

UNITARIAN UNIVERSALIST ASSOCIATION

BYLAWS AND RULES

as amended through
JULY 1, 2018



**UNITARIAN
UNIVERSALIST
ASSOCIATION**

Hard copy of these Bylaws and Rules available from
the Office of the UUA Executive Vice President
(617) 742-2100
administration@uua.org

UUA BYLAWS
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As amended through July 1, 2015

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The pronouns "they" and "their" are used in these Bylaws and Rules in place of the singular gender pronouns "he," "she," "his," and "hers," and refer to a single individual unless the context indicates otherwise.

1

ARTICLE I Name

2 Section C-1.1. Name.

3 The name of this Association shall be Unitarian Universalist
4 Association. It is the successor to the American Unitarian
5 Association, which was founded in 1825 and incorporated in 1847,
6 and the Universalist Church of America, which was founded in 1793
7 and incorporated in 1866.

8 ARTICLE II Principles and Purposes

9 Section C-2.1. Principles.

10 We, the member congregations of the Unitarian Universalist
11 Association, covenant to affirm and promote

- 12 • The inherent worth and dignity of every person;
- 13 • Justice, equity and compassion in human relations;
- 14 • Acceptance of one another and encouragement to spiritual growth
15 in our congregations;
- 16 • A free and responsible search for truth and meaning;
- 17 • The right of conscience and the use of the democratic process
18 within our congregations and in society at large;
- 19 • The goal of world community with peace, liberty and justice for all;
- 20 • Respect for the interdependent web of all existence of which we
21 are a part.

22 The living tradition which we share draws from many sources:

- 23 • Direct experience of that transcending mystery and wonder,
24 affirmed in all cultures, which moves us to a renewal of the spirit
25 and an openness to the forces which create and uphold life;
- 26 • Words and deeds of prophetic people which challenge us to
27 confront powers and structures of evil with justice, compassion and
28 the transforming power of love;
- 29 • Wisdom from the world's religions which inspires us in our ethical
30 and spiritual life;
- 31 • Jewish and Christian teachings which call us to respond to God's
32 love by loving our neighbors as ourselves;
- 33 • Humanist teachings which counsel us to heed the guidance of
34 reason and the results of science, and warn us against idolatries of
35 the mind and spirit;
- 36 • Spiritual teachings of Earth-centered traditions which celebrate the
37 sacred circle of life and instruct us to live in harmony with the
38 rhythms of nature.

39 Grateful for the religious pluralism which enriches and ennobles our
40 faith, we are inspired to deepen our understanding and expand our
41 vision. As free congregations we enter into this covenant, promising
42 to one another our mutual trust and support.

43 Section C-2.2. Purposes.

44 The Unitarian Universalist Association shall devote its resources to
45 and exercise its corporate powers for religious, educational and
46 humanitarian purposes. The primary purpose of the Association is to
47 serve the needs of its member congregations, organize new
48 congregations, extend and strengthen Unitarian Universalist
49 institutions and implement its principles.

50 Section C-2.3. Inclusion.

51 Systems of power, privilege, and oppression have traditionally
52 created barriers for persons and groups with particular identities,
53 ages, abilities, and histories. We pledge to replace such barriers with
54 ever-widening circles of solidarity and mutual respect. We strive to
55 be an association of congregations that truly welcome all persons
56 and commit to structuring congregational and associational life in
57 ways that empower and enhance everyone's participation.

58 Section C-2.4. Freedom of Belief.

59 Nothing herein shall be deemed to infringe upon the individual
60 freedom of belief which is inherent in the Universalist and Unitarian
61 heritages or to conflict with any statement of purpose, covenant, or
62 bond of union used by any congregation unless such is used as a
63 creedal test.

64

ARTICLE III Membership

65 Section C-3.1. Member Congregations.

66 The Unitarian Universalist Association is a voluntary association of
67 autonomous, self-governing member congregations, which have
68 freely chosen to pursue common goals together.

69 Section C-3.2. Congregational Polity.

70 Nothing in these Bylaws shall be construed as infringing upon the
71 congregational polity or internal self-government of member
72 congregations, including the exclusive right of each such
73 congregation to call and ordain its own minister or ministers, and to
74 control its own property and funds. Any action by a member
75 congregation called for by these Bylaws shall be deemed to have
76 been taken if certified by an authorized officer of the congregation as
77 having been duly and regularly taken in accordance with its own
78 procedures and the laws which govern it.

79 *Section C-3.3. Admission to Membership.

80 A congregation becomes a member upon acceptance by the Board
81 of Trustees of the Association of its written application for
82 membership in which it subscribes to the principles of and pledges to
83 support the Association. The Board of Trustees shall adopt rules to
84 carry out the intent of this Section.

85 Section 3.4. Church of the Larger Fellowship.

86 The Church of the Larger Fellowship, Unitarian Universalist, shall be
87 a member congregation which is not considered to be located in any
88 particular district or region.

89 *Section C-3.5. Certification of Membership.

90 A member congregation shall be recognized as certified during the
91 fiscal year of the Association in which it becomes a member and
92 during each subsequent fiscal year in which it established that during
93 the immediately preceding fiscal year it:

- 94 (a) conducted regular religious services;
- 95 (b) held at least one business meeting of its members, elected its
96 own officers and maintained adequate records of membership;
97 and
- 98 (c) made a financial contribution to the Association.

99 Member congregations must furnish the Association with a report of
100 their activities showing compliance with subsections (a) and (b)
101 above.

102 Compliance with subsection (c) above shall be determined by
103 appropriate financial records of the Association. A member
104 congregation shall also be considered to be certified for that part of
105 any particular current fiscal year which precedes the deadline
106 established by the Board of Trustees for submitting proof of
107 compliance with subsections (a) and (b) above if during the next
108 preceding fiscal year such a congregation made a financial
109 contribution to the Association and filed the report required by this
110 Section during that year.

111 A member congregation which has not been certified for three
112 consecutive fiscal years shall be deemed inactive and placed in an
113 "inactive congregation" category.

114 The Board of Trustees shall make rules to carry out the intent of this
115 Section and shall determine which member congregations meet the
116 requirements set forth herein for any fiscal year of the Association.

117 **Section C-3.6. Termination of Membership.**

118 A member congregation upon written notification to the Association
119 may withdraw from the Association at any time. The Board of
120 Trustees may terminate the membership of any congregation that,
121 pursuant to the provisions of Section C-3.5, has been placed in an
122 "inactive congregation" category maintained by the Association but
123 shall do so only after consultation with:

- 124 (a) the congregation in question, whenever possible; and
- 125 (b) the President of the district or region in which the congregation
126 is located or such other authorized official as the district or
127 region designates in writing to the Association.

128 ***Section C-3.7. Associate Member Qualifications.**

129 The Board of Trustees may admit to associate membership in the
130 Association any major organization whose membership or
131 constituency consists of individuals located throughout the
132 Association and whose purposes and programs it finds to be auxiliary
133 to and supportive of the principles of the Association and which
134 pledges itself to support the Association. The Board of Trustees may
135 terminate such associate membership upon a finding that the
136 organization no longer meets the foregoing qualifications.

137 The Board of Trustees may adopt rules governing the requirements
138 for admission to and retention of associate membership. An
139 associate member organization shall be recognized as certified
140 during the fiscal year in which it becomes a member, and during each
141 subsequent fiscal year if it has made a financial contribution to the
142 Association during the immediately preceding fiscal year. The
143 Association shall neither exercise control over nor assume
144 responsibility for the programs, activities or finances of any associate
145 member.

146 ***Section C-3.8. Independent Affiliate Organizations.**

147 The Board of Trustees may admit to affiliated status those
148 independently constituted and operated organizations whose
149 purposes and intentions it finds to be in sympathy with the principles
150 of the Association, and may terminate such status upon finding that
151 the organization no longer meets the foregoing qualifications or is not
152 in compliance with the rules relating to such organizations. The
153 status granted is that of independent affiliate. The Board of Trustees
154 shall adopt rules governing the requirements for admission to and
155 retention of affiliated status. The requirements shall include financial
156 support of the Association by payment of an annual contribution. The
157 Association shall neither exercise control over nor assume
158 responsibility for the programs, activities, or finances of any
159 independent affiliate.

160 **Section C-3.9. Autonomy of Associate Member
161 Organizations and Independent Affiliate
162 Organizations.**

163 Nothing in these Bylaws shall be construed as infringing upon the
164 control of associate member organizations and independent affiliate
165 organizations by their own membership.

166 **Section C-3.10. Members of Member Congregations.**

167 For the purposes of these Bylaws, a member of a member
168 congregation is any individual who pursuant to its procedures has full
169 or partial voting rights at business meetings of the congregation and
170 who is certified as such by an authorized officer of the congregation.

171 **ARTICLE IV General Assembly**

172 **Section C-4.1. Meetings of the Association.**

173 Each meeting of the Association for the conduct of business shall be
174 called a General Assembly.

175 **Section C-4.2. Powers and Duties.**

176 General Assemblies shall make overall policy for carrying out the
177 purposes of the Association and shall direct and control its affairs.

178 **Section 4.3. Regular General Assembly.**

179 A regular General Assembly shall be held at such time during each
180 fiscal year of the Association as the Board of Trustees shall
181 determine.

182 **Section 4.4. Special General Assembly.**

183 A special General Assembly may be called by the Board of Trustees
184 at any time, and shall be called upon petition of not less than fifty
185 certified member congregations by action of the governing boards or
186 their congregations. No more than twenty of the fifty congregations
187 may be from the same district or region..

188 **Section 4.5. Place of Meeting.**

189 Each regular and special General Assembly shall be held at such
190 place in the United States or Canada as the Board of Trustees shall
191 determine. Subject to procedures and guidelines adopted by the
192 Board of Trustees, delegates not physically present at General
193 Assembly may be deemed present in person to participate in and
194 vote at General Assembly by means of remote communication.

195 ***Section 4.6. Notice of Meetings.**

196 Notice of each regular and special General Assembly shall be given
197 not less than sixty days before the date thereof in such form and
198 manner as the Board of Trustees shall determine. Such notice shall
199 state the place, date, and hour of the meeting. Notice of each special
200 General Assembly shall indicate at whose direction it is being called.

201 ***Section C-4.7. Voting.**

202 Voting at each regular and special General Assembly shall be by
203 accredited delegates from certified member congregations, certified
204 associate member organizations, and trustees.

205 Each delegate and trustee shall have only one vote, even if present in
206 more than one capacity. Proxy voting is prohibited except when the
207 amendment being processed is an amendment of the articles of
208 organization.

209 **Section 4.8. Delegates.**

210 (a) Member Delegates. Each certified member congregation is
211 entitled to be represented at each General Assembly by
212 delegates who are members of such congregation, selected in
213 accordance with its bylaws or procedures. The Church of the
214 Larger Fellowship is entitled to 22 such delegates. Other
215 certified member congregations are entitled to that number of
216 such delegates determined as follows: the number of
217 delegates of a certified member congregation shall be equal to
218 the number of members of the congregation divided by fifty,
219 plus one delegate for any fraction remaining, provided that
220 each certified member congregation shall be entitled to at least
221 two delegates.

222	Membership of	Member
223	Member Congregation	Delegates
224	1-100	2
225	101-150	3
226	151-200	4
227	201-250	5
228	251-300	6
229	301-350	7
230	351-400	8
231	401-450	9
232	451-500	10
233	Over 500	One for each additional 50
234		members or fraction thereof.

235 The number of members of a certified member congregation
236 which is a member of more than one denomination shall be
237 determined for the purposes of this Section either (i) by dividing
238 the number of members of the federated church by the number
239 of denominations included in the federation, or, at the option of
240 the federated church, (ii) by reporting the actual number of
241 members who identify themselves as Unitarian Universalists.

242 (b) Minister Delegates and Religious Education Director
243 Delegates. Each certified member congregation is also entitled
244 to be represented at each General Assembly by the ordained
245 minister or ministers in ministerial fellowship with the
246 Association settled in such congregation, and by the religious
247 educators who are active members of the Liberal Religious
248 Educators Association and employed in such congregation. In
249 addition, each certified member congregation is also entitled to
250 be represented at each General Assembly by any minister
251 emeritus or minister emerita of such congregation in
252 ministerial fellowship with the Association and by any religious
253 educator emeritus or emerita designated as such by a vote at a
254 meeting of the member congregation not less than six months
255 prior to the General Assembly, provided that any such minister
256 has been settled previously in such congregation, and any
257 such religious educator emeritus or emerita who has been
258 previously employed in such congregation.

259 (c) Associate Member Delegates. Each certified associate
260 member organization is entitled to be represented at each
261 General Assembly by two delegates who are members of a
262 certified congregation.

263 *Section C-4.9. Accreditation of Delegates.

264 The Board of Trustees shall make rules for the accreditation of
265 delegates and voting procedures. Such rules may include the
266 requirements of payment of a registration fee, a travel fund fee, or
267 both, in order to vote at a General Assembly, except that these
268 requirements shall not apply to the right to cast a ballot for any
269 elective position at large.

270 Section 4.10. Quorum.

271 Not less than 300 accredited delegates representing not less than
272 100 certified member congregations located in not less than 10 states
273 or provinces shall constitute a quorum at any regular or special
274 General Assembly.

275 Section 4.11. Tentative Agenda for Regular General 276 Assemblies.

277 The Board of Trustees shall prepare a Tentative Agenda for each
278 regular General Assembly which shall include:

- 279 (a) reports and other matters required by these Bylaws to be
280 submitted to the General Assembly;
- 281 (b) proposed amendments to these Bylaws which are submitted
282 as prescribed in Article XV, Section 15.2;
- 283 (c) items referred by the preceding General Assembly;
- 284 (d) Business Resolutions and proposed amendments to Bylaws
285 and Rules submitted by the Commission on Appraisal;
- 286 (e) all proposed amendments to Rules and all Business
287 Resolutions as defined in Rule G-4.18.2, submitted by:
 - 288 (1) the Board of Trustees or the Executive Committee;
 - 289 (2) not less than fifteen certified member congregations by
290 action of their governing boards or their congregations;
291 or
 - 292 (3) a petition by not less than 250 members of certified
293 member congregations with no more than 10 members
294 of any one member congregation counted as part of the
295 250;

296 (f) proposed amendments to Rules and Business Resolutions
297 submitted by a district or region by official action at a duly
298 called meeting at which a quorum is present but not in excess
299 of three Business Resolutions per district. In a district or region
300 that does not maintain a formal governance structure, a
301 meeting for this purpose may be convened by vote of the
302 governing bodies or membership of at least fifteen
303 congregations in that district or region in good standing with the
304 UUA. A quorum for such a meeting shall require that at least
305 one-third of the congregations of the district or region be
306 represented by one or more formally credentialed delegates;
307 and

308 (g) Proposed Congregational Study/Action Issues submitted by
309 the Commission on Social Witness pursuant to Section
310 4.12(a).

311 Resolutions submitted under (d), (e)(2), (e)(3) and (f) must be
312 received by the Board of Trustees by February 1 whenever the
313 regular General Assembly opens in June. If the General Assembly
314 opens in a month other than June, the Business Resolutions
315 submitted under (d), (e)(2), (e)(3) and (f) must be received no later
316 than 110 days before the date set for the opening of that General
317 Assembly. The UUA Statements of Conscience process deadlines
318 are established by Sections 4.12(a) and (c) and by the Board of
319 Trustees pursuant to Section 4.13 whenever one or more regular
320 General Assembly is scheduled to begin in a month other than June.
321 The Board of Trustees shall include on the Tentative Agenda all items
322 so submitted. It may submit alternative versions of Business
323 Resolutions in addition to the original ones submitted if in its judgment
324 such alternatives clarify the resolutions and may make such changes
325 in the Business Resolutions as are necessary to make each conform
326 to a standard format. It may also submit one or more alternative
327 versions for the purpose of combining two or more Business
328 Resolutions. Adoption of Business Resolutions by a General
329 Assembly shall be by two-thirds vote. The Tentative Agenda shall be
330 mailed to each member congregation, associate member
331 organization and trustee by March 1 if the General Assembly opens
332 in June; otherwise, not less than 90 days before the opening of the
333 General Assembly.

334 *Section 4.12. UUA Statements of Conscience.

335 The purpose of the Congregational Study/Action Process is to
336 provide the member congregations of the Association with an
337 opportunity to mobilize energy, ideas, and resources around a
338 common issue. The end result will be a deeper understanding of our
339 religious position on the issue, a clear statement of Association policy
340 as expressed in a Statement of Conscience, and a greater capacity
341 for the congregations to take effective action. The process for
342 adoption of UUA Statements of Conscience shall be as follows:

343 (a) First Cycle Year

344 (1) Each member congregation or covenanting
345 community may submit to the Commission on Social
346 Witness by October 1 in the year preceding a General
347 Assembly one proposed Congregational Study/Action
348 Issue, such proposed Congregational Study/Action Issue
349 to be approved at a duly called meeting of its members or
350 its governing board at which a quorum is present. This
351 commences the process of a three year UUA Statement
352 of Conscience cycle ("the Cycle"). A Cycle year ends at
353 the close of General Assembly.

354 (2) For the proposed Congregational Study/Action Issue to
355 be placed on the Final Agenda of the General Assembly,
356 twenty-five percent (25%) of all certified congregations
357 must participate in the ballot vote concerning the
358 proposed Congregational Study/Action Issues.
359

360 (3) Each of the Proposed Congregational Study/Action
361 Issues shall be presented to the General Assembly by a
362 delegate, and one such proposed Congregational
363 Study/Action Issue shall be referred for study by virtue of
364 having received the highest number of votes among all
365 proposed Congregational Study/Action votes cast by the
366 General Assembly; provided, however, that if no
367 proposed Congregational Study/Action Issue receives a
368 majority of the votes cast, then a second vote shall be
369 taken between the two issues receiving the highest
370 number of votes cast in the initial election.

371 (4) If no proposed Congregation Study/Action Issues are on
372 the Final Agenda in the first Cycle year, or if no
373 Congregational Study/Action Issue is referred for study by
374 the General Assembly, then following the regular meeting
375 of the General Assembly, the Cycle shall begin again as
376 set forth in this subsection.

377 (b) Second Cycle Year

378 (1) During the meeting of the General Assembly in the
379 second Cycle year the Commission on Social Witness
380 shall conduct workshops on the Congregational
381 Study/Action Issue.

382 (c) Third Cycle Year

383 (1) The Commission on Social Witness shall then compose a
384 draft UUA Statement of Conscience. The draft UUA
385 Statement of Conscience, and a ballot to place the draft
386 UUA Statement of Conscience on the Final Agenda
387 during General Assembly in the third Cycle year shall be
388 included in the Congregational Poll.

389 (2) If the draft UUA Statement of Conscience is placed on
390 the Final Agenda for the next regular meeting of the
391 General Assembly, then the next General Assembly must
392 debate and vote on the proposed UUA Statement of
393 Conscience. Adoption of the UUA Statement of
394 Conscience shall require a two-thirds vote.

395 (3) If (a[i]) the proposed UUA Statement of Conscience is not
396 placed on the Final Agenda for the next regular meeting
397 of the General Assembly; or (b[ii]) the General Assembly
398 chooses, by a two-thirds vote, to refer the proposed UUA
399 Statement of Conscience to the Commission on Social
400 Witness for one additional year of study/action, then the
401 Commission of Social Witness shall continue the study
402 and revision of the proposed UUA Statement of
403 Conscience for one more year. The revised UUA
404 Statement of Conscience may be placed on the Final
405 Agenda for the next regular meeting of the General
406 Assembly pursuant to subsection (b) above. If by the
407 regular meeting of the General Assembly following the
408 additional year the Commission on Social Witness has
409 been unable to find support to generate an acceptable
410 UUA Statement of Conscience, the Congregational
411 Study/Action Issue may be placed on the Final Agenda
412 with a proposal to drop such Congregational Study/Action
413 Issue.

414 (4) Following the regular meeting of the General Assembly in
415 the third Cycle year, the Cycle shall begin again as set
416 forth in Section 4.12(a) above.

417 **Section 4.13. Revision of UUA Statements of** 418 **Conscience Process Schedule.**

419 If the Board of Trustees votes to schedule one or more regular
420 General Assemblies to begin in a month other than June, the Board
421 of Trustees shall forthwith revise the UUA Statements of Conscience
422 process schedule set forth in Section 4.12 accordingly and shall
423 immediately notify the member congregations and the Commission
424 on Social Witness of the revised schedule in writing.

425 **Section 4.14. Final Agenda for Regular General** 426 **Assemblies.**

427 The Board of Trustees shall prepare a Final Agenda for each General
428 Assembly which shall include:

429 (a) all reports and other matters required by these Bylaws to be
430 submitted to the General Assembly and all proposed
431 amendments to Bylaws and Rules appearing on the Tentative
432 Agenda that meet the requirements of Rule G-4.18.3;

433 (b) those Business Resolutions, including alternative versions, on
434 the Tentative Agenda which meet the requirements of Rule G-
435 4.18.3;

436 (c) Business Resolutions, amendments to Rules or Bylaws or
437 other items submitted by the Board of Trustees or the
438 Executive Committee, which did not originally appear on the
439 Tentative Agenda; provided, however, that any such items
440 appear on the Final Agenda accompanied by an explanation
441 for the delayed submission;

442 (d) additional proposed amendments to Bylaws submitted by the
443 Commission on Appraisal;

444 (e) those proposed Congregational Study/Action Issues on the
445 Tentative Agenda which meet the requirements of Rule G-
446 4.18.3, and if applicable pursuant to Section 4.12(a); and

447 (f) the UUA Statement of Conscience submitted by the
448 Commission on Social Witness pursuant to Section 4.12(c) and
449 (d), if applicable.

450 The Board of Trustees shall mail the Final Agenda to each member
451 congregation, associate member organization and trustee not less
452 than 30 days before the General Assembly.

453 **Section 4.15. Agenda for Special General Assemblies.**

454 The Board of Trustees shall prepare the agenda for each special
455 General Assembly which shall include resolutions and proposed
456 amendments to Rules submitted by:

457 (a) the Board of Trustees;

458 (b) the petition, if any, which calls the special General Assembly;
459 or

460 (c) not less than 50 certified member congregations by action of
461 their governing boards or their congregations, with no more
462 than 20 of the 50 congregations from the same district.

463 The agenda shall be mailed to each member congregation, associate
464 member organization and trustee not less than 30 days before the
465 General Assembly.

466 ***Section 4.16. Additions to the Agenda of Regular** 467 **General Assemblies.**

468 (a) Non-substantive items related to greetings and similar matters
469 may be admitted to the agenda by a regular General
470 Assembly.

471 (1) A General Assembly Action of Immediate Witness is
472 one concerned with a significant action, event or
473 development, the timing or specificity of which makes it
474 inappropriate to be addressed by a UUA Statement of
475 Conscience pursuant to the Study/Action process.
476 Witness may be admitted to the agenda of a regular
477 General Assembly.

478 (2) The motion to admit each General Assembly Action of
479 Immediate Witness ruled eligible is not debatable, but an
480 opportunity for a two-minute statement of advocacy to
481 the General Assembly for each eligible action by one of
482 its sponsors prior to any such motion shall be provided.
483 Admission of a General Assembly Action of Immediate
484 Witness shall be by a two-thirds vote.

- 485 (5) Affirmation of a General Assembly Action of Immediate
486 Witness shall be by a two-thirds vote.
- 487 (6) Actions submitted pursuant to this Section 4.16(c) must
488 be in writing and filed with the Chair of the Commission
489 on Social Witness or the Commission's designee by the
490 deadline established by the Commission and announced
491 at the opening session of the General Assembly.
- 492 (c) Responsive Resolutions may be admitted to the agenda of a
493 regular General Assembly and acted upon.
- 494 (1) A Responsive Resolution is a resolution made in
495 response to a substantive portion of a report by an officer
496 or committee reporting to a regular General Assembly.
- 497 (2) Affirmation of a Responsive Resolution shall be by two-
498 thirds vote.

499 **Section 4.17. Items Admitted to Special General**
500 **Assembly Agenda.**

501 Except for non-substantive items related to greetings and similar
502 matters, no item not on the agenda for a Special General Assembly
503 shall be admitted to the agenda of that Assembly.

504 ***Section 4.18. Agenda Rules.**

505 General Assemblies shall adopt rules relating to the agenda.

506 ***Section 4.19. Rules of Procedure.**

507 Rules of procedure for the conduct of the meeting shall be adopted at
508 each General Assembly.

509 **ARTICLE V Committees of the Association**

510 **Section 5.1. Committees of the Association.**

511 The standing committees of the Association shall be:

- 512 (a) the Nominating Committee;
- 513 (b) the Presidential Search Committee;
- 514 (c) the General Assembly Planning Committee;
- 515 (d) the Commission on Appraisal;
- 516 (e) the Commission on Social Witness; and
- 517 (f) the Board of Review.

518 The President shall be a member, without vote, of the General
519 Assembly Planning Committee, the Commission on Appraisal, and
520 the Commission on Social Witness.

521 **Section 5.2. Election and Appointment.**

- 522 (a) Elected members. Elected members of all standing
523 committees of the Association shall take office at the close of
524 the General Assembly at which they are elected and shall
525 serve until their successors are elected and qualified, except
526 as otherwise provided herein.
- 527 (b) Appointed members. The terms of any appointed members of
528 standing committees of the Association shall begin at the close
529 of the regular General Assembly in odd-numbered years. The
530 Board of Trustees shall make each appointment no later than
531 120 days after the beginning of the term. Appointed members
532 shall take office upon the effective date of their appointments
533 and shall serve until their successors are appointed and
534 qualified, except as otherwise provided herein.

535 **Section 5.3. Qualifications of Committee Members.**

536 To serve as a member of a standing committee of the Association, a
537 person must be a member of a member congregation. No member of
538 a standing committee of the Association, except a member serving
539 ex officio, may, during the term of office, serve as a trustee or officer
540 of, or hold any salaried position in, the Association.

541 **Section 5.4. Removal of Committee Member.**

542 An elected member of a standing committee of the Association may
543 be removed by a three-fourths vote of the Board of Trustees at a
544 meeting at which not less than three-fourths of the Board is present, if
545 in the opinion of the Board the member is incapacitated or unable to
546 carry out the duties of the office or otherwise for good cause. An
547 appointed member of a standing committee of the Association may
548 be removed at will by a majority vote of the Board of Trustees.

549 **Section 5.5. Vacancies.**

550 A vacancy created by the death, disqualification, resignation, or
551 removal of an elected or appointed member of a standing committee
552 of the Association shall be filled by majority vote of the Board of
553 Trustees. An individual appointed to fill a vacancy in an elected
554 position shall serve until the vacancy is filled by regular or special
555 election. An individual appointed to fill a vacancy in an appointed
556 position shall serve for the balance of the unexpired term, and until a
557 successor is appointed and qualified.

558 An elected member of a standing committee of the Association in
559 office for more than one-half of a full term shall be deemed to have
560 completed a full term for the purposes of re-election.

561 **Section 5.6. Nominating Committee.**

562 The Nominating Committee shall consist of nine members elected to
563 terms of three years. One-third of the members shall be elected at
564 the regular General Assembly held in each year. After serving two
565 terms in office, a member shall not be eligible for re-election until after
566 an interim of at least three years. The Nominating Committee shall
567 submit nominations for certain elective positions of the Association,
568 as provided in Article IX.

569 **Section 5.7. Presidential Search Committee.**

570 The Presidential Search Committee shall consist of five elected
571 members and two members appointed by the Board of Trustees.
572 Each term shall be six years. The elected members shall be elected
573 at the regular General Assembly held four years prior to the
574 expiration of a President's term. The terms of appointed members
575 shall begin at the close of the regular General Assembly at which
576 members were elected. After serving a term in office, a member shall
577 not be eligible for re-election until after an interim of at least six years.
578 The Committee shall nominate candidates for the office of President,
579 as provided in Section 9.5.

580 **Section 5.8. General Assembly Planning Committee.**

581 The General Assembly Planning Committee shall consist of eight
582 elected members and two members appointed by the Board of
583 Trustees. The terms of elected members shall be four years and the
584 terms of appointed members shall be two years. One-half of the
585 elected members shall be elected at the regular General Assembly
586 held in each odd-numbered year. After serving two terms in office,
587 an elected member shall not be eligible for re-election until after an
588 interim of at least four years. The Committee shall be responsible for
589 arrangements for General Assembly and programs and meetings to
590 be held in connection therewith. It may establish subcommittees of its
591 members and may delegate part or all of its powers to them.

592 **Section 5.9. Commission on Appraisal.**

593 The Commission on Appraisal shall consist of nine members elected
594 to terms of six years. One-third of the members shall be elected at
595 the regular General Assembly held in each odd-numbered year. After
596 serving a term in office, a member shall not be eligible for re-election
597 until after an interim of at least six years.

598 The Commission on Appraisal shall:

- 599 (a) review any function or activity of the Association which in its
600 judgment will benefit from an independent review and report its
601 conclusions to a regular General Assembly;

- 602 (b) study and suggest approaches to issues which may be of
603 concern to the Association; and
- 604 (c) report to a regular General Assembly at least once every four
605 years on the program and accomplishments of the Association.

606 **Section 5.10. Commission on Social Witness.**

607 The Commission on Social Witness shall consist of three elected
608 members and two members appointed by the Board of Trustees.
609 Each term shall be four years. After serving two terms in office, a
610 member shall not be eligible for re-election until after an interim of at
611 least four years. One member shall be appointed in each odd-
612 numbered year. In addition to any election required to fill a vacancy,
613 no fewer than one nor more than two members shall be elected at the
614 regular General Assembly held in each odd-numbered year, as is
615 required to insure a full complement of elected members.

616 The duties of the Commission are described in Article IV.

617 **Section 5.11. Board of Review.**

618 (a) Members. The Board of Review shall consist of eight
619 members, as follows:

- 620 (1) Three members who are ministers, each of whom at the
621 time of election is in final ministerial fellowship with the
622 Association and has held such fellowship continuously for
623 the preceding seven years; and
- 624 (2) One member who is a Credentialed Religious Educator –
625 Master Level; and
- 626 (3) Four members who are not ministers or credentialed
627 religious educators, each of whom at the time of election
628 is a member of a certified member congregation and has
629 been a member of one or more such congregations for
630 not less than three years as an officer or a member of the
631 governing bodies of one or more such congregations.

632 (b) Election and Term. Each term shall be eight years. At each
633 regular General Assembly held in an odd-numbered year there
634 shall be elected one person who is neither a minister nor a
635 credentialed religious educator. At each regular General
636 Assembly held in an odd-numbered year there shall be elected
637 either a minister, as described in subsection (a)(1), above, or a
638 Credentialed Religious Educator – Master Level as described
639 in section (a)(2) above. After serving a term in office, a
640 member shall not be eligible for re-election until after an interim
641 of at least eight years.

642 (c) Qualifications. No member of the Board of Review shall during
643 the term of office be a member of the Ministerial Fellowship
644 Committee or the Religious Education Credentialing
645 Committee.

646 (d) Removal. A member of the Board of Review may be removed
647 without hearing by the vote of six other members, or as
648 provided by Section 5.4.

649 (e) Duties. The duties of the Board of Review are described in
650 Articles XI and XII.

651 **Section 5.12. Additional Committees.**

652 Additional committees may be created by any General Assembly by
653 adoption of a resolution which shall state the membership, terms,
654 qualification, method of selection, and duties thereof.

655 **Section 5.13. Presiding Officer.**

656 Each committee shall elect a presiding officer from among its
657 members at its first meeting following the regular General Assembly
658 in each odd-numbered year. In the absence of such election the
659 Board of Trustees may designate a temporary presiding officer from
660 among members of the committee.

661 **Section 5.14. Time and Place of Meetings.**

662 Each committee shall hold meetings at such times and places as it
663 may determine.

664 **Section 5.15. Call and Notice of Meetings.**

665 Meetings of committees may be called by the presiding officer and
666 shall be called by the presiding officer at the request of a majority of
667 the members of the entire committee. Notice of committee meetings
668 shall be given in writing not less than ten nor more than sixty days
669 before the meeting and shall state the time and place of the meeting.

670 **ARTICLE VI Board of Trustees**

671 **Section C-6.1. Responsibility.**

672 The Board of Trustees shall conduct the affairs of the Association
673 and, subject to these Bylaws, shall carry out the Association's
674 policies and directives as provided by law.

675 **Section 6.2. Powers.**

676 The Board of Trustees shall act for the Association between General
677 Assemblies.

678 **Section 6.3. Membership.**

679 The Board of Trustees shall consist of:

- 680 (a) the President, without vote, the Moderator and the Financial
681 Advisor; and
- 682 (b) Eleven trustees; and
- 683 (c) two youth trustees who, as of the date they commence service
684 as trustees, are of high school age, or the equivalent, and are
685 able to complete their term while of high school age.

686 ***Section 6.4. Election of Trustees.**

- 687 (a) One-third, as nearly as possible, of the non-Youth members of
688 the Board of Trustees shall be elected at each regular General
689 Assembly.
- 690 (b) The Board of Trustees shall assign a number to each trustee
691 position for the purposes of electing trustees.
- 692 (c) One Youth Trustee shall be elected at each regular General
693 Assembly.

694 **Section 6.5. Term.**

- 695 (a) Trustees shall take office immediately after the close of the
696 General Assembly at which they are elected, and shall serve
697 for terms of three years and until their successors are elected
698 and qualified. Any partial term of more than two years shall be
699 considered a full term for purposes of this Section. No trustee
700 may serve more than two successive full terms. However, a
701 trustee may at any time become one of the elected officers of
702 the Association and serve as long in that office as if such
703 trustee had not previously been a trustee. No person who has
704 served as an elected officer for a full term or as a trustee for
705 two full terms shall thereafter be elected a trustee without an
706 interim of at least three years.
- 707 (b) A Youth trustee shall take office immediately after the close of
708 the General Assembly at which they are elected, and shall
709 serve for a term of two years and until their successors are
710 elected and qualified. No Youth trustee may serve more than
711 one term. The term of a Youth trustee is equivalent to one full
712 term as defined in Section 6.5, for the purposes of eligibility for
713 election as a trustee.

714 ***Section 6.6. Qualifications of Trustees.**

715 (a) Each elected trustee shall be a member of a member
716 congregation. A trustee who ceases to meet these
717 qualifications shall be disqualified and the office declared
718 vacant. Not more than one trustee shall be a member of the
719 same member congregation. If a trustee becomes a member
720 of a member congregation in which another trustee is already
721 a member, such Trustee shall be disqualified and the office
722 declared vacant. The Board of Trustees shall adopt rules for
723 the application of this Section to persons holding membership
724 in more than one member congregation.
725 (b) Youth trustees shall be a member of a member congregation if
726 their congregation allows for youth membership. If their
727 congregation does not allow for youth membership, the
728 President, Minister or Religious Educator of that congregation
729 shall submit a written notice to the Nominating Committee of
730 the Youth trustee's affiliation with the congregation before the
731 person may be nominated to serve as a Youth trustee. A
732 Youth trustee shall not be a Member of or be affiliated with the
733 same congregation as any other trustee.

734
735 **.Section 6.7. Resignation and Removal of Trustees.**

736 A trustee may at any time resign by giving written notice to the Board
737 of Trustees. Such resignation shall take effect at the time specified
738 therein, or, if no time is specified, then on delivery. A trustee may be
739 removed by a three-fourths vote of the entire Board at a meeting at
740 which not less than three-fourths of the entire Board is present if in
741 the opinion of the Board such trustee is incapacitated or unable to
742 carry out the duties of the office or otherwise for good cause.

743 **Section 6.8. Vacancies.**

744 A vacancy created by the death, disqualification, resignation, or
745 removal of a trustee shall be filled by majority vote of the remaining
746 trustees. An individual appointed to fill a vacancy shall serve until the
747 vacancy is filled by regular or special election.

748 **Section 6.9. Place of Meeting.**

749 The Board of Trustees shall hold its meetings at such places as the
750 Board may determine.

751 **Section 6.10. Regular Meetings.**

752 Regular meetings of the Board of Trustees shall be held at such
753 times as the Board may determine. No fewer than three regular
754 meetings of the Board shall be held during each fiscal year of the
755 Association.

756 **Section 6.11. Special Meetings.**

757 Special meetings of the Board of Trustees may be called by the
758 Moderator or President, and shall be called by the Moderator at the
759 request of eight trustees. Notice of special meetings shall be given in
760 writing not less than five nor more than sixty days before the meeting
761 and shall state the agenda, time and place of the meeting.

762 **Section 6.12. Waiver of Notice.**

763 Notice of a meeting need not be given to any trustee who submits a
764 signed waiver of notice whether before or after the meeting, or who
765 attends the meeting without protesting, prior thereto or at its
766 commencement, the lack of notice.

767 **Section 6.13. Quorum.**

768 A majority plus one of the entire voting membership of the Board of
769 Trustees shall constitute a quorum for the transaction of business.

770 **Section 6.14. Compensation.**

771 Except for the President, members of the Board of Trustees shall not
772 receive compensation for their services but shall be reimbursed as
773 determined by the Board of Trustees for the expenses reasonably
774 incurred by them in the performance of their duties.

775 **Section 6.15. Annual Report.**

776 The Secretary shall on behalf of the Board of Trustees present an
777 annual report of its activities to the member congregations and at
778 each regular General Assembly.

779 **ARTICLE VII Committees of the Board of Trustees**

780 **Section 7.1. Committees of the Board of Trustees.**

781 The standing committees of the Board of Trustees shall be:

- 782 (a) the Executive Committee;
- 783 (b) the Ministerial Fellowship Committee;
- 784 (c) the Finance Committee;
- 785 (d) the Investment Committee;
- 786 (e) the Religious Education Credentialing Committee; and
- 787 (f) the Audit Committee.

788 The President shall be a member, without vote, of the Executive
789 Committee, the Finance Committee, and the Investment Committee.

790 **Section 7.2. Appointment and Term of Office.**

791 Except as otherwise provided, the terms of members of standing
792 committees of the Board of Trustees shall be two years beginning at
793 the close of the regular General Assembly. Members shall be
794 appointed no later than 120 days after the beginning of the term.
795 Members shall take office upon the effective date of their
796 appointment and shall serve until their successors are appointed and
797 qualified.

798 **Section 7.3. Removal of Committee Member.**

799 Standing committee members appointed by the Board of Trustees
800 serve at the pleasure of the Board and may be removed by it at any
801 time.

802 **Section 7.4. Vacancies.**

803 A vacancy on any committee of the Board among members
804 appointed by the Board of Trustees shall be filled by it.

805 **Section 7.5. Executive Committee.**

806 The Executive Committee shall consist of the Moderator, the First
807 Vice Moderator, the Secretary, the Financial Advisor, and the
808 **Financial Secretary**. The position on the committee occupied by the
809 First Vice Moderator shall be filled by the Second Vice Moderator at
810 any meeting of the committee from which the First Vice Moderator is
811 absent or at which the First Vice Moderator is presiding in the
812 absence of the Moderator. The position on the committee occupied
813 by the Secretary shall be filled by the Assistant Secretary at any
814 meeting of the committee from which the Secretary is absent. The
815 Executive Committee shall conduct the current and ordinary business
816 of the Association between meetings of the Board of Trustees. If
817 between meetings of the Board of Trustees, matters arise which (1)
818 in the opinion of the Executive Committee are not current and
819 ordinary business but in the best interests of the Association must
820 nevertheless be acted upon, or (2) the Executive Committee has
821 been authorized by the Board to be acted upon, then the Executive
822 Committee may act thereon for the Board of Trustees, but only if four
823 or more members vote the action.

824 **Section 7.6. Ministerial Fellowship Committee.**

825 The Ministerial Fellowship Committee shall consist of no fewer than
826 fourteen members as follows:

- 827 (a) at least six members who are not ministers appointed by the
828 Board; and
- 829 (b) at least eight members who are ministers in final fellowship
830 with the Association, four appointed by the Unitarian
831 Universalist Ministers Association and the remainder by the
832 Board.

833 The committee shall have jurisdiction over ministerial fellowship with
834 the Association as provided in Article XI hereof. The Board of
835 Trustees shall designate a person who is not a member of the
836 committee to be its Executive Secretary and keep its records.

837 **Section 7.7. INTENTIONALLY DELETED.**

838

839 **Section 7.8. Investment Committee.**

840 The Investment Committee shall be the Investment Committee of the
841 Unitarian Universalist Common Endowment Fund LLC. The duties of
842 the Investment Committee are set forth in Article X.

843 **Section 7.9. Additional Committees.**

844 The Board of Trustees may appoint additional committees to serve at
845 its pleasure and shall determine the membership, qualifications, and
846 duties thereof.

847 **Section 7.10. Presiding Officer.**

848 The Board of Trustees shall appoint one member of each standing
849 committee of the Board to be its presiding officer.

850 **Section 7.11. Time and Place of Meetings.**

851 Each standing committee of the Board shall hold meetings at such
852 times and places as it may determine.

853 **Section 7.12. Call and Notice of Meetings.**

854 Meetings of standing committees of the Board may be called by the
855 presiding officer and shall be called by the presiding officer at the
856 request of a majority of the members of the entire committee. Unless
857 the Board of Trustees otherwise provides, notice of meetings of each
858 standing committee shall be given in such a manner and within such
859 time as the standing committee determines.

860 **Section 7.13. Religious Education Credentialing
861 Committee.**

862 The Religious Education Credentialing Committee shall consist of
863 seven members as follows:

864 (a) three members, none of whom is a parish minister, minister of
865 religious education, community minister, a credentialed
866 religious educator, or a director of religious education,
867 appointed by the Board;

868 (b) one member who is a parish minister or community minister,
869 appointed by the Board;

870 (c) one member who is a minister of religious education,
871 appointed by the Board;

872 (d) one member who is a Credentialed Religious Educator –
873 Master Level, appointed by the Board; and

874 (e) one member nominated by the Board of the Liberal Religious
875 Educators Association and appointed by the Board of Trustees.

876 The Committee shall have jurisdiction over religious education
877 credentialing with the Association as provided in Article XII thereof.
878 The Board of Trustees shall designate a person who is not a member
879 of the committee to be its Executive Secretary and keep its records.

880 **Section 7.14. Audit Committee.**

881 The Audit Committee shall consist of **no fewer than four** members
882 as follows:

883 (a) persons appointed by the Board, none of whom are members
884 of the Board or hold a salaried position with the Association;

885 (b) the Financial Advisor.

886 No member of the Audit Committee shall serve for more than four
887 terms on the Audit Committee.

888 The duties of the Audit Committee are set forth in Article X.

889 **ARTICLE VIII Officers of the Association**

890 ***Section 8.1. Officers Enumerated.**

891 (a) Elected Officers. The elected officers of the Association shall
892 be a Moderator, a President, and a Financial Advisor.

893 (b) Appointed Non-salaried Officers. The appointed non- salaried
894 officers of the Association shall include one or more Vice
895 Moderators, a Secretary, and a Recording Secretary and may
896 include such other officers as the Board of Trustees may
897 appoint.

898 (c) Appointed Salaried Officers. The appointed salaried officers of
899 the Association shall include a Treasurer, and may include one
900 or more vice presidents, assistant treasurers, and such other
901 officers as the Board of Trustees may determine.

902 **Section C-8.2. Control by Board of Trustees.**

903 All officers shall be subject to the direction and control of the Board of
904 Trustees. All appointed officers shall be appointed by the Board of
905 Trustees and shall serve at its pleasure.

906 **Section 8.3. Term of Office.**

907 (a) Elected Officers. The elected officers shall be elected at a
908 regular General Assembly and shall take office immediately
909 after the close of such General Assembly.

910 (1) President. The President shall serve for a term of six
911 years and until their successor is elected and qualified.
912 No President shall serve more than one term; and any
913 partial term of more than two years served by reason of
914 appointment and/or election to office pursuant to
915 subsection 8.7(a) below shall be considered a full term
916 for purposes of this subsection.

917 (2) Moderator. The Moderator shall serve for a term of six
918 years and until their successor is elected and qualified.
919 No Moderator shall serve more than one term; and any
920 partial term of more than two years served by reason of
921 appointment and/or election to office pursuant to
922 subsection 8.7(a) below shall be considered a full term
923 for purposes of this subsection.

924 (3) Financial Advisor. The Financial Advisor shall serve for a
925 term of three years and until their successor is elected
926 and qualified.

927 No Financial Advisor shall serve more than two successive terms;
928 and any partial term of more than two years served by reason of
929 appointment and/or election to office pursuant to subsection 8.7(a)
930 below shall be considered a full term for purposes of this subsection.

931 (b) Appointed Non-salaried Officers. The appointed non-salaried
932 officers shall serve for one or more terms of two years and until
933 their successors are appointed and qualified.

934 **Section 8.4. Qualification of Officers.**

935 Each officer of the Association shall be a member of a member
936 congregation. If an officer ceases to be a member of any member
937 congregation, such officer shall be disqualified and the office declared
938 vacant.

939 **Section 8.5. Removal of Officers.**

940 (a) Elected Officers. An elected officer may be removed by a
941 three-fourths vote of the entire Board of Trustees at a meeting
942 at which not less than three-fourths of the entire Board is
943 present if in the opinion of the Board such officer is
944 incapacitated or unable to carry out the duties of the office. The
945 President may also be removed by such a vote of the Board if
946 it determines that such removal is in the best interests of the
947 Association.

948 (b) Appointed Officers. An appointed officer may be removed by
949 the Board of Trustees at any time.

950 **Section 8.6. Resignation.**

951 An officer may resign at any time by giving written notice to the
952 Moderator, who shall immediately forward copies to the Board of
953 Trustees. Any such resignation shall take effect at the time specified
954 therein, or, if no time is specified, then upon delivery.

955 **Section 8.7. Vacancies.**

956 (a) Elected Officers. A vacancy created by the death,
957 disqualification, resignation, or removal of an elected officer
958 shall be filled by majority vote of the Board of Trustees. An
959 individual appointed to fill a vacancy shall serve until the
960 vacancy is filled by regular or special election.

961 (b) Appointed Non-salaried Officers. A vacancy created by the
962 death, disqualification, resignation, or removal of an appointed
963 non-salaried officer may be filled by the Board of Trustees for
964 the balance of the unexpired term.

965 **Section 8.8. Moderator.**

966 (a) The Moderator shall preside at General Assemblies and
967 meetings of the Board of Trustees and the Executive
968 Committee. The Moderator shall represent the Association on
969 special occasions and shall assist in promoting its welfare. The
970 Moderator shall serve as Chief Governance Officer of the
971 Association.

972 (b) As used in these Bylaws, the term "Moderator" may refer to a
973 single individual, or to multiple individuals, serving in the
974 position, even though the word "Moderator" may appear in the
975 singular form of the word.

976 **Section 8.9. President.**

977 The President shall be the chief executive officer of the Association.

978 **Section 8.10. Financial Advisor.**

979 The duties of the Financial Advisor are set forth in Article X.

980 ***Section 8.11. Executive Vice President.**

981 In the event an Executive Vice President should be appointed, the
982 Board of Trustees shall describe their duties.

983 **Section 8.12. Vice Moderators.**

984 The Vice Moderator or Moderators shall be elected from among the
985 members of the Board of Trustees by its members. In the absence
986 of the Moderator a Vice Moderator shall preside at meetings and
987 perform the duties of the Moderator. A Vice Moderator shall perform
988 such other duties as may be assigned by the Board. In the event that
989 more than one Vice Moderator is elected, one of the Vice Moderators
990 shall be designated First Vice Moderator.

991 **Section 8.13. Vice Presidents.**

992 Any Vice President appointed shall have such powers and shall
993 perform such duties as may be assigned by the Board of Trustees or
994 as assigned by the President in conformity with any provisions of the
995 Board appointment.

996 **Section 8.14. Secretary.**

997 The Secretary shall be appointed from among the members of the
998 Board of Trustees and shall perform all duties usually pertaining to
999 the office, except those of a Clerk under Massachusetts law. The
1000 Secretary shall represent the Association on special occasions and
1001 shall assist in promoting the welfare of the Association.

1002 **Section 8.15. Treasurer.**

1003 The duties of the Treasurer are set forth in Article X.

1004 **Section 8.16. Recording Secretary.**

1005 The Recording Secretary shall at all times be a resident of the
1006 Commonwealth of Massachusetts and upon being appointed shall be
1007 sworn to the faithful performance of the duties of the office. If the
1008 Recording Secretary ceases to be a resident of the Commonwealth

1009 of Massachusetts, such person shall be disqualified and the office
1010 declared vacant. The Recording Secretary shall keep an accurate
1011 record of all meetings of the Association and the Board of Trustees,
1012 shall perform such other duties as may be assigned by the Board,
1013 and shall perform the duties of a Clerk under Massachusetts law.

1014 **Section 8.17. Other Appointed Officers.**

1015 The Board of Trustees may appoint such other officers as it deems
1016 necessary and shall fix their powers and duties.

1017 **Section 8.18. Compensation.**

1018 The Moderator, the Financial Advisor, and the appointed non-
1019 salaried officers shall not receive compensation for their services but
1020 shall be reimbursed as determined by the Board of Trustees for
1021 expenses reasonably incurred by them in the performance of their
1022 duties.

1023 **Section 8.19. Reports by Officers.**

1024 The Moderator, the President, the Financial Advisor, and the
1025 Treasurer shall each make an annual report to the member
1026 congregations and to each regular General Assembly.

1027 **ARTICLE IX Nominations and Elections**

1028 **Section 9.1. Elective Positions.**

1029 The elective positions of the Association are those of the elected
1030 officers, the trustees, and the elected members of the standing
1031 committees of the Association. No person shall hold more than one
1032 elective position at a time whether by election or appointment. Ex
1033 officio positions for the purposes of this Bylaw provision shall be
1034 deemed part of the elected position from which the ex officio position
1035 is derived.

1036 **Section 9.2. Nomination Procedures.**

1037 The nomination procedures set forth in these Bylaws and the Rules
1038 adopted hereunder are exclusive, and no person who is not
1039 nominated in accordance with such procedures can be elected to any
1040 elective position.

1041 **Section 9.3. Notice by Nominating Committee.**

1042 On or before August 1 of each year, the Nominating Committee shall
1043 notify all certified member congregations in writing of the elective
1044 positions and vacancies to be filled at the next regular General
1045 Assembly.

1046 ***Section 9.4. Nomination by Nominating Committee.**

1047 (a) The Nominating Committee shall submit one or more
1048 nominations for each elective position to be filled, except
1049 Moderator and President, including positions to be filled by
1050 special election. With respect to Board positions, the
1051 Nominating Committee shall designate the position number for
1052 which each person is being nominated.

1053 (b) The Nominating Committee shall endeavor to nominate
1054 individuals so that the membership of the Board of Trustees
1055 and each elected committee reflects the full diversity of the
1056 Association, especially in regard to historically marginalized
1057 communities, but also balancing amongst size of congregation,
1058 lay and ordained, geography, age (including youth and young
1059 adults), and gender, among others. The Nominating Committee
1060 shall consult with groups and organizations including those
1061 traditionally underrepresented in Unitarian Universalist
1062 leadership, to help inform the nominating process.

1063 (c) Only one person from any one member congregation shall be
1064 nominated to serve on the Nominating Committee or the Board
1065 of Trustees.

1066 (d) The report of the Nominating Committee shall be filed with the
1067 Secretary of the Association and mailed to all certified member
1068 congregations, associate member organizations, and trustees
1069 on or before December 10 of each year.

1070 **Section 9.5. Nomination of President and Moderator.**

1071 (a) President. The Presidential Search Committee shall submit no
1072 fewer than two nominations for the office of President for an
1073 election at the end of a presidential term or for a special
1074 election. The report of the Presidential Search Committee shall
1075 be announced by February 1 of the year before the General
1076 Assembly at which there is to be a presidential election, except
1077 in the case of a special election, in which case the report of the
1078 Presidential Search Committee shall be announced by
1079 December 10 of the year before the election.

1080 (b) Moderator. The Board of Trustees shall submit one or more
1081 nominations for the office of Moderator for an election at the
1082 end of a Moderator term or for a special election. The report of
1083 the Board of Trustees shall be announced by February 1 of the
1084 year before the General Assembly at which there is to be a
1085 Moderator election, except in the case of a special election, in
1086 which case the report of the Board of Trustees shall be
1087 announced by December 10 of the year before the election.

1088 **Section 9.6. Nomination by Petition.**

1089 (a) For Moderator and President. A nomination for the office of
1090 Moderator or President, for a regular or special election, may
1091 be by petition signed by no fewer than twenty-five certified
1092 member congregations. A certified member congregation may
1093 authorize the signing of a petition only by vote of its governing
1094 board or by vote at a duly called meeting of its members. Such
1095 a petition shall be filed with the Secretary of the Association,
1096 only in such form as the Secretary may prescribe, not later
1097 than February 1 of the year of the election and not earlier than
1098 the preceding March 1.

1099 (b) For other Elective Positions. A nomination for any elective
1100 position, for a regular or special election, may be by petition
1101 signed by not less than fifty members of certified member
1102 congregations, with no more than ten signatures of members of
1103 any one congregation counted toward the required fifty. A
1104 separate petition, in form prescribed by the Secretary, shall be
1105 filed for each nomination not later than February 1 of the year
1106 of the election and not earlier than the preceding October 1. A
1107 petition for nomination to the Board of Trustees must designate
1108 the position number for which the person is being nominated.

1109 **Section 9.7. Qualifications of Nominees.**

1110 Each person nominated for an elective position at large shall be a
1111 member of a member congregation. No person shall be nominated
1112 for more than one such elective position. If a person is nominated for
1113 more than one such elective position, the Secretary of the
1114 Association shall so notify such person in writing and such person
1115 shall have twenty days from the date of the notice to select one
1116 nomination which is acceptable. In the absence of a timely selection,
1117 all such nominations shall be void and the person shall be so notified
1118 in writing by the Secretary.

1119 **Section 9.8. Vacancy in Nominations.**

1120 If all persons nominated for an elective position at large die, decline to
1121 serve or are disqualified after the time has expired for making any
1122 further nominations, or if no valid and timely nomination is made, the
1123 position shall be filled after the final adjournment of the regular
1124 General Assembly at which the election would have been held in the
1125 same manner as if the position had been filled by election and had
1126 then become vacant.

1127 **Section 9.9. Supervision of Elections.**

1128 The Secretary shall supervise all elections for elective positions at
1129 large. The Secretary may appoint a committee of tellers to count
1130 ballots and perform other routine duties. The Secretary shall decide
1131 any question arising during such an election concerning:

- 1132 (a) the interpretation of any provision of these Bylaws or of Rules
1133 made hereunder relating to election procedures;
 - 1134 (b) any procedural problem relating to the election which is not
1135 covered by these Bylaws or by the Rules; or
 - 1136 (c) the interpretation of the intent of a voter in marking the ballot.
- 1137 The Secretary's decision shall be final. The Secretary shall remain
1138 neutral in the election and shall not engage in electioneering, except
1139 for advocacy of their own candidacy for offices for which they are
1140 nominated.

1141 **Section 9.10. Conduct of Elections at Large.**

1142 (a) Election by Ballot. Voting shall be by written or electronic ballot,
1143 except that if only one person has been validly nominated for
1144 each elective position at large the persons so nominated shall
1145 be declared elected and no ballots shall be required.

1146 (b) Persons Entitled to Vote. Ballots shall be cast only by
1147 accredited delegates from certified member congregations and
1148 certified associate member organizations to the regular General
1149 Assembly at which the election is held and by trustees. No
1150 person shall cast more than one ballot.

1151 (c) Absentee Voting. Those entitled to cast ballots in an election
1152 may cast their ballots electronically or by mail. Absentee ballots
1153 shall be mailed at least forty-five days prior to the General
1154 Assembly at which the election is being held. An absentee
1155 ballot that is mailed must be received by the Secretary not less
1156 than seven calendar days before the General Assembly in order
1157 to be counted. An absentee ballot that is transmitted
1158 electronically must be received by the Secretary prior to the
1159 closing of voting at the GA location. The closing date and time
1160 shall be designated in the General Assembly meeting
1161 announcement.

1162 ***Section 9.11. Counting of Ballots.**

1163 (a) For the position of President, Moderator, Financial Advisor, or
1164 Trustee. If there are no more than two duly nominated
1165 candidates for a position, the candidate receiving the greater
1166 number of votes is elected; provided, however, that (i) in
1167 construing the foregoing with respect to Trustee positions, each
1168 Trustee position number shall be considered a separate elective
1169 position; and (ii) in construing this section, a duly nominated
1170 candidate for the position of Moderator may consist of more
1171 than one person. If there are more than two duly nominated
1172 candidates for a position, the ballot shall be designed to permit
1173 the designation of first, second, third, etc., choice. If no
1174 candidate receives a majority of the first-choice votes cast, the
1175 candidate receiving the lowest first-choice vote shall be
1176 eliminated and the ballots cast for such candidate shall be
1177 redistributed in accordance with the second choice indicated
1178 thereon. This process shall be repeated until one candidate
1179 receives a majority of all votes cast or until only two candidates
1180 remain, at which time the one receiving the greater number of
1181 votes is elected.

1182 (b) For Other Elective Positions. If there is one elective position at
1183 large to be filled, the candidate receiving the greatest number of
1184 votes is elected. If there is more than one such elective position
1185 of the same kind to be filled, the candidates respectively
1186 receiving the greatest number of votes are elected.

1187 **Section 9.12. Special Elections.**

1188 If a vacancy occurs more than 630 days before the expiration of the
1189 term of an elected officer, an elected member of a standing
1190 committee of the Association, or a trustee, a special election shall be
1191 held to fill the balance of the unexpired term. The special election
1192 shall be held at the next regular General Assembly that begins at
1193 least 270 days after the date of the vacancy.

1194 ***Section 9.13. Rules for Nominations and Elections.**

1195 Rules relating to nomination and election procedures shall be
1196 adopted by a General Assembly. Such rules shall be applicable to
1197 elections held after the close of the General Assembly at which they
1198 are adopted.

1199 **Section 9.14. Transition Provision.**

1200 (a) The amendments to Sections 6.3, 6.4(a) 6.5, 6.6, 6.8, 8.3, 8.7,
1201 9.1, 9.3, and 9.6(a) shall become effective at the close of the
1202 regular General Assembly in 2013.

1203 (b) The amendments to section 6.4(b), 9.4, 9.6(b), 9.11, 9.12, and
1204 Rule G-9.13.2 shall become effective at the close of the regular
1205 General Assembly in 2012.

1206 (c) The terms of all trustees shall expire at the close of the regular
1207 General Assembly in 2013.

1208 (d) Notwithstanding the provisions of Section 9.4., for elections at
1209 the regular General Assembly in 2013:

1210 (1) The Board of Trustees shall appoint, not later than
1211 October 31, 2012, from among its current members, four
1212 members, for specified numbered seats, to each serve a
1213 two-year term beginning immediately after the close of
1214 the regular General Assembly in 2013. No member
1215 whose service on the Board of Trustees began prior to
1216 June 2009 shall be eligible for selection for such a term.

1217 (2) The Nominating Committee shall nominate one or more
1218 candidates to run for election to each of seven additional
1219 positions: four positions with a one-year term and three
1220 positions with a three-year term. These candidates may
1221 or may not be current members of the Board of
1222 Trustees.

1223 (3) The Nominating Committee shall nominate one or more
1224 candidates for election to a three-year term as Financial
1225 Advisor.

1226 (4) Candidates may be nominated by petition for the Board
1227 of Trustees or the Financial Advisor, as specified in
1228 Section 9.6.

1229 (5) A report of the Nominating Committee shall be filed with
1230 the Secretary of the Association and be mailed to all
1231 certified member congregations, associate member
1232 organizations, and trustees on or before December 10,
1233 2012.

1234 (e) For elections at any regular General Assembly before 2019, no
1235 trustee shall be eligible for nomination for a term that would
1236 result in more than six years of continuous service.

1237 (f) This transition provision shall automatically be deleted from the
1238 bylaws following the regular General Assembly in 2018.

1239 **ARTICLE X Finance and Contracts**

1240 ***Section 10.1. Annual Budget.**

1241 The annual budget of the Association shall be adopted and may
1242 subsequently be amended by the Board of Trustees. A budget or
1243 budgets for the coming year or years shall be presented to each
1244 regular General Assembly for its consideration and such
1245 recommendation of financial priorities as the General Assembly may
1246 wish to make.

1247 **Section 10.2. Election and Duties of the Financial
1248 Secretary.**

1249 **The Financial Secretary shall be elected by the Board from
1250 among its members. The Financial Secretary facilitates the
1251 Board's conversations in order to fulfill its financial
1252 responsibilities.**

1253 **Section 10.3. Duties of Financial Advisor.**

1254 The Financial Advisor shall advise the President and the Board of
1255 Trustees on financial policy and shall assist the Board in long-range
1256 planning by reviewing the sources of funds, the application of funds
1257 designated for specific purposes, the balance between foreseeable
1258 income and proposed expenditures, and the overall financial welfare
1259 of the Association. From time to time the Financial Advisor shall
1260 report to the President and the Board findings and recommendations
1261 respecting the current financial affairs of the Association and long-
1262 range planning.

1263 **Section 10.4 Duties of Treasurer and Assistant
1264 Treasurers.**

1265 The Treasurer shall have custody of the corporate seal and the funds
1266 and other properties of the Association and shall have the usual
1267 duties of the Treasurer of a corporation. The Treasurer or the Board
1268 of Trustees may from time to time delegate or assign to each
1269 Assistant Treasurer specified duties and authority; and any person,
1270 firm, organization or corporation dealing with the Association may
1271 assume that any act performed by an Assistant Treasurer, including
1272 the execution, sealing and delivery of any document, has been
1273 performed pursuant to an effective delegation or assignment of
1274 authority as aforesaid, and the Association shall be bound
1275 accordingly.

1276 **Section C-10.5. Raising of Funds.**

1277 The Association shall raise capital and operating funds to carry out its
1278 purposes. It may also raise capital and operating funds for associate
1279 member organizations and independent affiliate organizations.

1280 **Section C-10.6. Authority to Hold Funds for the Benefit
1281 of Others.**

1282 The Association may hold for investment and distribution funds given
1283 to the Association for the benefit of a member congregation,
1284 associate member organization, independent affiliate organization, or
1285 other Unitarian Universalist organization.

1286 **Section C-10.7. Responsibility for Funds Held by the
1287 Association.**

1288 (a) Board of Trustees. The Board of Trustees shall have ultimate
1289 responsibility for investing the funds held by the Association.

1290 (b) President. The President shall invest the endowment funds
1291 held by the Association in the Unitarian Universalist Common
1292 Endowment Fund LLC.

1293 (c) Investment Committee. The Investment Committee shall
1294 manage the endowment funds held by the Association, subject
1295 to control by the Board of Trustees.

1296 ***Section 10.8. Contracts and Securities.**

1297 The President, Secretary, Recording Secretary, Treasurer, and
1298 Assistant Treasurer may sign and attest deeds, mortgages,
1299 contracts, and other documents to which the Association is a party.

1300 **Section C-10.9. Pension System.**

1301 The Association shall establish and maintain a pension system for
1302 ministers in fellowship with the Association.

1303 **Section 10.10. Fiscal Year.**

1304 The fiscal year of the Association shall be from July 1 to June 30.

1305 **Section C-10.11. Corporate Seal.**

1306 The seal of the Association shall be in such form as the Board of
1307 Trustees shall approve.

1308 **Section 10.12. Indemnification of Trustees, Officers,**
1309 **Employees, and Volunteers.**

1310 The Association, to the extent legally permissible, shall indemnify any
1311 trustee, officer, employee of the Association or volunteer elected by a
1312 General Assembly or appointed by the Board of Trustees of the
1313 Association to serve the Association, or persons formerly holding
1314 such positions, against all liabilities and expenses (including court
1315 costs, attorneys' fees, and the amount of any judgment or reasonable
1316 settlement, fines and penalties) actually and necessarily incurred by
1317 any such person, subsequent to the adoption hereof, in connection
1318 with the defense of any claim asserted or threatened to be asserted
1319 against any such person, or any action, suit or proceeding in which
1320 any such person may be involved as a party, by reason of being or
1321 having been such trustee, officer, employee or volunteer or by reason
1322 of any action alleged to have been taken or omitted by any such
1323 person as such trustee, officer, employee or volunteer, except with
1324 respect to any matter as to which they shall have been adjudicated in
1325 any proceeding not to have acted in good faith in the reasonable
1326 belief that their action was in the best interests of the Association;
1327 provided, however, that as to any matter disposed of by a
1328 compromise payment by such person, pursuant to a consent decree
1329 or otherwise, no indemnification either for said payment or for any
1330 other expenses shall be provided unless such compromise and
1331 indemnification therefore shall be approved:

- 1332 (a) by a majority vote of a quorum consisting of disinterested
1333 trustees;
1334 (b) if such quorum cannot be obtained, then by a majority vote of a
1335 committee of the Board of Trustees consisting of all the
1336 disinterested trustees;
1337 (c) if there are not two or more disinterested trustees in office, then
1338 by a majority of the trustees then in office, provided they have
1339 obtained a written finding by independent legal counsel
1340 appointed by a majority of the trustees to the effect that, based
1341 upon a reasonable investigation of the relevant facts as
1342 described such opinion, the person to be indemnified appears
1343 to have acted in good faith and in the reasonable belief that
1344 their action was in the best interests of the Association;
1345 (d) if not resolved by (a), (b) or (c), above, by a court of competent
1346 jurisdiction.

1347
1348 If authorized in the same manner specified above for compromise
1349 payments, expenses, including attorneys' fees actually and
1350 necessarily incurred by any such person in connection with the
1351 defense or disposition of any such action, suit or other proceeding
1352 may be paid from time to time by the Association in advance of the
1353 final disposition thereof upon receipt of (a) an affidavit of such
1354 individual of their good faith belief that they have met the standard of
1355 conduct necessary for indemnification under this Section and (b) an
1356 undertaking by such individual to repay the amount so paid to the
1357 Association if such person shall be adjudicated to be not entitled to
1358 indemnification under this Section, which undertaking may be
1359 accepted without reference to the financial ability of such person to
1360 make repayment. The right of indemnification herein provided shall
1361 inure to the benefit of the heirs, executors and administrators of each
1362 such trustee, [or] officer, employee or volunteer and shall not be
1363 deemed exclusive of any other rights to which any such person may
1364 be entitled under any statute, bylaw, agreement, vote of members or
1365 otherwise or to which any such person might have been entitled were
1366 it not for this provision. As used in this Section, an "interested" trustee
1367 or officer is one against whom in such capacity the proceeding in
1368 question, or other proceeding on the same or similar grounds, is then
1369 pending.

1370 **Section 10.13. Duties of the Audit Committee.**

1371 The Audit Committee shall oversee the annual audit of the financial
1372 statements of the Association by an independent certified public
1373 accounting firm and monitor the establishment and implementation of
1374 accounting policies and internal controls. Specific duties of the Audit
1375 Committee shall be set forth in a charter adopted by the Board, which
1376 may be amended by the Board from time to time.

1377

ARTICLE XI Ministry

1378 **Section C-11.1. Ministerial Fellowship.**

1379 Each member congregation has the exclusive right to call and ordain
1380 its own minister or ministers, but the Association has the exclusive
1381 right to admit ministers to ministerial fellowship with the Association.
1382 Fellowship may be for the purposes of parish, religious education
1383 and/or community ministry as determined by action of the Ministerial
1384 Fellowship Committee.

1385 No minister shall be required to subscribe to any particular creed,
1386 belief, or interpretation of religion in order to obtain and hold
1387 fellowship.

1388 ***Section 11.2. Ministerial Fellowship Committee.**

1389 The Ministerial Fellowship Committee shall have exclusive
1390 jurisdiction over ministerial fellowship except as otherwise provided in
1391 these bylaws. It shall make rules governing ministerial fellowship,
1392 subject to the approval of the Board of Trustees.

1393 **Section 11.3. Admission to Fellowship.**

1394 A minister may be admitted to fellowship by the Ministerial Fellowship
1395 Committee, upon complying with the requirements of these Bylaws
1396 and the rules, policies, procedures and requests of the Committee. A
1397 minister who is admitted to fellowship shall be admitted to preliminary
1398 fellowship for a period of at least three years, be evaluated in
1399 ministry, and may thereafter be admitted to final fellowship.

1400 **Section 11.4. Fellowship Records.**

1401 The Executive Secretary of the Ministerial Fellowship Committee
1402 shall maintain up-to-date records of all ministers in fellowship with the
1403 Association. These records shall be available only to members of the
1404 committee, persons designated by the Committee, and, in cases of
1405 appeals, the Board of Review.

1406 **Section 11.5. Termination of Fellowship and**
1407 **Administrative Suspension.**

1408 The fellowship of a minister may be terminated by the Ministerial
1409 Fellowship Committee for unbecoming conduct, incompetence or
1410 other specified cause. Final fellowship may be terminated only after
1411 notice by the Committee and opportunity for a Fellowship Review
1412 before the Committee. During an investigation or the pendency of a
1413 complaint, the Ministerial Fellowship Committee may suspend a
1414 minister until a final determination can be made on the minister's
1415 fellowship status.

1416 **Section 11.6. Reinstatement to Fellowship.**

1417 The Ministerial Fellowship Committee may reinstate in or readmit to
1418 fellowship a minister who has previously resigned from fellowship or
1419 whose fellowship has been suspended or terminated.

1420 **Section 11.7. Appeal.**

1421 A minister in final ministerial fellowship whose fellowship is
1422 terminated may appeal the determination of the Ministerial Fellowship
1423 Committee to the Board of Review. The Board of Review shall have
1424 exclusive jurisdiction to hear and decide such appeals. No other
1425 appeal shall be allowed from any decision of the Ministerial
1426 Fellowship Committee.

1427 **Section 11.8. Procedure on Appeal.**

1428 An appeal to the Board of Review may be heard by a panel of the
1429 Board selected as provided in its rules. The Board of Review or its
1430 panel hearing an appeal shall limit its review to an examination of the
1431 Ministerial Fellowship Committee's decision, the information
1432 presented to the Committee, including the documents and other
1433 evidence compiled during the Fellowship Review, and the reasons
1434 articulated by the Ministerial Fellowship Committee for its decision
1435 terminating the minister's fellowship. If the minister requests
1436 consideration of newly discovered evidence not previously presented

1437 to the Ministerial Fellowship Committee, then the matter shall be
1438 returned to the Ministerial Fellowship Committee for consideration of
1439 that evidence before the Board proceeds with the appeal. These
1440 Bylaws and the rules of the Ministerial Fellowship Committee shall be
1441 binding upon the Board of Review or its panel. The Ministerial
1442 Fellowship Committee's determination of fact and/or credibility will not
1443 be overturned unless no reasonable fact finder could have reached
1444 such determination, and disputes of fact are to be resolved in favor of
1445 the Ministerial Fellowship Committee's determination. The Board of
1446 Review or its panel may set aside the decision of the Ministerial
1447 Fellowship Committee only where necessary to correct or prevent
1448 manifest injustice. The Board of Review or its panel may remand the
1449 case in whole or in part to the Committee or take such other action as
1450 may be just. The Board of Review or its panel shall set forth its
1451 finding and conclusions and will serve upon the affected minister and
1452 the Ministerial Fellowship Committee. The decision shall be entered
1453 in the fellowship records and shall be final and binding upon all
1454 parties. No appeal shall be allowed from the decision of the Board of
1455 Review. The Board of Review shall make rules to carry out the intent
1456 of this Section.

1457 **ARTICLE XII Religious Education Credentialing**

1458 **Section 12.1. Religious Education Credentialing.**

1459 Each member congregation has the exclusive right to employ its own
1460 religious educator, but the Association has the exclusive right to
1461 confer on religious educators a religious education credentialing
1462 status with the Association. No religious educator shall be required to
1463 subscribe to any particular creed, belief, or interpretation of religion in
1464 order to obtain and hold religious education credentialing status.

1465 **Section 12.2. Religious Education Credentialing 1466 Committee.**

1467 The Religious Education Credentialing Committee shall have
1468 exclusive jurisdiction over religious education credentialing except as
1469 otherwise provided herein. It shall make rules governing religious
1470 education credentialing, subject to the approval of the Board of
1471 Trustees.

1472 **Section 12.3. Achievement of Religious Education 1473 Credentialing Status.**

1474 A religious educator may achieve a religious education credentialing
1475 status by action of the Religious Education Credentialing Committee,
1476 upon complying with the requirements of these Bylaws and the rules,
1477 policies, procedures and requests of the committee.

1478 **Section 12.4. Religious Education Credentialing Levels.**

1479 The Religious Education Credentialing Committee shall adopt rules
1480 related to levels of religious education credentialing as follows:
1481 religious education credentialing includes Credentialed Religious
1482 Educator – Associate Level status, credentialed religious educator
1483 status, and Credentialed Religious Educator – Master Level status as
1484 determined by action of the Religious Education Credentialing
1485 Committee.

1486 **Section 12.5. Religious Education Credentialing 1487 Records.**

1488 The Executive Secretary of the Religious Education Credentialing
1489 Committee shall maintain up-to-date records of all religious educators
1490 who have achieved a status as a religious educator as described in
1491 Section 12.4 of these bylaws. These records shall be available only
1492 to members of the committee, persons designated by the Committee,
1493 and, in cases of appeals, the Board of Review.

1494 **Section 12.6. Termination or Administrative 1495 Suspension of Religious Education Credentialing 1496 Status.**

1497 The religious education credentialing status of a religious educator
1498 may be terminated by the Religious Education Credentialing
1499 Committee for unbecoming conduct, incompetence or other specified
1500 cause. Credentialing status may be terminated only after notice by
1501 the Committee and opportunity for a Religious Education

1502 Credentialing Status Review before the Committee. During an
1503 investigation or the pendency of a complaint, the Religious Education
1504 Credentialing Committee may suspend a religious educator's
1505 credentialing status until a final determination can be made.

1506 **Section 12.7. Reinstatement of Religious Education 1507 Credentialing Status.**

1508 The Religious Education Credentialing Committee may reinstate in or
1509 readmit to religious education credentialing status a religious
1510 educator who has previously resigned from religious education
1511 credentialing status or whose religious education credentialing status
1512 has lapsed, been suspended or terminated.

1513 **Section 12.8. Appeal.**

1514 A religious educator with a religious education credentialing status
1515 whose status is terminated may appeal the determination of the
1516 Religious Education Credentialing Committee to the Board of Review.
1517 The Board of Review shall have exclusive jurisdiction to hear and
1518 decide such appeals. No other appeal shall be allowed from any
1519 decision of the Religious Education Credentialing Committee.

1520 **Section 12.9. Procedure on Appeal.**

1521 An appeal to the Board of Review shall be heard by a panel of the
1522 Board selected as provided in its rules. The Board of Review or its
1523 panel hearing an appeal shall limit its review to an examination of the
1524 Religious Education Credentialing Committee's decision, including
1525 the documents and other evidence compiled during the Religious
1526 Education Credentialing Status Review, and the reasons articulated
1527 by the Religious Education Credentialing Committee for its decision
1528 terminating the religious educator's credentialing status. If the
1529 religious educator requests consideration of newly discovered
1530 evidence not previously presented to the Religious Education
1531 Credentialing Committee, then the matter shall be returned to the
1532 Religious Education Credentialing Committee for consideration of that
1533 evidence before the Board proceeds with the appeal. These Bylaws
1534 and the rules of the Religious Education Credentialing Committee
1535 shall be binding upon the Board of Review or its panel. The Religious
1536 Education Credentialing Committee's determination of fact and/or
1537 credibility will not be overturned unless no reasonable fact finder
1538 could have reached such determination, and disputes of fact are to
1539 be resolved in favor of the Religious Education Credentialing
1540 Committee's determination.

1541 The Board of Review or its panel may set aside the decision of the
1542 Religious Education Credentialing Committee only where necessary
1543 to correct or prevent manifest injustice. The Board of Review or its
1544 panel may remand the case in whole or part to the Religious
1545 Education Credentialing Committee or take such other action as may
1546 be just. The Board of Review or its panel shall set forth its finding and
1547 conclusions and shall be communicated to the affected religious
1548 educator and the Religious Education Credentialing Committee. The
1549 decision shall be entered in the religious education credentialing
1550 records and shall be final and binding upon all parties. No appeal
1551 shall be allowed from the decision of the Board of Review. The
1552 Board of Review shall make rules to carry out the intent of this
1553 Section.

1554 **ARTICLE XIII Regional Organizations**

1555 **Section C-13.1. Districts and Regions.**

1556 The Association shall support areas of regional responsibility known
1557 as districts or regions.

1558 ***Section C-13.2. Establishment.**

1559 The establishment of districts or regions and the manner of
1560 determining which congregations are included in each district or
1561 region shall be in accordance with rules adopted by the General
1562 Assembly.

1563 **Section 13.3. Members.**

1564 All member congregations of the Association located within the
1565 district **or** region shall be entitled to be member congregations of that
1566 district **or** region.

1567 **Section C-13.4. Autonomy.**

1568 Each district or region shall be autonomous and shall be controlled by
1569 its own member congregations to the extent consistent with the
1570 promotion of the welfare and interests of the Association as a whole
1571 and of its member congregations.

1572 **Section 13.5. District Bylaws.**

1573 Each district or region shall adopt bylaws or policies which are not in
1574 conflict with these Bylaws.

1575 **ARTICLE XIV Rules**

1576 **Section 14.1. Adoption and Amendment of Rules by**
1577 **General Assemblies.**

1578 A General Assembly may adopt Rules not inconsistent with these
1579 Bylaws. Adoption or amendment of Rules by a General Assembly
1580 shall be by two-thirds vote. Each Rule adopted by a General
1581 Assembly shall be identified by a "G" preceding its Rule number. A
1582 General Assembly may amend or repeal Rules adopted by prior
1583 General Assemblies or by the Board of Trustees, if the proposed
1584 Rules or amendments have been placed on the agenda. Rules and
1585 amendments thereto shall be submitted for inclusion on the agenda in
1586 the same manner as other resolutions. The provisions of this Section
1587 14.1 do not apply to the Rules of Procedure contemplated by Section
1588 4.19.

1589 **Section 14.2. Adoption and Amendment of Rules by**
1590 **the Board of Trustees.**

1591 The Board of Trustees may adopt Rules not inconsistent with these
1592 Bylaws and with Rules adopted by General Assemblies and may
1593 amend or repeal its Rules.

1594 **Section 14.3. Rules of Order.**

1595 The Rules contained in the current edition of *Robert's Rules of Order*
1596 *Newly Revised* shall govern the Association in all cases to which they
1597 are applicable and in which they are not inconsistent with these
1598 Bylaws and any Rules that may be adopted hereunder.

1599 **ARTICLE XV Amendment**

1600 **Section C-15.1. Amendment of Bylaws.**

1601 (a) Amendments to Bylaws. These Bylaws may be amended by a
1602 two-thirds vote at a regular General Assembly if a proposed
1603 amendment has been placed on the agenda; provided,
1604 however, that proposals to amend, repeal, or add a new
1605 section of these Bylaws whose section number is preceded by
1606 a "C" (hereinafter a "C Bylaw") shall be governed by
1607 subsections (b) or (c) hereof.

1608 (b) Amendments to C Bylaws Other Than in Article II. A proposal
1609 to amend, repeal or add a new C Bylaw, other than those C
1610 Bylaws in Article II of these Bylaws, shall be subject to a two-
1611 step approval process.

1612 (1) Such proposals must be placed on the agenda of a regular
1613 General Assembly and approved preliminarily by a majority
1614 vote at such regular General Assembly. Following such
1615 preliminary approval, the proposal to amend, repeal or add
1616 a new C Bylaw shall be placed on the agenda of the next
1617 regular General Assembly for final adoption. Final adoption
1618 shall require a two-thirds vote.

1619 (2) The text of a proposed amendment which has been
1620 approved by one General Assembly, may be amended at
1621 any time prior to final adoption. If the Moderator rules that
1622 the amendment to the proposal is substantive, final
1623 adoption shall only be by a subsequent General Assembly
1624 except that any such proposal that has been under
1625 consideration for final approval at three successive regular

1626 General Assemblies shall not be subject to substantive
1627 amendment and shall be submitted to a vote for final
1628 approval at the third such regular General Assembly.

1629 (3) Such a proposal which, on any vote for final adoption,
1630 receives a majority but not a two-thirds vote, shall be
1631 placed on the agenda of the next regular General
1632 Assembly, at which it may be finally adopted if it receives
1633 the requisite approval. If the proposal is not passed by a
1634 two-thirds vote at the third regular General Assembly at
1635 which it is considered for final approval, neither the
1636 proposal nor another proposal that is substantively similar
1637 shall be placed on the agenda of the next regular General
1638 Assembly.

1639 (c) Amendments to C Bylaws in Article II. A proposal to amend,
1640 repeal or add a new C Bylaw in Article II of these Bylaws shall
1641 be subject to the following process

1642 (1) Such a proposal shall be admitted to the agenda of a
1643 regular General Assembly for the purpose of determining
1644 whether the proposal shall be referred to a commission
1645 appointed by the Board of Trustees for study. Such a study
1646 shall involve member congregations. A majority vote at a
1647 regular General Assembly shall be required to refer such a
1648 proposal to the study commission. Once the study of the
1649 proposal is complete, which shall be completed in no more
1650 than two years, the study commission shall submit to the
1651 Board of Trustees for inclusion on the agenda of the next
1652 regular General Assembly any amendments to Article II
1653 that the study commission recommends. The Board of
1654 Trustees shall also include on the agenda any
1655 amendments that it recommends to the study commission
1656 proposal.

1657 (2) A motion to dispense with the study process and give
1658 preliminary approval to a proposal to amend, repeal or add
1659 a new C Bylaw in Article II shall be in order during the
1660 General Assembly at which consideration of a motion to
1661 refer the proposal to the study process is authorized. A
1662 motion to dispense with the study process shall require a
1663 four-fifths vote for passage. Such a proposal shall then be
1664 placed on the agenda of the next regular General
1665 Assembly for final adoption without amendment. Final
1666 adoption shall require a two-thirds vote.

1667 (3) At the first General Assembly following the completion of
1668 the study process, amendments to the Article II proposal
1669 may be considered only as follows:

1670 (i) During the General Assembly there shall be a mini-
1671 assembly held during which amendments to the
1672 Article II proposal recommended by the study
1673 commission shall be considered.

1674 (ii) A delegate may submit in writing at the mini-
1675 assembly an amendment to an Article II proposal.
1676 All such amendments shall be made available in
1677 writing to the General Assembly. The Moderator, in
1678 consultation with the chair of the study commission,
1679 the parliamentarian and legal counsel shall prioritize
1680 proposed amendments for consideration by the
1681 General Assembly. A majority vote of the General
1682 Assembly is required for approval of any
1683 amendment proposed in the mini-assembly.

1684 (iii) Following the vote on any amendments proposed in
1685 the mini-assembly, the General Assembly shall vote
1686 on any amendments proposed by the Board of
1687 Trustees. A majority vote is required to adopt such
1688 amendments. Following the vote on all
1689 amendments, the General Assembly shall vote on

1690 preliminary approval of the Article II proposal. A
1691 majority vote is required for preliminary approval.

1692 (iv) If no amendments proposed in the mini-assembly
1693 are adopted by the General Assembly pursuant to
1694 subsection (c)(3)(ii) above, the Article II proposal
1695 shall be submitted for final approval to the next
1696 regular General Assembly. Final approval requires a
1697 two-thirds vote of the General Assembly. No
1698 amendments may be considered.

1699 (v) If one or more amendments proposed in the mini-
1700 assembly are adopted by the General Assembly, the
1701 Article II proposal shall be referred to the study
1702 commission. Within six months after the close of the
1703 General Assembly, the study commission, taking
1704 into account the decisions of the General Assembly,
1705 shall prepare the proposal to amend Article II. The
1706 Board of Trustees shall put this proposal on the
1707 agenda of the next regular General Assembly.

1708 (4) At the next regular General Assembly following the
1709 process described in subsection (c)(3)(v), above, the
1710 Article II proposal is subject to amendment only by a three-
1711 fourths vote in favor of an amendment submitted to the
1712 General Assembly in writing by the Board of Trustees or a
1713 minimum of fifteen (15) certified congregations, as
1714 described in Section 15.2 of these Bylaws. Final approval
1715 of the Article II proposal requires a two-thirds vote of the
1716 General Assembly.

1717 (5) If the Article II proposal does not receive the requisite
1718 approval at the General Assembly following the completion
1719 of the study process described in subsection (c)(3)(iv) or
1720 subsection (c)(4), above, neither the proposal nor another
1721 proposal that is substantively similar shall be placed on the
1722 agenda of the next regular General Assembly.

1723 (6) If no study process of Article II has occurred for a period of
1724 fifteen years, the Board of Trustees shall appoint a
1725 commission to study Article II for not more than two years
1726 and to recommend appropriate revisions, if any, thereto
1727 to the Board of Trustees for inclusion on the agenda of the
1728 next regular General Assembly. The Board of Trustees
1729 shall also include on the agenda any amendments that it
1730 recommends to the study commission proposal.
1731 Notwithstanding anything to the contrary contained herein,
1732 proposals to amend Article II which are promulgated by a
1733 study commission in accordance with this paragraph shall
1734 be subject to a two-step approval process as described in
1735 subsections (c)(3) and (c)(4), above.

1736 *Section 15.2. Submission of Proposed Amendment.

1737 Proposed amendments to these Bylaws may be submitted only by:

- 1738 (a) the Board of Trustees;
- 1739 (b) the General Assembly Planning Committee;
- 1740 (c) the Commission on Appraisal;
- 1741 (d) not less than fifteen certified member congregations by action
1742 of their governing boards or their congregations; such
1743 proposed amendments to Bylaws must be received by the
1744 Board of Trustees on February 1 whenever the regular General
1745 Assembly opens in June; otherwise, not less than 110 days
1746 before the General Assembly; or
- 1747 (e) a district or region by official action at a duly called meeting at
1748 which a quorum is present, such proposed amendment to be
1749 received by the Board of Trustees on February 1 whenever the
1750 regular General Assembly opens in June; otherwise, not less
1751 than 110 days before the next General Assembly. In a district
1752 or region that does not maintain a formal governance structure,

1753 a meeting for this purpose may be convened by vote of the
1754 governing bodies or membership of at least fifteen
1755 congregations in that district or region in good standing with the
1756 UUA. A quorum for such a meeting shall require that at least
1757 one-third of the congregations of the district or region be
1758 represented by one or more formally credentialed delegates.

1759 RULES* of the UNITARIAN UNIVERSALIST 1760 ASSOCIATION

1761 *Rules whose section number is preceded by a "G" are those
1762 adopted by a General Assembly and may be amended or repealed
1763 only by a General Assembly, as provided in Section 14.1 of the
1764 Bylaws.

1765 RULE I Name

1766 No existing rules applicable to Article I.

1767 RULE II Principles and Purposes

1768 Rule G-2.1. Democratic Process.

1769 Because the Association is committed to the use of the democratic
1770 process, because its governing institutions are accountable to our
1771 congregations, because accessibility is critical to countering systemic
1772 and institutional oppression and because openness and trust are
1773 characteristics of a healthy religious community, the UUA Board shall
1774 establish policies to allow for the maximum transparency of its
1775 proceedings and of the proceedings of all UUA committees,
1776 commissions and task forces, consistent with their effective
1777 functioning. These policies shall include:

- 1778 (a) providing advance notice of dates and locations of regular
1779 business meetings, and making agendas, reports and minutes
1780 available promptly;
- 1781 (b) providing avenues for comment on issues on the meetings'
1782 agendas;
- 1783 (c) accommodating observers at regular business meetings, with
1784 the exception of executive sessions.

1785 Implementing this rule shall be the responsibility of the Board of
1786 Trustees. The Board shall designate a specific person or committee
1787 to whom comments about adherence to this rule may be addressed.
1788 The Board shall report to the General Assembly annually for the next
1789 three years on its implementation.

1790 Rule G-2.3. Non-discrimination.

1791 The Association declares and affirms its special responsibility, and
1792 that of its member congregations and organizations, to promote the
1793 full participation of persons in all of its and their activities and in the
1794 full range of human endeavor without regard to racialized identity,
1795 ethnicity, gender expression, gender identity, sex, disability,
1796 affectional or sexual orientation, family and relationship structures,
1797 age, language, citizenship status, economic status, or national origin
1798 and without requiring adherence to any particular interpretation of
1799 religion or to any particular religious belief or creed.

1800 RULE III Membership

1801 Section C-3.3. Admission to Membership.

1802 Rule 3.3.1. New Congregations.

1803 It is the policy of the Unitarian Universalist Association to encourage
1804 and assist the development of new congregations as well as to
1805 support and aid existing member congregations as stated in the
1806 purposes of the Association.

1807 **Rule 3.3.2. Procedure for Admission.**

1808 A church or fellowship may become a member of the Association
1809 upon approval by the Board of Trustees of the Association of a
1810 written application for membership.

1811 The application shall include:

- 1812 (a) a statement that the applicant subscribes to the principles of
1813 the Association and pledges itself to support the Association;
- 1814 (b) a copy of the articles of incorporation or other organizing
1815 documents and the bylaws of the applicant;
- 1816 (c) the names and addresses of the charter members sufficient in
1817 number to satisfy the minimum membership requirements; and
- 1818 (d) an initial payment in an amount of no less than the Fair Share
1819 contribution to the Association's Annual Program Fund, pro-
1820 rated for the portion of the Association's fiscal year remaining
1821 as of the date of application.

1822 **Rule 3.3.3. Membership Requirements for Admission.**

1823 A new congregation, to be recognized as a member of the
1824 Association, must have thirty (30) of its adult members be members
1825 solely of the new congregation.

1826 **Rule 3.3.4. Multiple Local Congregations.**

1827 In many communities the liberal religious movement may be better
1828 served by the establishment of two or more member congregations.

- 1829 (a) It is ordinarily desirable that a new congregation should have
1830 the active support and sponsorship of any member
1831 congregation or congregations located in the same geographic
1832 area.
- 1833 (b) The Association will neither initiate nor recognize such a new
1834 congregation until after the Association has consulted by mail
1835 or by interview with any member congregation or
1836 congregations located in the same geographic area. Such
1837 consultation shall include a request for letters from the
1838 presiding officer of the congregation's governing board and
1839 minister of such congregation(s) stating judgment regarding the
1840 establishment and/or recognition of the new congregation. The
1841 Association may proceed to assist in organizing or recognizing
1842 the new congregation despite local protest or objection if the
1843 Association believes that such action is in the best interests of
1844 the entire movement and that it will strengthen the total
1845 Unitarian Universalist position in the community.

1846 **Rule 3.3.5. Rules and Regulations for New
1847 Congregations.**

1848 It is essential that Unitarian Universalist congregations be affirmative
1849 in spirit, inclusive in fellowship, and mutually supportive in their
1850 relationships with other congregations. The following statements
1851 represent the Association's best judgment as to the meaning of this
1852 general statement and shall be used by staff and the Board in
1853 determining action upon applications for membership.

- 1854 (a) In receiving the application of a new congregation for
1855 membership in the Association, the Congregational Services
1856 staff shall satisfy itself that the group is making its application in
1857 good faith and that it will make a sincere effort to carry out the
1858 purposes of the Association. (See specifically Article II of the
1859 Bylaws.)
- 1860 (b) The Association interprets its statements of purpose to mean
1861 that no congregation may be accepted into membership if its
1862 bylaws exclude from its local membership any person because
1863 of race, ethnicity, gender, disability, affectional or sexual
1864 orientation, language, citizenship status, economic status, or
1865 national origin.

1866 (c) All member congregations must be congregational in polity; the
1867 final authority to make decisions must be vested in the legal
1868 membership of the congregation.

1869 (d) Member congregations shall project and embark upon a
1870 balanced program of religious activity including adult worship
1871 and/or discussion and when feasible establishment of a church
1872 school in the Unitarian Universalist tradition.

1873 (e) New congregations are expected to establish and maintain
1874 cooperative relations with Unitarian Universalist agencies, as
1875 appropriate and feasible.

1876 (f) A congregation should be incorporated when possible under
1877 the laws of the state in which it exists. A congregation shall
1878 include in its articles of incorporation or other organizing
1879 documents a clause providing that the assets of the
1880 congregation will be transferred upon dissolution to the
1881 Association. Notwithstanding the foregoing, if a congregation
1882 obtains the prior written consent of the Association's Board of
1883 Trustees, the congregation may name an organization that is
1884 affiliated with the Association (such as a district, camp,
1885 conference center or other congregation) as the recipient of the
1886 congregation's assets upon dissolution.

1887 **Rule 3.3.6. Order of Administrative Procedure.**

1888 The order of administrative procedure:

- 1889 (a) Application for congregational membership in the Association
1890 will first be referred to UUA staff.
- 1891 (b) UUA staff will seek information and advice with respect to all
1892 applications as follows:
 - 1893 U.S. Congregations – District President
 - 1894 Other Congregations – Executive Officer of appropriate
1895 Unitarian or Universalist or Unitarian Universalist
1896 international group, if any.
- 1897 (c) UUA staff will make its recommendation to the President of the
1898 Association, and the President shall then make
1899 recommendations to the Board of Trustees of the UUA for its
1900 final action.

1901 **Section C-3.5. Certification of Membership.**

1902 **Rule 3.5.1. Required Annual Report.**

1903 In each fiscal year of the Association (July 1 to June 30), each
1904 member congregation shall file with the Secretary of the Association
1905 an Annual Report on the form and in the manner provided by the
1906 Association. The Annual Report shall include a certification by a
1907 minister or principal officer of the member congregation stating (a)
1908 whether or not the member congregation complied with the
1909 conditions set forth in Section C-3.5 of the Bylaws during the
1910 Association's prior fiscal year and (b) that the information provided to
1911 the Association in the Annual Report is true and correct to the best of
1912 the minister's or principal officer's knowledge.

1913 For purposes of determining compliance with Section C-3.5 of the
1914 Bylaws, a member congregation shall be deemed to have conducted
1915 'regular religious services' if it has held at least 10 services during the
1916 fiscal year.

1917 A member congregation's Annual Report for a particular fiscal year
1918 and, if submitted separately, the related certification must be received
1919 by the Association on or before February 1 following the close of that
1920 fiscal year whenever the regular General Assembly opens in June
1921 and otherwise on or before the close of business on the last business
1922 day which is at least 110 days before the date of the General
1923 Assembly next following the close of that fiscal year. If a member
1924 congregation's related certification is not received by the applicable
1925 deadline, it will still be deemed timely filed if the member
1926 congregation submits to the Association proof that it was mailed in

1927 accordance with the provisions of Rule G-13.4.2. Such proof may be
1928 in the form of a stamped or validated receipt for Registered or
1929 Certified Mail or a sworn statement attesting to the proper submission
1930 of the certification signed by the person responsible for its mailing.

1931 **Rule 3.5.2. Inactive Congregations**

1932 In September of each year UUA staff shall initiate the process of
1933 contacting congregations in the inactive category to determine their
1934 status.

1935 This process includes:

1936 (a) requesting a list of congregations that have failed to submit an
1937 annual report for three consecutive fiscal years;

1938 (b) forwarding this list to the UUA's District Staff with copies to
1939 District Presidents and District Trustees for their information;

1940 (c) upon receipt of the annual inactive congregations list and
1941 pursuant to the UUA's by-laws section C-3.6, the UUA's
1942 District staff shall follow up with any congregation in their
1943 district;

1944 (d) after follow up the District staff shall make a recommendation
1945 about each congregation's status to the UUA Board for action
1946 at its April meeting.

1947 **Section C-3.7. Associate Member Organizations.**

1948 **Rule 3.7.1. Limitation of Associate Membership.**

1949 It shall be the policy of the Board of Trustees to limit admissions to
1950 associate membership to major continent-wide organizations.

1951 **Rule 3.7.2. Non-Segregation.**

1952 Each associate member organization shall in all aspects of its work
1953 refrain from the practice of segregation based on race, ethnicity,
1954 gender, disability, affectional or sexual orientation, language,
1955 citizenship status, economic status, or national origin. This rule is not
1956 intended to preclude associate member organizations designed to
1957 benefit groups organized to ensure their fuller participation in the
1958 larger society and to fulfill their unique spiritual needs.

1959 **Rule 3.7.3. Application for Associate Membership.**

1960 Each applicant for membership shall submit with its application:

1961 (a) an attested copy of its charter and, unless it is included in the
1962 charter, an attested copy of its purposes, objectives, and
1963 bylaws;

1964 (b) the approximate number of members in the organization;

1965 (c) a list of principal officers with their personal mail addresses and
1966 the principal mail address of the organization;

1967 (d) a financial statement showing income and expenses for the
1968 latest fiscal year preceding the date of filing and showing
1969 assets, liabilities and net worth as of the end of such fiscal
1970 year;

1971 (e) the dates upon which its governing board met during the twelve
1972 months immediately preceding the date of filing;

1973 (f) any yearly reports of its governing body and its principal
1974 officers sent to members during the twelve months
1975 immediately preceding the date of filing;

1976 (g) evidence that it enjoys tax exempt status:

1977 (1) under Section 501(c)(3) of the U.S. Internal Revenue
1978 Code of 1954;

1979 (2) as a registered charity as provided for in the Income Tax
1980 Act (Canada); or

1981 (3) under the laws of the country governing the applicant's
1982 tax status;

1983 (h) if the applicant does not enjoy tax exempt status, the reason or
1984 reasons it does not;

1985 (i) a statement outlining the intended use of associate
1986 membership, if granted, and the goals and objectives of the
1987 organization that will be served by such use;

1988 (j) a statement outlining what advantage it is believed there would
1989 be to the Association and to the furtherance of the principles of
1990 the Association outlined in Bylaw Section C- 2.2;

1991 (k) any other information which the Board of Trustees of the
1992 Association shall require; and

1993 (l) The contribution contemplated by Rule 3.7.10.

1994 **Rule 3.7.4. Annual Report.**

1995 Except in the year when it is admitted to membership, each associate
1996 member shall send to the Association on or before April 30 (i) an
1997 annual report which shall include the data required by subsections
1998 (b), (c), (d), (e) and (f) of Rule 3.7.3 and any other information which
1999 the Board of Trustees shall require and (ii) the contribution
2000 contemplated by Rule 3.7.10. If an associate member fails to comply
2001 with the provisions of this Rule, the Board of Trustees shall at its next
2002 regular meeting consider a finding of non-compliance and the
2003 termination of the associate membership status of such organization.

2004 **Rule 3.7.5. Report of Changes.**

2005 Each associate member shall send the Association an attested copy
2006 of any changes in its charter, purposes, objectives, or bylaws as
2007 soon as any such changes are made, and shall notify the Association
2008 immediately of any change in its tax exempt status.

2009 **Rule 3.7.6. Representation of Associate Membership.**

2010 No organization shall claim or represent in any manner that it is an
2011 associate member of the Association until such membership is voted
2012 by the Board of Trustees; and if and when any organization's
2013 associate membership expires or it is terminated, that organization
2014 shall immediately cease to claim, represent or imply in any manner
2015 that it is an associate member of the Association.

2016 **Rule 3.7.7. Mailing List.**

2017 Each associated member shall place the Association on its regular
2018 mailing list.

2019 **Rule 3.7.8. Additional Criteria for Admission.**

2020 Before granting associate membership, the Board of Trustees shall
2021 determine that the granting of such associate membership is likely to
2022 be of substantial benefit to the Unitarian Universalist movement.

2023 **Rule 3.7.9. Yearly Grant of Associate Membership.**

2024 Associate membership for all new or existing associate members
2025 shall be granted by the Board of Trustees for a designated one-year
2026 period or portion thereof.

2027 **Rule 3.7.10. Associate Member Contributions.**

2028 The contribution required to be submitted with an application for
2029 associate membership is \$500 for any applicant whose budget for the
2030 twelve months preceding its application for associate membership
2031 was \$1,000,000 or more and \$250 for any applicant whose budget for
2032 the twelve months preceding its application for associate
2033 membership was less than \$1,000,000. The contribution required to
2034 be submitted with an associate member's annual report is \$500 for
2035 any associate member whose budget for the twelve months
2036 preceding the due date of the annual report was \$1,000,000 or more
2037 and \$250 for any associate member whose budget for the twelve
2038 months preceding the due date of the annual report was less than
2039 \$1,000,000.

2040 **Section C-3.8. Independent Affiliate Organizations.**

2041 **Rule 3.8.1. Application for Independent Affiliate Status.**

2042 Each applicant for independent affiliate status shall submit with its application:

- 2043 (a) an attested copy of its charter, and, unless it is included in the charter, an attested copy of its purposes, objectives, and bylaws;
- 2044 (b) the number of members or member groups in the organization;
- 2045 (c) a list of the principal officers with their personal mail addresses, congregation membership or congregation where settled if the officer is a fellowshipped minister serving a Unitarian Universalist congregation, and the principal mail address of the organization;
- 2046 (d) the contribution contemplated by rule 3.8.9;
- 2047 (e) a financial statement showing income and expenses for the latest fiscal year preceding the date of filing and showing assets, liabilities and net worth as of the end of such fiscal year;
- 2048 (f) the dates upon which its governing board met during the twelve months immediately preceding the date of filing;
- 2049 (g) any yearly reports of its governing body and its principal officers sent to members during the twelve months immediately preceding the date of filing;
- 2050 (h) evidence of whether it enjoys tax exempt status:
- 2051 (1) under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954;
- 2052 (2) as a registered charity as provided for in the Income Tax Act (Canada); or
- 2053 (3) under the laws of the country governing the applicant's tax status;
- 2054 (i) if the applicant does not enjoy tax exempt status, the reason or reasons it does not;
- 2055 (j) a statement outlining how its purpose, mission and structure models interdependence through engagement with our member congregations, coordination or collaboration of effort and resources; and a statement outlining how the organization supports the transformation of institutions and our world to be aligned with those values expressed in our Principles; and
- 2056 (k) any other information which the Board of Trustees of the Association shall require.

2081 **Rule 3.8.2. Non-Segregation.**

2082 Each independent affiliate organization shall in all aspects of its work refrain from the practice of segregation based on race, ethnicity, gender, disability, affectional or sexual orientation, language, citizenship status, economic status, or national origin. This rule is not intended to preclude independent affiliate organizations designed to benefit groups organized to ensure their fuller participation in the larger society and to fulfill their unique spiritual needs.

2089 **Rule 3.8.3. Annual Contribution and Report.**

2090 Except in the year when it is admitted to independent affiliate status, each independent affiliate organization shall send the Association on or before April 30 (i) an annual report which shall include the data required by subsections (b), (c), (f), (g) and (h) of Rule 3.8.1 and any other information which the Board of Trustees shall require and (ii) the contribution contemplated by Rule 3.8.9. If an independent affiliate organization fails to comply with the provisions of this Rule, the Board of Trustees shall at its next regular meeting consider a finding of non-compliance and the termination of the independent affiliate status of such organization.

2100 **Rule 3.8.4. Report of Changes.**

2101 Each independent affiliate organization shall send the Association an attested copy of any changes in its charter, purposes, objectives, or bylaws as soon as any such changes are made and shall notify the Association immediately of any change in its tax-exempt status.

2105 **Rule 3.8.5. Representation of Independent Affiliate Status.**

2106 No organization shall claim or represent in any manner that it is an independent affiliate with the Association until such status is voted by the Board of Trustees; and if and when any organization's independent affiliate status expires or it is terminated, that organization shall immediately cease to claim, represent or imply in any manner that it is affiliated with the Association.

2113 **Rule 3.8.6. Mailing List.**

2114 Each independent affiliate organization shall place the Association on its regular mailing list.

2116 **Rule 3.8.7. Additional Criteria for Admission.**

2117 Before granting independent affiliate status, the Board of Trustees shall determine that such affiliation is likely to be of substantial benefit to the Unitarian Universalist movement.

2120 **Rule 3.8.8. Yearly Grant of Independent Affiliate Status.**

2121 Independent affiliate status for all new or existing independent affiliate organizations shall be granted by the Board of Trustees for a designated one-year period or portion thereof.

2125 **Rule 3.8.9. Independent Affiliate Contributions.**

2126 The contribution required to be submitted with an application for independent affiliate status and with an independent affiliate's annual report is \$100.

2129 **RULE IV General Assembly**

2130 **Section 4.6. Notice of Meetings.**

2131 **Rule 4.6.1. Mailing of Notice.**

2132 Notice of each regular and special General Assembly shall be given not less than sixty days before the date thereof to each certified member congregation, associate member organization, and trustee. Such notice shall be given by the Secretary or the Recording Secretary.

2137 **Rule 4.6.2. Time of Notice.**

2138 Notice so sent shall be sufficient if mailed at Boston, Massachusetts, sixty days before any such General Assembly, addressed to the persons who according to the records of the Association are entitled thereto hereunder and sent to the addresses which appear on said records. When the Secretary in their absolute discretion finds it desirable and practicable, a copy of the notice shall be inserted in the denomination's publication most widely circulated within the days before the General Assembly as possible.

2147 **Rule 4.6.3. Content of Notice.**

2148 Such notice shall contain the date, time, and place where the General Assembly is to be held and shall state only that the business to be transacted will be set forth in the official agenda issued in accordance with the Bylaws. Such agenda need not accompany the notice. The original of such notice shall be signed by the Secretary or Recording Secretary and be made a part of the minutes of the General Assembly to which it pertains. The signature of the Secretary or Recording Secretary on copies of any such notice may be printed or typewritten.

2157 **Section C-4.7. Voting.**

2158 **Rule G-4.7.1. Recording the Vote on Resolutions.**

2159 The vote on resolutions shall be recorded as having been adopted:

- 2160 (a) unanimously; or
- 2161 (b) by a vote of two-thirds or more; or
- 2162 (c) by a specified vote for or against.

2163 When any resolution is reported by the Association, the recorded
2164 vote on each resolution shall be included.

2165 **Section C-4.9. Accreditation of Delegates.**

2166 **Rule G-4.9.1. Number of Delegates.**

2167 The Secretary of the Association shall, consistent with the Bylaws of
2168 the Association, determine the number of delegates to which each
2169 certified member congregation and associate member organization is
2170 entitled. The determinations of the Secretary may be appealed to the
2171 Board of Trustees.

2172 **Rule 4.9.1A. Merged, Consolidated, or Dissolved** 2173 **Congregations.**

2174 In the event a certified member congregation dissolves or merges or
2175 consolidates with another congregation subsequent to its filing the
2176 certified member certification form prescribed by Rule 3.5.1, any
2177 delegate credentials outstanding on the date of dissolution or merger
2178 or consolidation are thereby rendered null and void. In the event of
2179 merger or consolidation, the merged or consolidated certified
2180 member congregation shall be entitled during the current fiscal year
2181 of the Association to the number of delegate credentials that reflects
2182 the total membership of the merged or consolidated congregation or
2183 to the number of delegate credentials that the certified member
2184 congregations merging or consolidating would have been entitled to
2185 but for the merger or consolidation, whichever is less.

2186 **Rule 4.9.2. Settled Ministers.**

2187 A settled minister for the purpose of accreditation as a delegate
2188 pursuant to Bylaw Section 4.8 (b) is (a) a minister engaged by a
2189 certified member congregation in compensated ministerial activities
2190 which constitute fifty percent or more of a typical work schedule or (b)
2191 a community minister who (1) maintains active involvement in such
2192 congregation; (2) has written agreement with the congregation; (3) is
2193 in affiliation with the congregation; and (4) is compensated for
2194 community ministry work which constitutes fifty percent or more of a
2195 typical work schedule recognized by the congregation as ministry. A
2196 congregation is entitled to the number of accredited community
2197 minister delegates equal to the number of delegates to which it is
2198 entitled under Bylaw Section 4.8(a). A minister emeritus/a shall
2199 previously have settled in such congregation as described in this
2200 Rule. A certified member congregation shall certify in writing that its
2201 minister delegates meet the criteria for minister in accordance with
2202 this Rule.

2203 **Rule G-4.9.3. Mailing of Credential Cards.**

2204 Not less than forty-five days prior to each General Assembly, the
2205 Secretary of the Association shall send to each certified member
2206 congregation and associate member organization entitled to be
2207 represented by delegates the proper number of delegate credentials.
2208 The Secretary shall also furnish trustees with credentials.

2209 **Rule 4.9.4. Issuance of Duplicate Credential Card.**

2210 If a person who has been duly constituted a delegate arrives at a
2211 General Assembly without a properly executed Credential Card, the
2212 person may apply to the Secretary of the Association, or to one or
2213 more persons designated by the Secretary, for a special certificate of
2214 accreditation. The application shall be in writing on a form provided
2215 by the Secretary of the Association. It shall be signed by the applicant
2216 under the penalties of perjury. The certificate shall contain at least
2217 the following:

- 2218 (a) the name of the congregation or associate member
2219 organization involved;
- 2220 (b) in the case of a delegate representing a member congregation
2221 other than a settled minister or emerita/us minister or an
2222 accredited director of religious education, a statement that the
2223 applicant is a member of that congregation; or in the case of a

2224 delegate representing an associate member organization, a
2225 statement that the applicant is a member of a certified member
2226 congregation;

2227 (c) a statement that the person was designated as a delegate
2228 under established procedures of the congregation or is a
2229 settled minister or emerita/us minister thereof or is an
2230 accredited director of religious education employed in the
2231 congregation, or was designated as a delegate of an associate
2232 member organization; and

2233 (d) a brief statement as to why the applicant is not able to present
2234 an official and properly executed accrediting card.

2235 **Rule 4.9.5. Alternate Delegates.**

2236 Each certified member congregation may, in accordance with its own
2237 Bylaws or procedures, designate alternate delegates to any General
2238 Assembly in such number, not in excess of the number of delegates
2239 to which it is entitled, as it may determine. Alternate delegates shall
2240 be members of the certified member congregation they represent. All
2241 alternates appointed must be provided by the member congregation
2242 with a certification of their appointment signed by an officer of the
2243 congregation.

2244 **Rule G-4.9.6. Delegate Status.**

2245 Delegates and alternates may be designated to attend each General
2246 Assembly to be held in any fiscal year of the Association or only a
2247 particular General Assembly as each member congregation shall
2248 determine.

2249 **Rule 4.9.7. Issuance of Alternate Credentials.**

2250 In order to be issued credentials admitting the alternate as a delegate
2251 to the General Assembly, the alternate must present such
2252 certification and credential card and delegate badge of the delegate
2253 for whom such person is serving as alternate.

2254 **Rule G-4.9.8. Payment of Registration Fee.**

2255 All delegates, alternates and trustees must pay a registration fee in
2256 order to be admitted to the floor and vote at the General Assembly.

2257 **Rule 4.9.9. Amount of Fees.**

2258 The registration fee shall be set by the Board of Trustees.

2259 **Section 4.12. UUA Statements of Conscience and** 2260 **Study/Action Issues for Social Justice.**

2261 **Rule G-4.12.1. Report of Comments on UUA** 2262 **Statements of Conscience.**

2263 The Commission on Social Witness shall report to the General
2264 Assembly in summary fashion those comments on UUA Statements
2265 of Conscience submitted to it by member congregations.

2266 **Rule G-4.12.2. Study/Action Issues for Social Justice.**

2267 The Commission on Social Witness shall prepare (and the Board of
2268 Trustees shall include with the Tentative Agenda) a report
2269 summarizing the numbers and topics of the proposed Congregational
2270 Study/Action Issues submitted by the certified member congregations
2271 and sponsored organizations as defined in Section 4.12(a)(1), and
2272 the criteria which it used in selecting proposed Congregational
2273 Study/Action Issues included in the Congregational Poll. Each
2274 proposed Congregational Study/Action Issue that appears on the
2275 Tentative Agenda shall be accompanied by previous General
2276 Resolutions, actions and statements on related issues, with dates (if
2277 applicable), and the names or number of congregations submitting
2278 issues included within such proposed Congregational Study/Action
2279 Issue.

2280 **Rule G-4.12.3 Report on Implementation of UUA**
2281 **Statements of Conscience.**

2282 The UUA Administration shall report at each regular General
2283 Assembly regarding implementation of UUA Statements of
2284 Conscience with particular reference to the most recently adopted
2285 Statement of Conscience. Such report shall summarize
2286 implementation by member congregations, UUA staff and other
2287 Unitarian Universalist groups.

2288 **Rule 4.12.4 Mini-Assembly on UUA Statement of**
2289 **Conscience**

2290 During the regular General Assembly referred to in Section
2291 4.12(d)(1), a mini-assembly shall be held during which the proposed
2292 amendments to the revised UUA Statement of Conscience shall be
2293 accepted in writing. All such amendments shall be made available in
2294 writing to the General Assembly. The Commission on Social Witness
2295 shall finalize the UUA Statement of Conscience, and the chairperson
2296 of the Commission on Social Witness, in consultation with the
2297 moderator of the General Assembly, the parliamentarian and legal
2298 counsel, shall prioritize unincorporated amendments for consideration
2299 by the General Assembly.

2300 **Section 4.16. Additions to the Agenda of Regular**
2301 **General Assemblies.**

2302 **Rule G-4.16.1. General Assembly Actions of Immediate**
2303 **Witness, and Responsive Resolutions.**

2304 The Moderator shall take such steps as the Moderator considers
2305 practical to advise delegates and other persons or bodies as early as
2306 possible, preferably in writing, of the contents of any actions or
2307 resolutions presented to the General Assembly which are not on the
2308 Final Agenda and which are admitted to the agenda pursuant to
2309 Article IV, Section 4.16 of the Bylaws; and some time shall be
2310 scheduled when the sponsor(s) of the action(s) or resolution(s) can
2311 discuss the action or resolution with those interested.

2312 **Section 4.18. Agenda Rules.**

2313 **Rule G-4.18.1. Notice to Member Congregations and**
2314 **Districts.**

2315 By November 1 whenever in the fiscal year the General Assembly
2316 opens in June, otherwise not less than two hundred and ten days
2317 before each regular General Assembly, each certified member
2318 congregation shall be notified of the dates for submitting items for the
2319 Tentative and Final Agenda, the procedure to be followed, and the
2320 forms to be used.

2321 **Rule G-4.18.2. Business Resolutions and Study/Action**
2322 **Issues for Social Justice.**

2323 A Study/Action Issue for Social Justice is one that deals with issues
2324 of public policy within the province of the Department of Faith in
2325 Action. A Business Resolution directly involves the administration
2326 and structure of the Association.

2327 Any resolution submitted which, taken as a whole, has as its purpose
2328 the making of a statement of social concern or principle shall be
2329 deemed to be a Study/Action Issue for Social Justice.

2330 A Study/Action Issue for Social Justice or a UUA Statement of
2331 Conscience appearing on the Final Agenda shall not be amended so
2332 as to become a Business Resolution.

2333 **Rule G-4.18.3. Congregational Poll.**

2334 At the time of the mailing of the Tentative Agenda, each certified
2335 member congregation shall be requested to report by February 1, on
2336 a form provided, whether it recommends or does not recommend for
2337 action by the General Assembly the Business Resolutions, proposed
2338 Congregational Study/Action Issues in the first Cycle year and draft
2339 UUA Statements of Conscience in the Fourth Cycle year, or any

2340 additional years thereto pursuant to Section 4.12(d)(2) appearing on
2341 the Tentative Agenda, including the alternative versions of Business
2342 Resolutions (if any) submitted by the Board of Trustees. The
2343 recommendation with respect to each proposed resolution or issue
2344 must be certified by the minister, clerk or president of that
2345 congregation as being within the procedures of that congregation.
2346 Only a Business Resolution which a majority of the congregations
2347 voting on the resolution recommends for the action shall be eligible to
2348 be included on the Final Agenda from the Congregational Poll. If
2349 there is more than one version of a Business Resolution on the
2350 Tentative Agenda, the subject of the resolution shall be considered a
2351 single item on the Tentative Agenda and the Congregational Poll. All
2352 versions shall be listed consecutively within that item. An aye vote
2353 by a congregation for one or more versions shall be counted an aye
2354 vote for inclusion of a resolution on the subject in the Final Agenda. If
2355 support for the subject matter of the resolution is sufficient to make it
2356 eligible for inclusion on the Final Agenda, the version that receives
2357 the highest number of votes by the participating congregations shall
2358 be the one eligible for inclusion on the Final Agenda. From the
2359 Business Resolutions eligible from the Congregational Poll, the Board
2360 of Trustees shall include on the Final Agenda not more than the eight
2361 Business Resolutions receiving the highest number of
2362 "recommended for action" votes on the Congregational Poll. The
2363 Board of Trustees may also include on the Final Agenda alternative
2364 versions of Business Resolutions which are germane to those
2365 selected through the Congregational Poll. In the first Cycle year, the
2366 Board of Trustees also shall include on the Final Agenda not more
2367 than the five proposed Congregational Study/Action Issues receiving
2368 a majority of votes and the highest number of "recommended for
2369 action" votes on the Congregational Directives for General Assembly
2370 Action, provided that at least twenty-five percent (25%) of the
2371 congregations participated in the ballot vote for such proposed
2372 Congregational Study/Action Issues. If the number of proposed
2373 Congregational Study/Action Issues recommended for action in the
2374 Congregational Poll exceeds five and there is more than one such
2375 issue in fifth position as a result of a tie vote, all issues in fifth position
2376 shall be referred to the Final Agenda by the Commission on Social
2377 Witness. In the fourth Cycle year, or any additional years thereto
2378 pursuant to Section 4.12(d)(2), the Board of Trustees shall further
2379 include on the Final Agenda a proposed UUA Statement of
2380 Conscience, provided that at least twenty-five percent (25%) of the
2381 congregations participated in the ballot vote for such draft UUA
2382 Statement of Conscience. A report of the vote by which each
2383 resolution on the Tentative Agenda was or was not "recommended
2384 for action" shall be included on the Final Agenda. All Business
2385 Resolutions that are included on the Final Agenda shall be discussed
2386 during the General Assembly in a mini-assembly.

2387 **Rule 4.18.4. Matters Submitted by Districts**

2388 In the event that a proposed amendment to a Rule or to a Business
2389 Resolution that was submitted by a district is to be considered at a
2390 General Assembly, the district that submitted the proposed
2391 amendment or resolution may, in accordance with its own
2392 procedures, designate a representative to speak in support of the
2393 amendment or resolution at the General Assembly. The
2394 representative must be provided by the district with a certification of
2395 the representative's appointment signed by an officer of the district.

2396 **Section 4.19. Rules of Procedure.**

2397 **Rule G-4.19.1. Adoption of Rules of Procedure.**

2398 The Board of Trustees shall offer rules of procedure for adoption at
2399 the first session of each General Assembly.

2400 **RULE V Committees of the Association**

2401 No existing rules applicable to Article V.

2402 **RULE VI Board of Trustees**

2403 **Section 6.4. Election of Trustees.**

2404 **Rule 6.4.1. Division of Districts for Election Purposes.**

2405 The Trustees representing districts are divided into the following two
2406 groups:

2407	GROUP A	GROUP B
2408	Clara Barton	Ballou Channing
2409	Florida	Central Midwest
2410	Mid-South	Heartland
2411	Mountain Desert	Joseph Priestley
2412	Ohio Meadville	Massachusetts Bay
2413	Pacific Northwest	Metropolitan New York
2414	Pacific Southwest	Northern New England
2415	Southwest	Pacific Central
2416	St. Lawrence	Prairie Star
2417		Southeast

2418 **Rule 6.6. Qualification of Trustees.**

2419 **Rule 6.6.1. Multiple Memberships.**

2420 For purposes of applying the Bylaw provision that no more than one
2421 trustee shall be a member of the same member congregation, a
2422 person holding membership in more than one member congregation
2423 shall be treated as being a member only of that member
2424 congregation whose services such person most regularly attends.
2425 The Secretary shall make any determinations required by this rule,
2426 subject to appeal to the Board of Trustees, with the affected trustee
2427 or trustees not voting.

2428 **Rule 6.6.2. Implementation of Section 6.6.**

2429 If at the close of a General Assembly election, the results are such
2430 that, except for the provisions of Section 6.6, more than one person
2431 from the same congregation would serve at the same time on the
2432 Board of Trustees,

2433 (a) if the conflict arises solely from the election just held, the
2434 Secretary of the Association shall thereupon declare that the
2435 persons so elected are disqualified and that the offices to which
2436 they have been so elected are vacant and are to be filled as
2437 provided in the Bylaws.

2438 (b) if the conflict arises because one person from a congregation is
2439 already serving on the Board of Trustees and another person
2440 from that congregation has just been so elected, the Secretary
2441 of the Association shall declare that the person just elected is
2442 disqualified and the office to which such person has been
2443 elected is vacant and that the vacancy is to be filled as
2444 provided in the Bylaws.

2445 **RULE VII Committees of the Board of Trustees**

2446 No existing rules applicable to Article VII.

2447 **RULE VIII Officers of the Association**

2448 **Section 8.1. Officers Enumerated.**

2449 **Rule 8.1.1. Officers Enumerated.**

2450 The appointed salaried officers of the Association shall include an
2451 Executive Vice President.

2452 **Section 8.11. Executive Vice President.**

2453 **Rule 8.11.1. Executive Vice President.**

2454 The Executive Vice President shall have responsibility under the
2455 President for the administrative affairs of the Association and shall
2456 perform such other duties as may be assigned to such officer.

2457 **Section 8.17. Other Appointed Officers.**

2458 **Rule 8.17. Other Appointed Officers.**

2459 The members serving without pay on the Ministerial Fellowship
2460 Committee, Finance Committee, and Investment Committees are
2461 designated as officers of the Association for the purposes, only, of
2462 carrying out their duties as members of such committees. The
2463 powers and duties of such members are as defined in the Bylaws,
2464 Rules, and Policies adopted by the Board of Trustees.

2465 **RULE IX Nominations and Elections**

2466 **Section 9.4. Nomination by Nominating Committee.**

2467 **Rule G-9.4.1. Report of the Nominating Committee.**

2468 (a) Any person who applies to the Nominating Committee for
2469 nomination for the position of Financial Advisor or trustee shall
2470 submit by the application deadline a one-page statement of
2471 qualifications.

2472 (b) The report of the Nominating Committee required by Section
2473 9.4(d) may be mailed to certified member congregations,
2474 associate member organizations, and trustees either
2475 electronically or in hard copy. The report shall promptly be
2476 posted on the Association's website. The report shall include
2477 the statement of qualifications submitted by each nominee for
2478 Financial Advisor or trustee.

2479 **Section 9.11. Counting of Ballots.**

2480 **Rule G-9.11.1. Tie Vote-Elected Committee Position.**

2481 If a tie vote occurs in filling an elected committee position when only
2482 one person is to be elected, or occurs in filling a slate when the slate
2483 cannot be completed without resolving the tie, then as soon as
2484 possible before the final adjournment of the General Assembly
2485 involved, additional ballots shall be cast by those present and entitled
2486 to vote, except that initially the Moderator shall not vote. The
2487 additional ballots shall contain only the names of the candidates who
2488 are tied. These ballots shall be counted along with a recounting of
2489 the ballots cast for the tied candidates by absentee ballots, and the
2490 result of the foregoing procedures shall determine the election, unless
2491 there is still a tie, in which case the Moderator shall then cast a ballot
2492 to resolve it.

2493 **Rule G-9.11.2. Tie Vote-Moderator.**

2494 If the tie involves the election of a Moderator, the proceedings to
2495 resolve the tie shall be presided over by the Secretary of the
2496 Association who, in all matters involving the resolutions of the tie,
2497 shall have the rights and duties of the Moderator.

2498 **Rule G-9.11.3. Tie Vote-President, Moderator, Financial
2499 Advisor, or Trustee.**

2500 If, in the election of a President, Moderator, Financial Advisor, or
2501 Trustee, in any particular counting of the preferential ballots, including
2502 absentee ballots, there is a tie vote among candidates having the
2503 least number of votes, then each such tied candidate shall be
2504 eliminated, and in the next counting, the ballots accumulated for said
2505 candidate shall be redistributed among the remaining candidates on
2506 the basis of the highest effective preferences marked on all the
2507 ballots that have been cast. However, if in this process, such
2508 elimination leaves only a single candidate who in that counting still
2509 does not have a majority of the counted votes, or if only two

2510 candidates remain in the contest and they are tied, then there shall
2511 be as many run-off election procedures, conducted under the
2512 provision of Rule G-9.11.1, as are necessary to result in the election
2513 of a President, Moderator, Financial Advisor, or Trustee by at least a
2514 majority of the votes cast.

2515 **Section 9.13. Rules for Nominations and Elections.**

2516 **Rule G-9.13.1. Preparation and Mailing of Ballot.**

2517 Unless no ballot is required according to Section 9.9(a), prior to each
2518 regular General Assembly at which an election is to be held, the
2519 Secretary shall prepare ballots upon which shall appear the names of
2520 all persons who have been nominated for office in accordance with
2521 these Bylaws. One such ballot shall be sent with each credential
2522 card issued by the Secretary.

2523 **Rule G-9.13.2. Order of Names on Ballot.**

2524 On all ballots used in elections held by the Association, the order of
2525 names shall be determined by the drawing of lots done by the
2526 Secretary and witnessed by two other persons; provided, however,
2527 that the order of names for elections to the Board of Trustees, other
2528 than Youth trustee, shall be by Board position number first, and then
2529 as determined above. The Secretary shall certify the results of the
2530 drawing of lots, the certificate shall be attested by the witnesses, and
2531 the certificate shall be filed in the Secretary's office. This Rule shall
2532 be printed on all official ballots or on the instructions accompanying
2533 them.

2534 **Rule G-9.13.3. Write-ins Prohibited.**

2535 In any election, the use of stickers or the writing in of the name of any
2536 person on a ballot shall not be permitted and no vote so attempted
2537 shall be counted.

2538 **Rule G-9.13.4. Absentee Ballots.**

2539 A mailed absentee ballot shall be counted only if accompanied by the
2540 signed and certified ballot stub of the credential card of the person
2541 casting the ballot. An electronic absentee ballot shall be counted only
2542 if the delegate has complied with established secure voting protocols.

2543 **Rule G-9.13.5. Balloting at General Assembly.**

2544 A person shall be qualified to cast a ballot at General Assembly only
2545 if that person presents to the Secretary of the Association or those
2546 employed by them a properly certified ballot stub plus a badge issued
2547 to that person and containing the same name as the name on the
2548 ballot stub. An electronic ballot shall be counted only if the delegate
2549 has complied with established secure voting protocols.

2550 **Rule G-9.13.6. Campaigns for Elective Office.**

2551 Each candidate for an at-large elective position may submit to the
2552 Association a campaign statement. The Association will post
2553 electronically the statements of all candidates. Notice of the posting
2554 shall be distributed to the congregations with the absentee ballots and
2555 electronically, and to the delegates as a part of the final agenda.

2556 **Rule G-9.13.7. Length of Campaigns for President and Moderator.**

2557 (a) Campaigns for President and Moderator may appropriately
2558 begin with small campaign committee organizational meetings
2559 and mass mailing letters no earlier than November 1 of the
2560 second year preceding the election.
2561

2562 (b) Active campaigning and solicitation of endorsements shall not
2563 begin prior to January 1 of the year preceding these elections.

2564 (c) No electioneering (defined as publicly announced meetings,
2565 rallies or exploratory events) of any sort shall occur at the
2566 General Assembly two years preceding the elections for
2567 President and Moderator. Private meetings about campaign
2568 organization that take place outside of General Assembly-
2569 booked meeting spaces are permissible.

2570 **Rule G-9.13.8 Campaign Finances Disclosures and Limitations.**

2572 Candidates for UUA President are limited to spending no more than
2573 \$100,000 on their campaign for election. No single donor, including
2574 the candidate themselves and any organization or group, may
2575 contribute more than \$5,000 in total, to a presidential campaign. In-
2576 kind donations of greater than \$500 equivalent cash value are
2577 reportable, but do not count against these totals.

2578 All candidates for at-large elective positions shall keep detailed and
2579 accurate records of:

2580 (a) their campaign expenses (stated in United States dollars) by
2581 categories of travel, postage, telephone, printing and other
2582 such categories as seem appropriate; and

2583 (b) the number of contributors to their campaigns, including the
2584 number of contributors in each of the following categories:

2585 (1) under \$50.00;

2586 (2) \$50.00 to \$250.00;

2587 (3) \$251.00 to \$1,000.00;

2588 (4) over \$1,000; and

2589 (5) In-kind donations with an equivalent cash value of \$500
2590 or more.

2591 No candidate for any elective position shall solicit or knowingly
2592 accept any contribution that is given through a tax-exempt entity with
2593 the purpose of conferring tax-exempt status to the contribution to
2594 which it would not otherwise be entitled. Such exempt entities
2595 include but are not limited to member congregations, associate
2596 member organizations and independent UUA affiliates.

2597 The names of contributors shall be disclosed. Each such report shall
2598 identify by name any member congregation, associate member
2599 organization or independent affiliate of the Association and any other
2600 tax exempt organization (including specifically, but without limitation
2601 to, any minister's discretionary fund or similar account) that has made
2602 any contribution to the campaign and shall state the amount of each
2603 such contribution. Such reports shall be filed with the Secretary of
2604 the Association. A preliminary report shall be due at the close of the
2605 first day of the regular General Assembly at which the election
2606 occurs. A final report shall be due 60 days thereafter. The Secretary
2607 shall, upon written request from a member of a member
2608 congregation, furnish such information from these reports as
2609 requested. These reports shall be made available for inspection by
2610 any member of a member congregation at the principal offices of the
2611 Association and shall be brought by the Secretary to the next General
2612 Assembly and made available for inspection there by any delegate.

2613 **Rule G-9.13.9. Separation of Campaigns from Conduct of Official Business.**

2614 (a) When running for office, candidates shall be prohibited from
2615 engaging in any electioneering or campaigning during the
2616 conduct of official business of the Unitarian Universalist
2617 Association.
2618

2619 (b) Financial accounting and bookkeeping procedures shall be
2620 established which make it explicit that no monies of the
2621 Association were used in the financing of a candidate's
2622 campaigning or electioneering activities.

2623 **Rule G-9.13.10 Election Campaign Practices Committee.**

2624 (a) An Election Campaign Practices Committee is hereby
2625 established and shall consist of three persons to be appointed
2626 by the Board of Trustees for a term of two years each, and the
2627 Secretary, ex-officio, without vote. The Board shall designate
2628 one of the appointed members to chair the Committee. The
2629 appointed members' terms shall begin at the close of General
2630

2631 Assembly in odd-numbered years. The Board may appoint an
2632 individual to fill a vacancy in membership of the Committee;
2633 persons appointed to fill a vacancy shall serve the balance of
2634 the vacating member's term. Persons appointed to the
2635 Committee shall remain neutral in elections held while they are
2636 serving and shall not engage in electioneering. Persons who
2637 seek nomination pursuant to Bylaw Sections 9.4, 9.5, or 9.6
2638 are ineligible to serve on the Committee once they begin
2639 seeking nomination, and shall be deemed to have resigned
2640 from the Committee effective upon seeking nomination if they
2641 are then serving.

2642 (b) The duties of the Election Campaign Practices Committee shall
2643 be:

2644 (1) to distribute the campaign practices guidelines and
2645 financial disclosure rules to candidates for at-large
2646 elective positions not later than thirty days after
2647 nomination by the nominating committee or receipt of
2648 petition;

2649 (2) to receive and consider written complaints of alleged
2650 violations of such guidelines or rules; if the committee
2651 finds probable cause to establish that a violation exists,
2652 to notify a candidate or a number of candidates how they
2653 may voluntarily comply with guidelines or rules and how
2654 long they have to do so; to attempt to mediate disputes
2655 arising from such complaints; and, if no satisfactory
2656 resolution of a complaint is achieved, to adjudicate the
2657 dispute and report the adjudication in writing to the
2658 candidates affected;

2659 (3) to hold such hearings as may, at the Committee's
2660 discretion, be necessary or desirable to carry out the
2661 intent of subsection 2 above; and

2662 (4) to report on its activities and any recommendations it
2663 may have to the Board of Trustees at its October
2664 meeting following the elections.

2665 (c) If compliance to an adjudicated decision is not implemented by
2666 the stated deadline, the Committee is authorized to block or
2667 remove Association-subsidized privileges from the candidate's
2668 campaign.

2669 Candidates adjudicated to be in serious violation of Rule G-9.13.6(c)
2670 may have their names removed from the ballot. Any such action
2671 pursuant to rule G-9.13.10(c) shall be reported to the Board and to
2672 the General Assembly. Such adjudication by the ECPC would be
2673 subject to automatic review by the Board Executive Committee
2674 according to the provisions of Rule G-9.13.10(d).

2675 (d) Any candidate aggrieved by the Committee's adjudication may,
2676 within ten days of the mailing of the adjudication, appeal in
2677 writing to the Executive Committee of the Board of Trustees,
2678 which shall have exclusive jurisdiction to hear and determine
2679 such an appeal. The Executive Committee shall report its
2680 decision on the appeal in writing to the affected candidates as
2681 expeditiously as feasible. The Executive Committee of the
2682 Board of Trustees is authorized to issue any order or ruling it
2683 deems appropriate in connection with such a decision.

2684 (e) Any member of the Executive Committee of the Board of
2685 Trustees who is a candidate for UUA elective office shall not
2686 participate in any manner in the determination of any appeal
2687 from an adjudication of the Election Campaign Practices
2688 Committee.

2689 **RULE X Finance and Contracts**

2690 **Section 10.1. Annual Budget.**

2691 **Rule G-10.1.1 Presentation of Association Budget.**

2692 At each regular General Assembly the Board of Trustees shall
2693 present budgets for both the Current Fiscal Year and the Succeeding
2694 Fiscal Year. Current Fiscal Year means the fiscal year of the
2695 Association which has just begun or which is about to begin at the
2696 time when the Assembly is held. Succeeding Fiscal Year means the
2697 year following the Current Fiscal Year.

2698 **Rule G-10.1.2. Expense Categories.**

2699 (a) Expense estimates in budgets presented by the Board shall be
2700 broken down by major categories or functions in such manner
2701 as the Board shall determine.

2702 (b) The Current Fiscal Year budget shall contain a separate
2703 expense category provision for contingencies, the amount of
2704 which shall be a minimum of 3% of the total of all unrestricted
2705 expense categories, exclusive of the provision for
2706 contingencies.

2707 **Rule G-10.1.3. Estimated Income.**

2708 Income amounts in the budget for the Current Fiscal Year shall
2709 represent the Board's best estimates of income from all sources.
2710 Income from the Annual Fund as so estimated shall be an amount
2711 which is not more than 7 percent greater than the actual Annual Fund
2712 income of the fiscal year preceding the Current Fiscal Year. In the
2713 budget for the Succeeding Fiscal Year, income from the Annual Fund
2714 shall be estimated at an amount which represents the Board's best
2715 estimate of the achievable results for such year.

2716 **Rule G-10.1.4. Procedures for Budget Consideration.**

2717 Any action by a General Assembly with respect to budgets shall be
2718 taken under the following procedure:

2719 (a) A budget hearing shall be held as part of the General Assembly
2720 program at a time when the Assembly is not in formal business
2721 session.

2722 (b) Main motions concerning budgets which are to be made in a
2723 formal business session shall be filed in writing with a person
2724 or persons designated by the Moderator as early as possible
2725 prior to or during the General Assembly but in any event on or
2726 before the day prior to the Business Session at which the
2727 proposed motion will be in order for adoption. The Moderator
2728 shall take such steps as the Moderator considers practical to
2729 advise delegates and other persons or bodies as early as
2730 possible, preferably in writing, of the contents of the motions so
2731 filed.

2732 (c) Any action with respect to the budget for the Current Fiscal
2733 Year calling for increased spending in any category shall
2734 provide for equivalent reductions in other categories of
2735 spending and specify the categories in which such reductions
2736 are to be made.

2737 (d) No action may be taken with respect to the Current Fiscal Year
2738 budget which shall be inconsistent with either Rule G-10.1.2(b)
2739 or G-10.1.3.

2740 **Rule G-10.1.5. Board of Trustees Report.**

2741 At each General Assembly the Board of Trustees shall make an
2742 accounting of its actions taken since the preceding General
2743 Assembly with respect to any budget votes of the preceding General
2744 Assembly.

2745 **Section 10.8. Contracts and Securities.**

2746 **Rule 10.8.1. Contracts and Securities.**

2747 The Executive Vice President may sign and attest deeds, mortgages,
2748 contracts, and other documents to which the Association is a party.

2749 **RULE XI Ministry**

2750 **Section 11.2. Ministerial Fellowship Committee.**

2751 **Rule 11.2. Ministerial Fellowship Committee.**

2752 The rules of the Ministerial Fellowship Committee are printed
2753 separately and are available on request.

2754 **Section 11.8 Procedure on Appeal.**

2755 **Rule 11.8. Procedure on Appeal.**

2756 The rules of the Ministerial Fellowship Board of Review are available
2757 on request.

2758 **RULE XII Religious Education Credentialing**

2759 **RULE XIII Regional Organizations**

2760 **Section C-13.2. Establishment.**

2761 **Rule G-13.2.1. Establishing Districts or Regions.**

2762 (a) Authority to recognize a new district or region as a unit of the
2763 UUA, or to remove that recognition, shall reside with the
2764 General Assembly; provided, however, that a district or region
2765 may request that the UUA cease to recognize it without
2766 approval from the General Assembly. The UUA Secretary
2767 shall maintain a current list of the districts and regions of the
2768 UUA as recognized by the General Assembly.

2769 (b) Each district or region shall be composed of the congregations
2770 assigned to that district or region by the Board of Trustees

2771 (c) The boundaries of each district or region encompass the areas
2772 served by its member congregations.

2773 (d) Upon application to the Board of Trustees and after notice and
2774 an opportunity to be heard is afforded the affected districts or
2775 regions, a congregation may change its district or regional
2776 membership with approval of the Board of Trustees.

2777 (e) The Map of Districts and Regions published on the UUA
2778 Website contains boundaries that are an approximation only of
2779 the boundary lines determined pursuant to subparagraph (c)
2780 above and are intended primarily as a guide for the newly
2781 admitted congregation in determining its membership.

2782 (f) Transition Provision. The amendments to Rule G-13.2.1
2783 deleting the Central Midwest, Heartland, and Prairie Star
2784 Districts shall not become effective until those Districts
2785 dissolve. This transition provision shall automatically be
2786 deleted from the bylaws following the first regular General
2787 Assembly occurring after all of those districts have dissolved.

2788

2789 **RULE XIV Rules**

2790 **Section 14.4. Miscellaneous Rules.**

2791 **Rule G-14.4.1. Performance of Acts.**

2792 When the last day for the performance of any act required under the
2793 Bylaws or Rules falls on a Saturday, Sunday, or a day which is a
2794 legal holiday in the place where the act is to be performed, the act
2795 may be performed on the next succeeding business day.

2796 **Rule G-14.4.2. Receipt of Documents.**

2797 When any ballot, petition, notice, document, or material of any kind
2798 whatsoever is required to be filed with, delivered to, or received by
2799 the Association or an officer, board, committee, or agent thereof on or
2800 before a certain day, the same shall be considered to have been so
2801 filed, delivered, or received only if it is postmarked seven days prior
2802 to said certain day or actually received at the office of the Association
2803 at 25 Beacon Street, Boston, Massachusetts 02108, on an earlier
2804 day or not later than 5:00 p.m. on said certain day.

2805

RULE XV Amendments

2806 **Section 15.2. Submission of Proposed Amendments.**

2807 **Rule G-15.2.1. Form of Submission.**

2808 A proposed amendment to the Bylaws submitted by certified member
2809 congregations or a district must include:

2810 (a) the Article and Section which it is proposed to amend or repeal;

2811 (b) a concise summary of the principal arguments on which the
2812 proponents rely; and

2813 (c) other Articles (or Sections) or "G" Rules affected by the
2814 proposed amendment and proposed text of any necessary
2815 conforming amendments and "G" Rules.

2816 PRINTED IN THE U.S.A.

2817 Unitarian Universalist Association was given corporate status in May
2818 1961 under special acts of legislature of The Commonwealth of
2819 Massachusetts and the State of New York. See Chapter 148 of the
2820 acts of 1960 of the Massachusetts legislature and Chapter 827 of the
2821 Acts of 1960 of the New York legislature. Copies of said Acts are
2822 attached to the minutes of the organizing meeting of the Association
2823 held in Boston, Massachusetts, in May 1961 and also are printed in
2824 the 1961-62 Directory of the Association.