

# BYLAWS OF THE UNITARIAN UNIVERSALIST SOCIETY OF SACRAMENTO

(See last page for amendment history)

## 1. MEMBERSHIP AND AFFILIATION

### 1.1 Members

#### 1.1.1 Active Members

- (a) An active member is a person aged 18 or older who has met the financial responsibility requirements of Article 1.2.
- (b) Active members are entitled to receive the newsletter, all notices of meetings and other Society activities, to speak at congregational meetings, to chair committees, and to be elected to offices of the Society. Active members who have satisfied to requirements of Article V, Section 7 of Constitution are entitled to vote at membership meetings.
- (c) Active members shall be reported to the Unitarian Universalist Association (UUA) and Pacific Central District (PCD).

#### 1.1.2 Youth Members

- (a) A Youth Member is a person aged 17 or younger who met the financial responsibility requirements of Article 1.2.1(e).
- (b) Youth Members have the same rights as Active Members.

#### 1.1.3 Honorary Life Members

- (a) Honorary Life membership may be granted by majority vote of the Board of Trustees to valued members of the UUSS community who are no longer able to participate actively in the community. Honorary Life Members shall receive the Society newsletter and notices and free use of UUSS facilities for Memorial services.

#### 1.1.4 Friends

- (a) A Friend is an individual or an organization that does not choose to be a member of the Society. A Friend must pledge and contribute an amount greater than the cost of preparing and distributing the Society newsletter and notices.
- (b) A friend has no rights of membership in the Society but receives the newsletter and notices.

#### 1.1.5 Guests

- (a) A guest is an individual or an organization that does not choose to be a member of the Society. Guests must contribute an amount sufficient to cover the preparing and distributing the Society newsletter.
- (b) A guest has no special rights in the Society but receives the newsletter.

### 1.2 Financial Responsibility

Those members who meet the financial responsibility requirements of the Society shall be entitled to be Active Members. The financial responsibility requirements may be met by making a sufficient contribution of record or by being granted a waiver for financial hardship (see Article 1.3).

The Board of Trustees shall establish a member's minimum financial contribution prior to the start of the annual canvass.

The Business Manager shall certify a list of voting members each January and before each congregational meeting. The January list shall be the basis for submission of a certified number of members to the UUA.

Voting members must meet one of the following requirements:

1.2.1 Before January 1st a member meets the financial responsibility requirements if any of the following criteria are satisfied:

- (a) The member had made a contribution of record which is equal to or greater than the minimum contribution specified for the current fiscal year, or
- (b) The member has made a contribution in the previous fiscal year which was equal to or greater than the minimum contribution specified for that year, and has made a pledge for the current fiscal year which is equal to or greater than the minimum contribution set for the present fiscal year, or
- (c) The member has made a pledge for the current fiscal year which is equal to or greater than the minimum contribution set for the present fiscal year and has contributed at least a pro-rata share of that pledge, or
- (d) The member has been granted a waiver by the Board of Trustees.
- (e) A Youth Member shall make an annual contribution of record of at least \$25 to the Society. The Board of Trustees may allow a youth to substitute service-in-kind for the financial contribution.

1.2.2 After January 1st a member meets the financial responsibility requirements if any of the following criteria are satisfied:

- (a) The member has made a contribution of record which is greater than the minimum contribution specified for the current fiscal year, or
- (b) The member has made a pledge for the current fiscal year which is equal to or greater than the minimum contribution and has contributed at least a pro-rata share of that pledge, or
- (c) The member has been granted a waiver by the Board of Trustees.

### 1.3 Financial Waiver

1.3.1 If a member experiences a situation that makes payment of the minimum contribution for their class of membership a financial hardship, the member may seek a waiver of contribution. Financial Hardship waivers may be granted only by the Board of Trustees. The Board may suggest a contribution of service when a waiver is granted.

1.3.2 The waiver will expire no later than the end of the fiscal year.

1.3.3 A member who is granted a financial hardship waiver is entitled to all the rights and privileges associated with their category of membership.

## 2. STANDING COMMITTEES AND LIAISON ASSIGNMENTS

### 2.1 Standing Committees

In addition to the standing committees established in the Constitution, from time to time the Board of Trustees or the Program Council may, consistent with the best interests of the Society, establish additional committees to serve the needs of the congregation. A complete listing of these committees shall be maintained by the USS office and shall be made available for inspection on request.

### 2.2 Liaison Assignments

The Board may assign Board members as liaisons to special or ad hoc committees, sub organizations, and affiliated groups.

### 3. COMMITTEE CHARTERS

Charters of standing committees shall set forth the committee authority and responsibilities, method of appointing members, and term lengths and limitations on reappointment, if any.

### 4. PROGRAM COUNCIL

#### 4.1 Establishment/Membership

There shall be a Program Council consisting of nine members: seven elected at large from the congregation and two selected by the Board from Board members. Council members would serve two years staggered terms. The Council would elect its own President and Secretary and could determine what other officers or internal structures they needed.

#### 4.2 Purpose

The purpose of the Program Council is to care for day-to-day and month-to-month congregational life and member program implementation.

### 5. OTHER STANDING COMMITTEES

#### 5.1 Committee on the Ministry

(a) The Committee on the Ministry serves as a support group for the minister, and facilitates communication between the congregation and minister.

(b) The committee consists of five (5) members of the congregation, who may not be an officer or Board member, chosen in accordance with the committee's charter.

(c) In the case of a newly called minister, the committee shall consist of five (5) members of the search committee responsible for selecting the minister. This committee membership shall serve until such time as the regular committee membership is established.

(d) In the case of an interim minister, the committee shall consist of five (5) members of the interim search committee responsible for selecting the interim minister. This committee membership shall serve throughout the interim ministry.

#### 5.2 Executive Committee of the Board of Trustees

(a) The Executive Committee is composed of the President, Vice President, Secretary and Treasurer of the Society.

(b) The Executive Committee shall:

(1) Act on the behalf of the Board of Trustees in any emergency when time and other circumstances make it impossible to convene a Board meeting.

(2) Meet in advance of the Board meetings to prepare the agenda.

### 6. AUTHORITY TO REPRESENT THE SOCIETY

At meetings, conventions, or venues of whatever nature, no member may speak or act as a representative of the Society unless authorized to do so by the Board of Trustees; except that in the case of UUA or PCD meetings, the Board may assign responsibility for selecting delegates to the President, Executive Committee, or a standing committee.

### 7. SUSPENDING OR TERMINATING A MEMBERSHIP FOR CAUSE

#### 7.1 Good Cause

Definition: Good cause to justify the suspension or termination of a membership shall be shown by the intentional conduct of a member directed against another member or against the Society,

which is inimical to the purposes and principles of the Society as set forth in the “Bond of Union.”

#### 7.2 Use of Intermediary Conflict Resolution Processes.

(a) Except under extraordinary circumstances where immediate action may be necessary to avoid an imminent threat to the health, safety, security, or property of the Board, the Society, a member, or a member of the public, prior to initiating any action to suspend or terminate a membership under sections 7.3 and 7.4, the Board shall in good faith avail itself of any conflict resolution processes then in effect.

(b) In any case when an intermediary conflict resolution process has been initiated, the Board shall defer the proposed action for a reasonable time. The Board shall appoint one or more of its members to represent it in efforts to resolve the conflict through a negotiated compromise. Any suggested compromise reached through these negotiations shall be presented to the Board for its consideration. The Board may accept, reject, or modify the compromise. If the Board elects to modify the suggested compromise, the modifications shall be returned to the member for further consideration or acceptance. If a compromise acceptable to both the Board and the member cannot be reached, the Board may resume the procedures set out in sections 7.3 and 7.4 below.

#### 7.3 Notice of Proposal to Suspend or Terminate a Membership.

(a) Whenever the Board finds there is good cause to suspend or terminate a membership, it shall give written notice to the member of its proposed action.

(b) The notice shall inform the member of the reasons for the Board's proposed action in plain language and with sufficient particularity that the member may adequately respond. The notice shall specify a date not less than 20 days from the date of mailing together with the time and place of the meeting of the Board at which the proposed action will be considered.

(c) Notice shall be mailed by certified mail, return receipt requested, to the member's address in the records of the Society. In addition to mailing, the Board may also deliver notice to the member in any other manner it deems appropriate.

(d) Except as extraordinary circumstances may otherwise dictate, the Board's notice shall not be generally published to the members of the Society. However, Board members may discuss the proposed action with interested members of the congregation.

#### 7.4 Board Meeting to Discuss Proposed Action.

(a) At the meeting of the Board, the member may appear and present reasons why the membership should not be suspended or terminated. The Board shall request the attendance of members or others who either support the proposed action or possess information relevant to the action. The member may also request the attendance of members or others who possess information relevant to the action. The meeting shall be closed to the general membership, unless the member requests that it be open to the general membership.

(b) No Board member may vote on the proposed action unless the Board member was present at the meeting.

(c) If the Board votes to suspend a membership, the Board shall specify the length of the suspension together with any terms or conditions upon that suspension the Board may deem appropriate.

#### 7.5 Summary Suspension.

Whenever the Board reasonably believes that the conduct of a member is of such egregious nature that the health, safety, security, or property of another member or the Society is threatened by his or her continued membership, the Board may immediately suspend the membership, pending notice and action as set forth above.

## 8. AMENDMENTS TO THE BYLAWS

### 8.1 Proposal

Amendments to the Bylaws may be proposed by any Board member or member of the Society.

### 8.2 Adoption

(a) Amendments to the Bylaws may be adopted by a two-thirds vote of the whole Board of Trustees.

(b) Amendments to the Bylaws may be adopted by a majority vote of the members present at a membership meeting.

### 8.3 Effective Date

Amendments to the Bylaws shall be effective immediately upon adoption unless specified otherwise.

This document contains the amendments adopted on 8/28/97, 11/18/99, 1/27/00, 2/22/01, 5/16/02, 10/17/04, and 8/27/09.