Auditor shall be sworn to the faithful performance of the duties of their several offices. The Moderator may administer the oath of office to the Clerk and the Clerk to the Board, Treasurer, Assistant Treasurer, Collector, and the Auditor, or said oaths may be administered by a Justice of the Peace or a Notary Public.

**Article IX – Property**

**Sect. 1 -** The title of all property owned by the Church shall be vested in the Church and shall be under the control of the Board, except that the Board shall not authorize the conveying or mortgaging of real estate belonging to the Church without a majority vote of the membership of the Church approving the same.

**Sect. 2 -** In the event of the dissolution of this Church, all its property, real and personal, subject to all legal claims upon it, shall rest in the Unitarian Universalist Association to be held by the Association in its Permanent Restricted Fund without diminution, for the benefit of a future Unitarian Universalist Church or Fellowship in this vicinity. If not so used within a period of twenty years, the money may be used for the general purposes of the Association.

 Upon dissolution, the real and personal property, except such personal property as may be of immediate benefit to the Association, shall be sold at the convenience of the Association and the sum realized there from, together with any funds at hand at the date of dissolution, shall be deposited to the account of the Association. The interest from the sums thus deposited shall accrue to the UUA General Fund during the period of deposit. All the records of the UU Church shall be deposited with the Association.

**Article X – Minister**

**Sect. 1 -** When a minister is to be selected, a meeting of the Congregation shall be called to prescribe the method of selection. No person shall be called or continue as Minister of this Church unless he or she is in fellowship with the UUA.

**Sect. 2 -** The Minister shall be elected by affirmative vote by written ballot of at least two-thirds of the qualified members of the Church present and voting at any meeting of the Church legally called for that purpose.

***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

**Sect. 3 -** The Minister shall be responsible to the Church and to the Executive Board for the effective performance of his or her work. He or she shall render such reports as the Board may require. The Board shall have the power to provide temporary ministerial services.

**Sect. 4 -** The Minister’s tenure of office shall be for an indefinite period and shall be at the pleasure of the Minister and the Congregation. Should the Minister resign or the Congregation vote to dismiss him or her, not less than three (3) months notice shall be given (during which time salary shall be continued), unless both parties shall agree otherwise, or the Minister shall obtain within this three-month period employment at total compensation equal to or greater than that paid by the Church. The contractual relationship of the Minister and the Congregation shall be reviewed by the Ministerial Relations Committee and reported upon at each Annual Meeting.

 The dismissal of the Minister shall require a majority vote of the qualified members present and voting by written ballot at any meeting of the Society legally called for that purpose. The resignation of the Minister shall be submitted to the Clerk in writing for consideration by the Church.

**Sect. 5 -** The Minister’s compensation shall be determined by the Executive Board and shall be included in the Annual Budget.

**Sect. 6** - This Society, being a free and liberal congregation, shall maintain its tradition of a free pulpit, and shall place no constraint on the Minister’s action out of conscience.

**Article XI – Religious Services**

**Sect. 1 -** The Minister, with the approval of the Board and the assistance of such committees as may be provided, shall establish and maintain such religious services, ceremonies, and other observances as may be deemed appropriate by the Church.

**Article XII – Amendment**

**Sect. 1 -** These Bylaws may be amended by a two-thirds affirmative vote of the qualified members of the Church present and voting at any legally called meeting of the Church, provided that the proposed amendment or amendments shall have been included in the notice calling the meeting, except that Article III – Affiliation may be amended only by an affirmative vote of

***The Unitarian Universalist Church of Weymouth, Bylaws, continued.***

three-quarters of the active members present and voting, and that Article IX – Property may be amended only by a vote of the majority of the Church membership as stated in that article.

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 **CERTIFICATE OF ADOPTION**

Upon adoption of these Bylaws, the records and acts of the Church of Christ and the Association of the Second Universalist Society of Weymouth, the Second Universalist Church of Weymouth, and the Third Universalist Church of Weymouth shall become a part of the records, and acts of this organization, except insofar as such acts are inconsistent with these Bylaws, the Bylaws shall govern.

**The above Bylaws were adopted by Vote of the Unitarian Universalist Church of Weymouth, thus established, on the TWENTY-THIRD day of MARCH 1978.**

**Amendments included above are as follows:**

June 24, 1979, Art. VII, Sect. 3, and added Sect. 3(a).

 May 19, 1982, Art. VI, added Sect. 6.

 May 15, 1991, Art. II, Sect. 1 (d); Art. IV, Sect. 5; Art. V, Sect. 3; Art. VII, Sect. 1, Sect. 3;

 Art. VIII, Sect. 2, Sect. 5, Sect. 7, Sect. 8 (a), Sect. 9.

May 13, 1992, Art. VIII, Sect. 2.

 May 25, 1993, Art. VI, Sect. 1, and Art. VII, Sect. 4.

 May 23, 2001, Art. VII, Sect. 4.

 May 24, 2006, Art. IV, Sect. 2, and Art. IX, Sect. 2.

 May 21, 2014, Article IX, Sect. 2

 May 27, 2015, Article VIII, Sect. 2, and Art. II, Sect. 3.