# UUA Bylaws

## Table of Contents

As amended through October 18, 2019

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARTICLE I NAME</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-1.1. NAME</td>
</tr>
<tr>
<td>1</td>
<td>ARTICLE II PRINCIPLES AND PURPOSES</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-2.1. PRINCIPLES</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-2.2. PURPOSES</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-2.3. INCLUSION</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-2.4. FREEDOM OF BELIEF</td>
</tr>
<tr>
<td>1</td>
<td>ARTICLE III MEMBERSHIP</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.1. MEMBER CONGREGATIONS</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.2. CONGREGATIONAL POLITY</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.3. ADMISSION TO MEMBERSHIP</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.4. CHURCH OF THE LARGER FELLOWSHIP</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.5. CERTIFICATION OF MEMBERSHIP</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.6. TERMINATION OF MEMBERSHIP</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.7. ASSOCIATE MEMBER QUALIFICATIONS</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.8. INDEPENDENT AFFILIATE ORGANIZATIONS</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.9. AUTONOMY OF ASSOCIATE MEMBER ORGANIZATIONS AND INDEPENDENT AFFILIATE ORGANIZATIONS</td>
</tr>
<tr>
<td>1</td>
<td>SECTION C-3.10. MEMBERS OF MEMBER CONGREGATIONS</td>
</tr>
<tr>
<td>2</td>
<td>ARTICLE IV GENERAL ASSEMBLY</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.1. MEETINGS OF THE ASSOCIATION</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.2. POWERS AND DUTIES</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.3. REGULAR GENERAL ASSEMBLY</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.4. SPECIAL GENERAL ASSEMBLY</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.5. PLACE OF MEETING</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.6. NOTICE OF MEETINGS</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.7. VOTING</td>
</tr>
<tr>
<td>2</td>
<td>SECTION C-4.8. DELEGATES</td>
</tr>
<tr>
<td>3</td>
<td>SECTION C-4.9. ACCREDITATION OF DELEGATES</td>
</tr>
<tr>
<td>3</td>
<td>SECTION C-4.10. QUORUM</td>
</tr>
<tr>
<td>3</td>
<td>SECTION C-4.11. TENTATIVE AGENDA FOR REGULAR GENERAL ASSEMBLIES</td>
</tr>
<tr>
<td>4</td>
<td>SECTION C-4.12. UUA STATEMENTS OF CONSCIENCE</td>
</tr>
<tr>
<td>4</td>
<td>SECTION C-4.13. REVISION OF UUA STATEMENTS OF CONSCIENCE PROCESS SCHEDULE</td>
</tr>
<tr>
<td>4</td>
<td>SECTION C-4.14. FINAL AGENDA FOR REGULAR GENERAL ASSEMBLIES</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-4.15. AGENDA FOR SPECIAL GENERAL ASSEMBLIES</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-4.16. ADDITIONS TO THE AGENDA OF REGULAR GENERAL ASSEMBLIES</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-4.17. ITEMS ADMITTED TO SPECIAL GENERAL ASSEMBLY AGENDA</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-4.18. AGENDA RULES</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-4.19. RULES OF PROCEDURE</td>
</tr>
<tr>
<td>5</td>
<td>ARTICLE V COMMITTEES OF THE ASSOCIATION</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-5.1. COMMITTEES OF THE ASSOCIATION</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-5.2. ELECTION AND APPOINTMENT</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-5.3. QUALIFICATIONS OF COMMITTEE MEMBERS</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-5.4. REMOVAL OF COMMITTEE MEMBER</td>
</tr>
<tr>
<td>5</td>
<td>SECTION C-5.5. VACANCIES</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.6. NOMINATING COMMITTEE</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.7. PRESIDENTIAL SEARCH COMMITTEE</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.8. GENERAL ASSEMBLY PLANNING COMMITTEE</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.9. COMMISSION ON APPRAISAL</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.10. COMMISSION ON SOCIAL WITNESS</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.11. BOARD OF REVIEW</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.12. ADDITIONAL COMMITTEES</td>
</tr>
<tr>
<td>6</td>
<td>SECTION C-5.13. PRESIDING OFFICER</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-5.14. TIME AND PLACE OF MEETINGS</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-5.15. CALL AND NOTICE OF MEETINGS</td>
</tr>
<tr>
<td>7</td>
<td>ARTICLE VI BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.1. RESPONSIBILITY</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.2. POWERS</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.3. MEMBERSHIP</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.4. ELECTION OF TRUSTEES</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.5. TERM</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.6. QUALIFICATIONS OF TRUSTEES</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.8. VACANCIES</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.9. PLACE OF MEETING</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.10. REGULAR MEETINGS</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.11. SPECIAL MEETINGS</td>
</tr>
<tr>
<td>7</td>
<td>SECTION C-6.12. WAIVER OF NOTICE</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-6.13. QUORUM</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-6.14. COMPENSATION</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-6.15. ANNUAL REPORT</td>
</tr>
<tr>
<td>8</td>
<td>ARTICLE VII COMMITTEES OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.1. COMMITTEES OF THE BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.2. APPOINTMENT AND TERM OF OFFICE</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.3. REMOVAL OF COMMITTEE MEMBER</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.4. VACANCIES</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.5. EXECUTIVE COMMITTEE</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.6. MINISTERIAL FELLOWSHIP COMMITTEE</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.7. INTENTIONALLY DELETED</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.8. INVESTMENT COMMITTEE</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.9. ADDITIONAL COMMITTEES</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.10. PRESIDING OFFICER</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.11. TIME AND PLACE OF MEETINGS</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.12. CALL AND NOTICE OF MEETINGS</td>
</tr>
<tr>
<td>8</td>
<td>SECTION C-7.13. RELIGIOUS EDUCATION CREDENTIALING COMMITTEE</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-7.14. AUDIT COMMITTEE</td>
</tr>
<tr>
<td>9</td>
<td>ARTICLE VIII OFFICERS OF THE ASSOCIATION</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.1. OFFICERS ENUMERATED</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.2. CONTROL BY BOARD OF TRUSTEES</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.3. TERM OF OFFICE</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.4. QUALIFICATION OF OFFICERS</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.5. REMOVAL OF OFFICERS</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.6. RESIGNATION</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.7. VACANCIES</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.8. MODERATOR</td>
</tr>
<tr>
<td>9</td>
<td>SECTION C-8.9. PRESIDENT</td>
</tr>
<tr>
<td>10</td>
<td>SECTION C-8.10. FINANCIAL ADVISOR</td>
</tr>
<tr>
<td>10</td>
<td>SECTION C-8.11. EXECUTIVE VICE PRESIDENT</td>
</tr>
</tbody>
</table>
Rule 3.8.5. Representation of Independent Affiliate Status ................................ 19
Rule 3.8.6. Mailing List .................................................................................. 19
Rule 3.8.7. Additional Criteria for Admission .................................................. 19
Rule 3.8.8. Yearly Grant of Independent Affiliate Status ................................. 19
Rule 3.8.9. Independent Affiliate Contributions .............................................. 19

RULE IV GENERAL ASSEMBLY ................................................................... 20
Section 4.6. Notice of Meetings ....................................................................... 20
Rule 4.6.1. Mailing of Notice ........................................................................... 20
Rule 4.6.2. Time of Notice .............................................................................. 20
Rule 4.6.3. Content of Notice .......................................................................... 20
Section C-4.7. Voting .................................................................................... 20
Rule G-4.7.1. Recording the Vote on Resolutions ............................................. 20
Section C-4.9. Accreditation of Delegates ....................................................... 20
Rule G-4.9.1. Number of Delegates ................................................................. 20
Rule G-4.9.1A. Merged, Consolidated, or Dissolved Congregations .............. 20
Rule G-4.9.2. Settled Ministers ...................................................................... 20
Rule G-4.9.3. Mailing of Credential Cards ...................................................... 20
Rule G-4.9.4. Issuance of Duplicate Credential Card ........................................ 20
Rule G-4.9.5. Alternate Delegates .................................................................. 20
Rule G-4.9.6. Delegate Status ........................................................................ 21
Rule G-4.9.7. Issuance of Alternate Credentials .............................................. 21
Rule G-4.9.8. Payment of Registration Fee ..................................................... 21
Rule G-4.9.9. Amount of Fees ........................................................................ 21

Section 4.12. UUA Statements of Conscience and
Study/Action Issues for Social Justice ......................................................... 21
Rule G-4.12.1. Report of Comments on UUA Statements of
Conscience .................................................................................................. 21
Rule G-4.12.2. Study/Action Issues for Social Justice ..................................... 21
Rule G-4.12.3. Report on Implementation of UUA Statements of
Conscience .................................................................................................. 21
Rule G-4.12.4 Mini-Assembly on UUA Statement of Conscience ................. 21

Section 4.16. Additions to the Agenda of Regular General
Assemblies .................................................................................................... 21
Rule G-4.16.1. General Assembly Actions of Immediate Witness,
and Responsive Resolutions ....................................................................... 21

Section 4.18. Agenda Rules .......................................................................... 21
Rule G-4.18.1. Notice to Member Congregations and Districts ...................... 21
Rule G-4.18.2. Business Resolutions and Study/Action Issues for
Social Justice ............................................................................................... 21
Rule G-4.18.3. Congregational Poll ................................................................. 21
Rule G-4.18.4. Matters Submitted by Districts ................................................. 22

Section 4.19. Rules of Procedure ................................................................. 22
Rule G-4.19.1. Adoption of Rules of Procedure .............................................. 22

RULE V COMMITTEES OF THE ASSOCIATION ........................................ 22

RULE VI BOARD OF TRUSTEES ................................................................. 22
Section 6.4. Election of Trustees .................................................................. 22
Section 6.6. Qualification of Trustees .............................................................. 22
Rule 6.6.1. Multiple Memberships ................................................................. 22
Rule 6.6.2. Implementation of Section 6.6 ...................................................... 22

RULE VII COMMITTEES OF THE BOARD OF TRUSTEES ......................... 22

RULE VIII OFFICERS OF THE ASSOCIATION ........................................ 22
Section 8.1. Officers Enumerated ................................................................... 22
Rule 8.1.1. Officers Enumerated ................................................................. 22
Section 8.11. Executive Vice President .......................................................... 22
Rule 8.11.1. Executive Vice President ............................................................ 22
Section 8.17. Other Appointed Officers ........................................................ 22
Rule 8.17. Other Appointed Officers ............................................................. 22

RULE IX NOMINATIONS AND ELECTIONS ........................................... 22
Section 9.4. Nomination by Nominating Committee ...................................... 22
Section 9.11. Counting of Ballots ................................................................ 23
Rule G-9.11.1. Tie Vote-Elected Committee Position .................................... 23
Section 9.13. Rules for Nominations and Elections ....................................... 23
Rule G-9.13.3. Write-ins Prohibited ............................................................... 23
Rule G-9.13.7. Length of Campaigns for President and Moderator ............... 23
Rule G-9.13.8 Campaign Finances Disclosures and Limitations ................... 23
Rule G-9.13.10 Election Campaign Practices Committee .................. 24

RULE X FINANCE AND CONTRACTS .................................................... 24
Section 10.1. Annual Budget ....................................................................... 24
Rule G-10.1.1 Presentation of Association Budget ........................................ 24
Rule G-10.1.2. Expense Categories ............................................................... 24
Rule G-10.1.3. Estimated Income ................................................................. 24
Rule G-10.1.4. Procedures for Budget Consideration ..................................... 24
Rule G-10.1.5. Board of Trustees Report ....................................................... 24
Section 10.8. Contracts and Securities ......................................................... 25
Rule 10.8.1. Contracts and Securities ............................................................. 25

RULE XI MINISTRY .................................................................................... 25
Section 11.2. Ministerial Fellowship Committee .......................................... 25
Rule 11.2. Ministerial Fellowship Committee ................................................. 25
Section 11.8. Procedure on Appeal ............................................................... 25
Rule 11.8. Procedure on Appeal .................................................................... 25

RULE XII RELIGIOUS EDUCATION CREDENTIALING ....................... 25

RULE XIII REGIONAL ORGANIZATIONS ............................................. 25
Section C-13.2. Establishment .................................................................... 25
Rule G-13.2.1. Establishing Dististricts or Regions ........................................ 25

RULE XIV RULES ................................................................................... 25
Section 14.4. Miscellaneous Rules ................................................................. 25
Rule G-14.4.1. Performance of Acts ............................................................. 25
Rule G-14.4.2. Receipt of Documents ........................................................... 25

RULE XV AMENDMENTS ......................................................................... 25
Section 15.2. Submission of Proposed Amendments ..................................... 25
Rule G-15.2.1. Form of Submission ............................................................... 25
ARTICLE I Name

Section C-1.1. Name.

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

ARTICLE II Principles and Purposes

Section C-2.1. Principles.

10 We, the member congregations of the Unitarian Universalist 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 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 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 are a part.

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

23 • Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;

26 • Words and deeds of prophetic people which challenge us to confront powers and structures of evil with justice, compassion and the transforming power of love;

29 • Wisdom from the world's religions which inspires us in our ethical and spiritual life;

31 • Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;

33 • Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;

36 • Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

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

Section C-2.2. Purposes.

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

Section C-2.3. Inclusion.

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

Section C-2.4. Freedom of Belief.

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

ARTICLE III Membership

Section C-3.1. Member Congregations.

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

Section C-3.2. Congregational Polity.

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

Section C-3.3. Admission to Membership.

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

Section C-3.4. Church of the Larger Fellowship.

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

Section C-3.5. Certification of Membership.

90 A member congregation shall be recognized as certified during the fiscal year of the Association in which it becomes a member and during each subsequent fiscal year in which it established that during 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 own officers and maintained adequate records of membership;

98 (c) made a financial contribution to the Association.

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

102 Compliance with subsection (c) above shall be determined by appropriate financial records of the Association. A member congregation shall also be considered to be certified for that part of any particular current fiscal year which precedes the deadline established by the Board of Trustees for submitting proof of compliance with subsections (a) and (b) above if during the next preceding fiscal year such a congregation made a financial contribution.
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 126 congregation is located or such other authorized official as 127 the district or 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 United States or Canada and whose purposes and programs it finds to be 133 auxiliary to and supportive of the principles of the Association and 134 which pledges itself to support the Association. The Board of 135 Trustees may terminate such associate membership upon a finding 136 that the 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 141 each subsequent fiscal year if it has made a financial contribution to 142 the 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 145 associate 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 152 not in compliance with the rules relating to such organizations. The 153 status granted is that of independent affiliate. The Board of 154 Trustees shall adopt rules governing the requirements for admission 155 to and retention of affiliated status. The requirements shall include 156 financial support of the Association by payment of an annual 157 contribution. The Association shall neither exercise control over nor 158 assume responsibility for the programs, activities, or finances of any 159 independent affiliate.

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

161 Nothing in these Bylaws shall be construed as infringing upon the 162 control of associate member organizations and independent affiliate 163 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 169 full or partial voting rights at business meetings of the congregation 170 and who is certified as such by an authorized officer of the 171 congregation.

172 **ARTICLE IV General Assembly**

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

174 Each meeting of the Association for the conduct of business shall 175 be called a General Assembly.

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

177 General Assemblies shall make overall policy for carrying out the 178 purposes of the Association and shall direct and control its affairs.

179 **Section C-4.3. Regular General Assembly.**

180 A regular General Assembly shall be held at such time during each 181 fiscal year of the Association as the Board of Trustees shall 182 determine.

183 **Section C-4.4. Special General Assembly.**

184 A special General Assembly may be called by the Board of Trustees 185 at any time, and shall be called upon petition of not less than fifty 186 certified member congregations by action of the governing boards 187 or their congregations. No more than twenty of the fifty 188 congregations may be from the same district or region.

189 **Section C-4.5. Place of Meeting.**

190 Each regular and special General Assembly shall be held at such 191 place in the United States or Canada as the Board of Trustees shall 192 determine. Subject to procedures and guidelines adopted by the 193 Board of Trustees, delegates not physically present at General 194 Assembly may be deemed present in person to participate in and 195 vote at General Assembly by means of remote communication.

196 **Section C-4.6. Notice of Meetings.**

197 Notice of each regular and special General Assembly shall be given 198 not less than sixty days before the date thereof in such form and 199 manner as the Board of Trustees shall determine. Such notice shall 200 state the place, date, and hour of the meeting. Notice of each 201 special General Assembly shall indicate at whose direction it is 202 being called.

203 **Section C-4.7. Voting.**

204 Voting at each regular and special General Assembly shall be by 205 accredited delegates from certified member congregations, certified 206 associate member organizations, and trustees.

207 Each delegate and trustee shall have only one vote, even if present 208 in more than one capacity. Proxy voting is prohibited except when 209 the amendment being processed is an amendment of the articles of 210 organization.

211 **Section C-4.8. Delegates.**

212 (a) Member Delegates. Each certified member congregation is 213 entitled to be represented at each General Assembly by 214 delegates who are members of such congregation, selected 215 in accordance with its bylaws or procedures. The Church of 216 the Larger Fellowship is entitled to 22 such delegates. Other 217 certified member congregations are entitled to that number of 218 such delegates determined as follows: the number of 219 delegates of a certified member congregation shall be equal 220 to the number of members of the congregation divided by
221 fifty, plus one delegate for any fraction remaining, provided
222 that each certified member congregation shall be entitled to at
223 least two delegates.
224 Membership of Member
225 Congregation Delegates
226 1-100 2
227 101-150 3
228 151-200 4
229 201-250 5
230 251-300 6
231 301-350 7
232 351-400 8
233 401-450 9
234 451-500 10
235 Over 500 One for each additional 50
236 members or fraction thereof.
237 The number of members of a certified member congregation
238 which is a member of more than one denomination shall be
239 determined for the purposes of this Section either (i) by
240 dividing the number of members of the federated church by
241 the number of denominations included in the federation, or, at
242 the option of the federated church, (ii) by reporting the actual
243 number of members who identify themselves as Unitarian
244 Universalists.

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

263 (c) Associate Member Delegates. Each certified associate
264 member organization is entitled to be represented at each
265 General Assembly by two delegates who are members of a
266 certified congregation.

267 *Section C-4.9. Accreditation of Delegates.

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

274 Section 4.10. Quorum.

275 Not less than 300 accredited delegates representing not less than
276 100 certified member congregations located in not less than 10
277 states or provinces shall constitute a quorum at any regular or
278 special General Assembly.

279 Section 4.11. Tentative Agenda for Regular General
280 Assemblies.

281 The Board of Trustees shall prepare a Tentative Agenda for each
282 regular General Assembly which shall include:
283 (a) reports and other matters required by these Bylaws to be
284 submitted to the General Assembly;
285 (b) proposed amendments to these Bylaws which are submitted
286 as prescribed in Article XV, Section 15.2;
287 (c) items referred by the preceding General Assembly;
288 (d) Business Resolutions and proposed amendments to Bylaws
289 and Rules submitted by the Commission on Appraisal;
289 (e) all proposed amendments to Rules and all Business
291 Resolutions as defined in Rule G-4.18.2, submitted by:
292 (1) the Board of Trustees or the Executive Committee;
293 (2) not less than fifteen certified member congregations by
294 action of their governing boards or their congregations;
294 (3) a petition by not less than 250 members of certified
297 member congregations with no more than 10 members
298 of any one member congregation counted as part of the
299 250;

290 (f) proposed amendments to Rules and Business Resolutions
301 submitted by a district or region by official action at a duly
301 called meeting at which a quorum is present but not in excess
303 of three Business Resolutions per district. In a district or
304 region that does not maintain a formal governance structure,
305 a meeting for this purpose may be convened by vote of the
306 governing bodies or membership of at least fifteen
307 congregations in that district or region in good standing with
308 the UUA. A quorum for such a meeting shall require that at
309 least one-third of the congregations of the district or region be
310 represented by one or more formally credentialed delegates; and
310 (g) Proposed Congregational Study/Action Issues submitted by
311 the Commission on Social Witness pursuant to Section
311 4.12(a).

315 Resolutions submitted under (d), (e)(2), (e)(3) and (f) must be
316 received by the Board of Trustees by February 1 whenever the
317 regular General Assembly opens in June. If the General Assembly
318 opens in a month other than June, the Business Resolutions
319 submitted under (d), (e)(2), (e)(3) and (f) must be received no later
320 than 110 days before the date set for the opening of that General
321 Assembly. The UUA Statements of Conscience process deadlines
322 are established by Sections 4.12(a) and (c) and by the Board of
323 Trustees pursuant to Section 4.13 whenever one or more regular
324 General Assembly is scheduled to begin in a month other than
325 June. The Board of Trustees shall include on the Tentative Agenda
326 all items so submitted. It may submit alternative versions of
327 Business Resolutions in addition to the original ones submitted if in
328 its judgment such alternatives clarify the resolutions and may make
329 such changes in the Business Resolutions as are necessary to
330 make each conform to a standard format. It may also submit one or
331 more alternative versions for the purpose of combining two or more
332 Business Resolutions. Adoption of Business Resolutions by a
333 General Assembly shall be by two-thirds vote. The Tentative
334 Agenda shall be mailed to each member congregation, associate
335 member organization and trustee by March 1 if the General

UUA Bylaws: 3
Assembly opens in June; otherwise, not less than 90 days before the opening of the General Assembly.

**Section 4.12. UUA Statements of Conscience.**

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

(a) First Cycle Year

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

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

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

(b) Second Cycle Year

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

(c) Third Cycle Year

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

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

(3) If (a) the proposed UUA Statement of Conscience is not placed on the Final Agenda for the next regular meeting of the General Assembly; or (b) the General Assembly chooses, by a two-thirds vote, to refer the proposed UUA Statement of Conscience to the Commission on Social Witness for one additional year of study/action, then the Commission of Social Witness shall continue the study and revision of the proposed UUA Statement of Conscience for one more year. The revised UUA Statement of Conscience may be placed on the Final Agenda for the next regular meeting of the General Assembly pursuant to subsection (b) above. If by the regular meeting of the General Assembly following the additional year the Commission on Social Witness has been unable to find support to generate an acceptable UUA Statement of Conscience, the Congregational Study/Action Issue may be placed on the Final Agenda with a proposal to drop such Congregational Study/Action Issue.

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

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

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

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

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

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

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

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

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

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

(f) the UUA Statement of Conscience submitted by the Commission on Social Witness pursuant to Section 4.12(c) and (d), if applicable.
The Board of Trustees shall mail the Final Agenda to each member congregation, associate member organization and trustee not less than 30 days before the General Assembly.

Section 4.15. Agenda for Special General Assemblies.

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

(a) the Board of Trustees;
(b) the petition, if any, which calls the special General Assembly; or
(c) not less than 50 certified member congregations by action of their governing boards or their congregations, with no more than 20 of the 50 congregations from the same district.

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

Section 4.16. Additions to the Agenda of Regular General Assemblies.

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

(b) Actions of Immediate Witness

(1) A General Assembly Action of Immediate Witness is one concerned with a significant action, event or development, the timing or specificity of which makes it inappropriate to be addressed by a UUA Statement of Conscience pursuant to the Study/Action process.

(2) No more than three General Assembly Actions of Immediate Witness may be admitted to the agenda of a regular General Assembly.

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

(4) Affirmation of a General Assembly Action of Immediate Witness shall be by a two-thirds vote.

(5) Actions submitted pursuant to this Section 4.16(b) must be in writing and filed with the Chair of the Commission on Social Witness or the Commission’s designee by the deadline established by the Commission and announced at the opening session of the General Assembly.

(c) Responsive Resolutions may be admitted to the agenda of a regular General Assembly and acted upon.

(1) A Responsive Resolution is a resolution made in response to a substantive portion of a report by an officer or committee reporting to a regular General Assembly.

(2) Affirmation of a Responsive Resolution shall be by two-thirds vote.

Section 4.17. Items Admitted to Special General Assembly Agenda.

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

Section 4.18. Agenda Rules.

General Assemblies shall adopt rules relating to the agenda.


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

ARTICLE V Committees of the Association

Section 5.1. Committees of the Association.

The standing committees of the Association shall be:

(a) the Nominating Committee;
(b) the Presidential Search Committee;
(c) the General Assembly Planning Committee;
(d) the Commission on Appraisal;
(e) the Commission on Social Witness; and
(f) the Board of Review.

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

Section 5.2. Election and Appointment.

(a) Elected members. Elected members of all standing committees of the Association shall take office at the close of the General Assembly at which they are elected and shall serve until their successors are elected and qualified, except as otherwise provided herein.

(b) Appointed members. The terms of any appointed members of standing committees of the Association shall begin at the close of the regular General Assembly. The Board of Trustees shall make each appointment no later than 120 days after the beginning of the term. Appointed members shall take office upon the effective date of their appointments and shall serve until their successors are appointed and qualified, except as otherwise provided herein.

Section 5.3. Qualifications of Committee Members.

To serve as a member of a standing committee of the Association, a person must be a member of a member congregation. No member of a standing committee of the Association, except a trustee or officer of, or hold any salaried position in, the Association.

Section 5.4. Removal of Committee Member.

An elected member of a standing committee of the Association may be removed by a three-fourths vote of the Board of Trustees at a meeting at which not less than three-fourths of the Board is present, if in the opinion of the Board the member is incapacitated or unable to carry out the duties of the office or otherwise for good cause. An appointed member of a standing committee of the Association may be removed at will by a majority vote of the Board of Trustees.
Section 5.5. Vacancies.

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

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

Section 5.6. Nominating Committee.

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

Section 5.7. Presidential Search Committee.

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

Section 5.8. General Assembly Planning Committee.

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

Section 5.9. Commission on Appraisal.

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

The Commission on Appraisal shall:

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

(b) study and suggest approaches to issues which may be of concern to the Association; and

(c) report to a regular General Assembly at least once every four years on the program and accomplishments of the Association.

Section 5.10. Commission on Social Witness.

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

The duties of the Commission are described in Article IV.

Section 5.11. Board of Review.

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

(1) Three members who are ministers, each of whom at the time of election is in full ministerial fellowship with the Association and has held such fellowship continuously for the preceding seven years; and

(2) One member who is a Credentialed Religious Educator – Master Level; and

(3) Four members who are not ministers or credentialed religious educators, each of whom at the time of election has been a member of one or more such congregations for not less than three years as an officer or a member of the governing bodies of one or more such congregations.

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

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

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

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

Section 5.12. Additional Committees.

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

Section 5.13. Presiding Officer.

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

674 **Section 5.14. Time and Place of Meetings.**
675 Each committee shall hold meetings at such times and places as it may determine.

677 **Section 5.15. Call and Notice of Meetings.**
678 Meetings of committees may be called by the presiding officer and shall be called by the presiding officer at the request of a majority of the members of the entire committee. Notice of committee meetings shall be given in writing not less than ten nor more than sixty days before the meeting and shall state the time and place of the meeting.

**ARTICLE VI Board of Trustees**

684 **Section C-6.1. Responsibility.**
685 The Board of Trustees shall conduct the affairs of the Association and, subject to these Bylaws, shall carry out the Association's policies and directives as provided by law.

689 **Section 6.2. Powers.**
690 The Board of Trustees shall act for the Association between General Assemblies.

692 **Section 6.3. Membership.**
693 The Board of Trustees shall consist of:
694 (a) the President, without vote, the Moderator and the Financial Advisor; and
696 (b) Eleven trustees; and
697 (c) two youth trustees who, as of the date they commence service as trustees, are of high school age, or the equivalent, and are able to complete their term while of high school age.

700 **Section 6.4. Election of Trustees.**
701 (a) One-third, as nearly as possible, of the non-Youth members of the Board of Trustees shall be elected at each regular General Assembly.
704 (b) The Board of Trustees shall assign a number to each trustee position for the purposes of electing trustees.
706 (c) One Youth Trustee shall be elected at each regular General Assembly.

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

726 **Section C-6.6. Qualifications of Trustees.**
729 (a) Each elected trustee shall be a member of a member congregation. A trustee who ceases to meet these qualifications shall be disqualified and the office declared vacant. Not more than one trustee shall be a member of the same member congregation. If a trustee becomes a member of a member congregation in which another trustee is already a member, such Trustee shall be disqualified and the office declared vacant. The Board of Trustees shall adopt rules for the application of this Section to persons holding membership in more than one member congregation.
739 (b) Youth trustees shall be a member of a member congregation if their congregation allows for youth membership. If their congregation does not allow for youth membership, the President, Minister or Religious Educator of that congregation shall submit a written notice to the Nominating Committee of the Youth trustee's affiliation with the congregation before the person may be nominated to serve as a Youth trustee. A Youth trustee shall not be a Member of or be affiliated with the same congregation as any other trustee.

748 **Section 6.7. Resignation and Removal of Trustees.**
749 A trustee may at any time resign by giving written notice to the Board of Trustees. Such resignation shall take effect at the time specified therein, or, if no time is specified, then on delivery. A trustee may be removed by a three-fourths vote of the entire Board at a meeting at which not less than three-fourths of the entire Board is present if in the opinion of the Board such trustee is incapacitated or unable to carry out the duties of the office or otherwise for good cause.

757 **Section 6.8. Vacancies.**
758 A vacancy created by the death, disqualification, resignation, or removal of a trustee shall be filled by majority vote of the remaining trustees. An individual appointed to fill a vacancy shall serve until the vacancy is filled by regular or special election.

762 **Section 6.9. Place of Meeting.**
763 The Board of Trustees shall hold its meetings at such places as the Board may determine.

765 **Section 6.10. Regular Meetings.**
766 Regular meetings of the Board of Trustees shall be held at such times as the Board may determine. No fewer than three regular meetings of the Board shall be held during each fiscal year of the Association.

770 **Section 6.11. Special Meetings.**
771 Special meetings of the Board of Trustees may be called by the Moderator or President, and shall be called by the Moderator at the request of eight trustees. Notice of special meetings shall be given in writing not less than five nor more than sixty days before the meeting and shall state the agenda, time and place of the meeting.

776 **Section 6.12. Waiver of Notice.**
777 Notice of a meeting need not be given to any trustee who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice.
81 Section 6.13. Quorum.
82 A majority plus one of the entire voting membership of the Board of
83 Trustees shall constitute a quorum for the transaction of business.
85 Except for the President, members of the Board of Trustees shall
86 not receive compensation for their services but shall be reimbursed
87 as determined by the Board of Trustees for the expenses
88 reasonably incurred by them in the performance of their duties.
89 Section 6.15. Annual Report.
90 The Secretary shall on behalf of the Board of Trustees present an
91 annual report of its activities to the member congregations and at
92 each regular General Assembly.

93 ARTICLE VII Committees of the Board of Trustees
94 Section 7.1. Committees of the Board of Trustees.
95 The standing committees of the Board of Trustees shall be:
96 (a) the Executive Committee;
97 (b) the Ministerial Fellowship Committee;
98 (c) the Finance Committee;
99 (d) the Investment Committee;
100 (e) the Religious Education Credentialing Committee; and
101 (f) the Audit Committee.
102 The President shall be a member, without vote, of the Executive
103 Committee, the Finance Committee, and the Investment
104 Committee.

105 Section 7.2. Appointment and Term of Office.
106 Except as otherwise provided, the terms of members of standing
107 committees of the Board of Trustees shall be two years beginning at
108 the close of the regular General Assembly. Members shall be
109 appointed no later than 120 days after the beginning of the term.
110 Members shall take office upon the effective date of their
111 appointment and shall serve until their successors are appointed
112 and qualified.

113 Section 7.3. Removal of Committee Member.
114 Standing committee members appointed by the Board of Trustees
115 shall serve at the pleasure of the Board and may be removed by it at any
116 time.

117 Section 7.4. Vacancies.
118 A vacancy on any committee of the Board among members
119 appointed by the Board of Trustees shall be filled by it.

120 Section 7.5. Executive Committee.
121 The Executive Committee shall consist of the Moderator, the First
122 Vice Moderator, the Secretary, the Financial Advisor, and the
123 Financial Secretary. The position on the committee occupied by the
124 First Vice Moderator shall be filled by the Second Vice Moderator at
125 any meeting of the committee from which the First Vice Moderator
126 is absent or at which the First Vice Moderator is presiding in the
127 absence of the Moderator. The position on the committee occupied
128 by the Secretary shall be filled by the Assistant Secretary at any
129 meeting of the committee from which the Secretary is absent. The
130 Executive Committee shall conduct the current and ordinary
131 business of the Association between meetings of the Board of
132 Trustees. If between meetings of the Board of Trustees, matters
133 arise which (1) in the opinion of the Executive Committee are not
134 current and ordinary business but in the best interests of the
135 Association must nevertheless be acted upon, or (2) the Executive
136 Committee has been authorized by the Board to be acted upon,
137 then the Executive Committee may act thereon for the Board of
138 Trustees, but only if four or more members vote the action.

139 Section 7.6. Ministerial Fellowship Committee.
140 The Ministerial Fellowship Committee shall consist of no fewer than
141 fourteen members as follows:
142 (a) at least six members who are not ministers appointed by the
143 Board; and
144 (b) at least eight members who are ministers in full fellowship
145 with the Association, four appointed by the Unitarian
146 Universalist Ministers Association and the remainder by the
147 Board.
148 The committee shall have jurisdiction over ministerial fellowship with
149 the Association as provided in Article XI hereof. The Board of
150 Trustees shall designate a person who is not a member of the
151 committee to be its Executive Secretary and keep its records.

152 Section 7.7. INTENTIONALLY DELETED.

153 Section 7.8. Investment Committee.
154 The Investment Committee shall be the Investment Committee
155 of the Unitarian Universalist Common Endowment Fund LLC. The
156 duties of the Investment Committee are set forth in Article X.

157 Section 7.9. Additional Committees.
158 The Board of Trustees may appoint additional committees to serve
159 at its pleasure and shall determine the membership, qualifications, and duties thereof.

159 Section 7.10. Presiding Officer.
160 The Board of Trustees shall appoint one member of each standing
161 committee of the Board to be its presiding officer.

162 Section 7.11. Time and Place of Meetings.
163 Each standing committee of the Board shall hold meetings at such
164 times and places as it may determine.

165 Section 7.12. Call and Notice of Meetings.
166 Meetings of standing committees of the Board may be called by the
167 presiding officer and shall be called by the presiding officer at the
168 request of a majority of the members of the entire committee.
169 Unless the Board of Trustees otherwise provides, notice of
170 meetings of each standing committee shall be given in such a
171 manner and within such time as the standing committee
172 determines.

173 Section 7.13. Religious Education Credentialing Committee.
174 The Religious Education Credentialing Committee shall consist of
175 seven members as follows:
176 (a) three members, none of whom is a parish minister, minister
177 of religious education, community minister, a credentialed
178 religious educator, or a director of religious education,
179 appointed by the Board;
180 (b) one member who is a parish minister or community minister,
181 appointed by the Board;
182 (c) one member who is a minister of religious education,
183 appointed by the Board;
Section 8.7. Vacancies.

Any successor to an elected officer shall be elected at an annual meeting as provided in Article X, subsection 8.7. An appointed officer shall be appointed by the Board of Trustees at any time.

Section 8.8. Moderator.

The Moderator shall preside at General Assemblies and meetings of the Board of Trustees and the Executive Committee. The Moderator shall represent the Association on special occasions and shall assist in promoting its welfare.

Section 8.9. President.

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

UUA Bylaws: 9
Section 8.10. Financial Advisor.
The duties of the Financial Advisor are set forth in Article X.

Section 8.11. Executive Vice President.
In the event an Executive Vice President should be appointed, the Board of Trustees shall describe their duties.

Section 8.12. Vice Moderators.
The Vice Moderator or Moderators shall be elected from among the members of the Board of Trustees by its members. In the absence of the Moderator a Vice Moderator shall preside at meetings and perform the duties of the Moderator. A Vice Moderator shall perform such other duties as may be assigned by the Board. In the event that more than one Vice Moderator is elected, one of the Vice Moderators shall be designated First Vice Moderator.

Section 8.13. Vice Presidents.
Any Vice President appointed shall have such powers and shall perform such duties as may be assigned by the Board of Trustees or as assigned by the President in conformity with any provisions of the Board appointment.

Section 8.14. Secretary.
The Secretary shall be appointed from among the members of the Board of Trustees who shall perform all duties usually pertaining to the office, except those of a Clerk under Massachusetts law. The Secretary shall represent the Association on special occasions and assist in promoting the welfare of the Association.

Section 8.15. Treasurer.
The duties of the Treasurer are set forth in Article X.

Section 8.16. Recording Secretary.
The Recording Secretary shall at all times be a resident of the Commonwealth of Massachusetts, such person shall be disqualified and the office declared vacant. The Recording Secretary shall keep an accurate record of all meetings of the Association and the Board. The Board, and shall perform the duties of a Clerk under Massachusetts law.

Section 8.17. Other Appointed Officers.
The Board of Trustees may appoint such other officers as it deems necessary and shall fix their powers and duties.

Section 8.18. Compensation.
The Moderator, the Financial Advisor, and the appointed non-salaried officers shall not receive compensation for their services but shall be reimbursed as determined by the Board of Trustees for expenses reasonably incurred by them in the performance of their duties.

Section 8.19. Reports by Officers.
The Moderator, the President, the Financial Advisor, and the Treasurer shall each make an annual report to the member congregations and to each regular General Assembly.

ARTICLE IX Nominations and Elections

Section 9.1. Elective Positions.
The elective positions of the Association are those of the elected officers, the trustees, and the elected members of the standing committees of the Association. No person shall hold more than one elective position at a time whether by election or appointment. Executive officer positions for the purposes of this Bylaw provision shall be deemed part of the elected position from which the executive position is derived.

Section 9.2. Nomination Procedures.
The nomination procedures set forth in these Bylaws and the Rules adopted hereunder are exclusive, and no person who is not nominated in accordance with such procedures can be elected to any elective position.

Section 9.3. Notice by Nominating Committee.
On or before August 1 of each year, the Nominating Committee shall notify all certified member congregations of the elective positions and vacancies to be filled at the next regular General Assembly.

Section 9.4. Nomination by Nominating Committee.
(a) The Nominating Committee shall submit one or more nominations for each elective position to be filled, except the Moderator and President, including positions to be filled by special election. With respect to Board positions, the Nominating Committee shall designate the position number for which each person is being nominated.

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

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

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

Section 9.5. Nomination of President and Moderator.
(a) President. The Presidential Search Committee shall submit no fewer than two nominations for the office of President for an election at the end of a presidential term or for a special election. The report of the Presidential Search Committee shall be announced by February 1 of the year before the General Assembly at which there is to be a presidential election, except in the case of a special election, in which case the report of the Presidential Search Committee shall be announced by December 10 of the year before the election.

(b) Moderator. The Board of Trustees shall submit one or more nominations for the office of Moderator for an election at the end of a Moderator term or for a special election. The report of the Board of Trustees shall be announced by February 1 of the year.
Section 9.6. Nomination by Petition.

(a) For Moderator and President. A nomination for the office of Moderator or President, for a regular or special election, may be by petition signed by no fewer than fifty certified member congregations, including at least one congregation from each of the regions of the Association. A certified member congregation may authorize the signing of a petition only by vote of its governing board or by vote at a duly called meeting of its members. Such a petition shall be filed with the Secretary of the Association, only in such form as the Secretary may prescribe, not later than February 1 of the year of the election and not earlier than the preceding March 1.

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

Section 9.7. Qualifications of Nominees.

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

Section 9.8. Vacancy in Nominations.

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

Section 9.9. Supervision of Elections.

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

(a) the interpretation of any provision of these Bylaws or of Rules made hereunder relating to election procedures;

(b) any procedural problem relating to the election which is not covered by these Bylaws or by the Rules; or

(c) the interpretation of the intent of a voter in marking the ballot.

The decision of the Secretary may be changed by a two-thirds vote of the Board of Trustees. The Secretary shall remain neutral in the election and shall not engage in electioneering, except for advocacy of their own candidacy for offices for which they are nominated.

Section 9.10. Conduct of Elections at Large.

(a) Election by Ballot. Voting shall be by ballot, except that if only one person has been validly nominated for an elective position at large the persons so nominated shall be declared elected and no voting shall be required. Delegates will have access to electronic voting onsite at General Assembly or remotely, as described in Section 9.10(d), or by mail ballot as described in Section 9.10(c).

(b) Eligible Voters. Votes shall be cast only by accredited delegates from certified member congregations and associated member organizations to the regular General Assembly at which the election is held and by trustees. No person shall cast more than one vote.

(c) Mail Ballots. Accredited delegates may cast their ballots as paper ballots by mail, if they request to do so. Mail ballots can be requested through the Secretary, and shall be received by the Secretary by the last business day before the close of voting at General Assembly in order to be counted.

(d) Electronic Voting. Accredited delegates may vote electronically either onsite at General Assembly or remotely. The Secretary shall designate the electronic voting period in the General Assembly meeting announcement and may add more time if justified. Electronic voting systems must be auditable, accessible, and secure.

Section 9.11. Counting of Ballots.

(a) Singular Positions. If there is more than one duly nominated candidate for a single position, not including the candidates for the position of Moderator and President, the candidate receiving the greatest number of votes is elected.

(b) Multiple Positions of the Same Kind. If there is more than one such elective position of the same kind to be filled, the candidates respectively receiving the greatest number of votes are elected.

(c) Moderator and President Voting. For the positions of Moderator and President, if there are two duly nominated candidates, the candidate receiving the greater number of votes will be elected. If there are more than two duly nominated candidates a ranked vote will be held in which voters indicate their ranked choices for candidates. If no candidate receives a majority of the first-choice votes cast, the candidate receiving the lowest first-choice vote shall be eliminated and the ballots cast for such candidate shall be redistributed in accordance with the second choice indicated thereon. This process shall be repeated until one candidate receives a majority of all votes cast or until only two candidates remain, at which time the one receiving the greater number of votes is elected.


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


Rules relating to nomination and election procedures shall be adopted by a General Assembly. Such rules shall be applicable to
ARTICLE X  Finance and Contracts

Section 10.1. Annual Budget.

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

Section 10.2. Election and Duties of the Financial Secretary.

The Financial Secretary shall be elected by the Board from among its members. The Financial Secretary facilitates the Board’s conversations in order to fulfill its financial responsibilities.

Section 10.3. Duties of Financial Advisor.

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

Section 10.4. Duties of Treasurer and Assistant Treasurers.

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

Section C-10.5. Raising of Funds.

The Association shall raise capital and operating funds to carry out its purposes. It may also raise capital and operating funds for 261 associate member organizations and independent affiliate organizations.

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

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

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

Board of Trustees. The Board of Trustees shall have ultimate responsibility for investing the funds held by the Association.

President. The President shall invest the endowment funds held by the Association in the Unitarian Universalist Common Endowment Fund LLC.
1391 Section 11.5. Termination of Fellowship and Administrative Suspension.

1392 The fellowship of a minister may be terminated by the Ministerial Fellowship Committee for unbecoming conduct, incompetence or other specified cause. Full fellowship may be terminated only after notice by the Committee and opportunity for a Fellowship Review before the Committee. During an investigation or the pendency of a complaint, the Ministerial Fellowship Committee may suspend a minister until a final determination can be made on the minister's fellowship status.

1393 Section 11.6. Reinstatement to Fellowship.

1394 The Ministerial Fellowship Committee may reinstate in or readmit to fellowship a minister who has previously been suspended or terminated.

1395 Section 11.7. Appeal.

1396 A minister in full ministerial fellowship whose fellowship is terminated may appeal the determination of the Ministerial Fellowship Committee to the Board of Review. The Board of Review shall have exclusive jurisdiction to hear and decide such appeals. No other appeal shall be allowed from any decision of the Ministerial Fellowship Committee.

1397 Section 11.8. Procedure on Appeal.

1398 An appeal to the Board of Review may be heard by a panel of the Board selected as provided in its rules. The Board of Review or its panel hearing an appeal shall limit its review to an examination of the Ministerial Fellowship Committee’s decision, the information presented to the Committee, including the documents and other evidence compiled during the Fellowship Review, and the reasons articulated by the Ministerial Fellowship Committee for its decision terminating the minister’s fellowship. If the minister requests consideration of newly discovered evidence not previously presented to the Ministerial Fellowship Committee, then the matter shall be returned to the Ministerial Fellowship Committee for consideration of that evidence before the Board proceeds with the appeal. These Bylaws and the rules of the Ministerial Fellowship Committee shall be binding upon the Board of Review or its panel. The Ministerial Fellowship Committee’s determination of fact and/or credibility will not be overturned unless no reasonable fact finder could have reached such determination, and disputes of fact are to be resolved in favor of the Ministerial Fellowship Committee’s determination. The Board of Review or its panel may set aside the decision of the Ministerial Fellowship Committee only where necessary to correct or prevent manifest injustice. The Board of Review or its panel may remand the case in whole or in part to the Committee, including the documents and other evidence compiled during the Fellowship Review or its panel. The decision shall be entered in the fellowship records and shall be final and binding upon all parties. No appeal shall be allowed from the decision of the Board of Review. The Board of Review shall make rules to carry out the intent of this Section.

1399 ARTICLE XII Religious Education Credentialing

1400 Section 12.1. Religious Education Credentialing.

1401 Each member congregation has the exclusive right to employ its own religious educator, but the Association has the exclusive right to confer on religious educators a religious education credentialing status with the Association. No religious educator shall be required to subscribe to any particular creed, belief, or interpretation of religion in order to obtain and hold religious education credentialing status.
Section 12.2. Religious Education Credentialing Committee.

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

Section 12.3. Achievement of Religious Education Credentialing Status.

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

Section 12.4. Religious Education Credentialing Levels.

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

Section 12.5. Religious Education Credentialing Records.

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

Section 12.6. Termination or Administrative Suspension of Religious Education Credentialing Status.

The religious education credentialing status of a religious educator may be terminated by the Religious Education Credentialing Committee for unbecoming conduct, incompetence or other specified cause. Credentialing status may be terminated only after notice by the Committee and opportunity for a Religious Education Credentialing Status Review before the Committee. During an investigation or the pendency of a complaint, the Religious Education Credentialing Committee may suspend a religious educator’s credentialing status until a final determination can be made.

Section 12.7. Reinstatement of Religious Education Credentialing Status.

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

Section 12.8. Appeal.

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

Section 12.9. Procedure on Appeal.

An appeal to the Board of Review shall be heard by a panel of the Board selected as provided in its rules. The Board of Review or its panel hearing an appeal shall limit its review to an examination of the Religious Education Credentialing Committee’s decision, including the documents and other evidence compiled during the hearing process and recommendations of the fact finder. The decision of the Board of Review or its panel may remand the case in whole or part to the Religious Education Credentialing Committee only where necessary to correct or prevent manifest injustice. The Board of Review or its panel may remand the case in whole or part to the Religious Education Credentialing Committee or take such other action as may be just. The Board of Review or its panel shall set forth its finding and conclusions and shall be communicated to the affected religious educator and the Religious Education Credentialing Committee. The decision shall be entered in the religious education credentialing records and shall be final and binding upon all parties.

If the religious educator requests consideration of newly discovered evidence not previously presented to the Religious Education Credentialing Committee, then the matter shall be returned to the Religious Education Credentialing Committee for consideration of that evidence before the Board proceeds with the appeal. These Bylaws and the rules of the Religious Education Credentialing Committee shall be binding upon the Board selected as provided in its rules. The Board of Review or its panel hearing an appeal shall limit its review to an examination of the documents and other evidence compiled during the appeal process.

ARTICLE XIII  Regional Organizations

Section C-13.1. Districts and Regions.

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

*Section C-13.2. Establishment.

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

Section 13.3. Members.

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

Section C-13.4. Autonomy.

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

Section 13.5. District Bylaws.

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

Section 14.1. Adoption and Amendment of Rules by General Assemblies.

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

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

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

Section 14.3. Rules of Order.

The Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws whose section number is preceded by (a) or (b).

Amendments to C Bylaws Other Than in Article II. A proposal to amend, repeal or add a new C Bylaw, other than those C Bylaws in Article II of these Bylaws, shall be subject to a two-step proposal approval process. Such proposals must be placed on the agenda of a regular General Assembly and approved preliminarily by a majority vote at a regular General Assembly. Following such preliminary approval, the proposal to amend, repeal or add a new C Bylaw shall be placed on the agenda of the next regular General Assembly for final adoption. Final adoption shall require a two-thirds vote.

The text of a proposed amendment which has been approved by one General Assembly, may be amended at any time prior to final adoption. If the Moderator rules that the amendment to the proposal is substantive, final adoption shall only be by a subsequent General Assembly except that any such proposal that has been under consideration for final approval at three successive regular General Assemblies shall not be subject to substantive amendment and shall be submitted to a vote for final approval at the third such regular General Assembly.

Such a proposal which, on any vote for final adoption, receives a majority but not a two-thirds vote, shall be placed on the agenda of the next regular General Assembly, at which it may be finally adopted if it receives the requisite approval. If the proposal is not passed by a two-thirds vote at the third regular General Assembly at which it is considered for final approval, neither the proposal nor another proposal that is substantively similar shall be placed on the agenda of the next regular General Assembly.

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

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

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

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

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

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

(iii) Following the vote on any amendments proposed in the mini-assembly, the General Assembly shall vote on any amendments proposed by the Board of Trustees. A majority vote is required to adopt such amendments. Following the vote on all amendments, the General Assembly shall vote on preliminary approval of the Article II proposal. A majority vote is required for preliminary approval.

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

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

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

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

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

Section 15.2. Submission of Proposed Amendment.

Proposed amendments to these Bylaws may be submitted only by:

(a) the Board of Trustees;
(b) the General Assembly Planning Committee;
(c) the Commission on Appraisal;
(d) not less than fifteen certified member congregations by action of their governing boards or their congregations; such proposed amendments to Bylaws must be received by the Board of Trustees on February 1 whenever the regular General Assembly opens in June; otherwise, not less than 110 days before the General Assembly; or
(e) a district or region by official action at a duly called meeting at which a quorum is present, such proposed amendment to be received by the Board of Trustees on February 1 whenever the regular General Assembly opens in June; otherwise, not less than 110 days before the next General Assembly. In a district or region that does not maintain a formal governance structure, a meeting for this purpose may be convened by vote of the governing bodies or membership of at least fifteen congregations in that district or region in good standing with the UUA. A quorum for such a meeting shall require that at least one-third of the congregations of the district or region be represented by one or more formally credentialed delegates.

RULES* of the UNITARIAN UNIVERSALIST ASSOCIATION

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

RULE I Name

No existing rules applicable to Article I.

RULE II Principles and Purposes


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

(a) providing advance notice of dates and locations of regular business meetings, and making agendas, reports and minutes available promptly;
(b) providing avenues for comment on issues on the meetings’ agendas;
(c) accommodating observers at regular business meetings, with the exception of executive sessions.

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

Rule G-2.3. Non-discrimination.

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

RULE III Membership

Section C-3.3. Admission to Membership.

Rule 3.3.1. New Congregations.

It is the policy of the Unitarian Universalist Association to encourage and assist the development of new congregations as well as to support and aid existing member congregations as stated in the purposes of the Association.
**Rule 3.3.2. Procedure for Admission.**

1800 A church or fellowship may become a member of the Association upon approval by the Board of Trustees of the Association of a written application for membership.

1803 The application shall include:

1804 (a) a statement that the applicant subscribes to the principles of the Association and pledges itself to support the Association;

1806 (b) a copy of the articles of incorporation or other organizing documents and the bylaws of the applicant;

1808 (c) the names and addresses of the charter members sufficient in number to satisfy the minimum membership requirements; and

1811 (d) an initial payment in an amount of no less than the Fair Share contribution to the Association's Annual Program Fund, prorated for the portion of the Association's fiscal year remaining as of the date of application.

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

1816 A new congregation, to be recognized as a member of the Association, must have thirty (30) of its adult members be members solely of the new congregation.

1819 **Rule 3.3.4. Multiple Local Congregations.**

1820 In many communities the liberal religious movement may be better served by the establishment of two or more member congregations.

1822 (a) It is ordinarily desirable that a new congregation should have the active support and sponsorship of any member congregation or congregations located in the same geographic area.

1826 (b) The Association will neither initiate nor recognize such a new congregation until after the Association has consulted by mail or by interview with any member congregation or congregations located in the same geographic area. Such consultation shall include a request for letters from the presiding officer of the congregation's governing board and minister of such congregation(s) stating judgment regarding the establishment and/or recognition of the new congregation.

1834 The Association may proceed to organize or recognize the new congregation despite local protest or objection if the Association believes that such action is in the best interests of the entire movement and that it will strengthen the total Unitarian Universalist position in the community.

1840 **Rule 3.3.5. Rules and Regulations for New Congregations.**

1842 It is essential that Unitarian Universalist congregations be affirmative in spirit, inclusive in fellowship, and mutually supportive in their relationships with other congregations. The following 1845 statements represent the Association's best judgment as to the meaning of this general statement and shall be used by staff and the Board in determining action upon applications for membership.

1848 (a) In receiving the application of a new congregation for membership in the Association, the Congregational Services staff shall satisfy itself that the group is making its application in good faith and that it will make a sincere effort to carry out the purposes of the Association. (See specifically Article II of the Bylaws.)

1854 (b) The Association interprets its statements of purpose to mean that no congregation may be accepted into membership if its bylaws exclude from its local membership any person because of race, ethnicity, gender, disability, affectional or sexual orientation, language, citizenship status, economic status, or national origin.

1860 (c) All member congregations must be congregational in polity; the final authority to make decisions must be vested in the legal membership of the congregation.

1863 (d) Member congregations shall project and embark upon a balanced program of religious activity including adult worship and/or discussion and when feasible establishment of a church school in the Unitarian Universalist tradition.

1867 (e) New congregations are expected to establish and maintain cooperative relations with Unitarian Universalist agencies, as appropriate and feasible.

1870 (f) A congregation should be incorporated when possible under the laws of the state in which it exists. A congregation shall include in its articles of incorporation or other organizing documents a clause providing that the assets of the congregation will be transferred upon dissolution to the Association. Notwithstanding the foregoing, if a congregation obtains the prior written consent of the Association's Board of Trustees, the congregation may name an organization that is affiliated with the Association (such as a district, camp, conference center or other congregation) as the recipient of the congregation's assets upon dissolution.

1881 **Rule 3.3.6. Order of Administrative Procedure.**

1882 The order of administrative procedure:

1883 (a) Application for congregational membership in the Association will first be referred to UUA staff.

1885 (b) UUA staff will seek information and advice with respect to all applications as follows:

1887 U.S. Congregations – District President

1888 Other Congregations – Executive Officer of appropriate Unitarian or Universalist or Unitarian Universalist international group, if any.

1890 (c) UUA staff will make its recommendation to the President of the Association, and the President shall then make recommendations to the Board of Trustees of the UUA for its final action.

1895 **Section C-3.5. Certification of Membership.**

1896 **Rule 3.5.1. Required Annual Report.**

1897 In each fiscal year of the Association (July 1 to June 30), each member congregation shall file with the Secretary of the Association an Annual Report on the form and in the manner provided by the Association. The Annual Report shall include a certification by a minister or principal officer of the member congregation stating (a) whether or not the member congregation complied with the conditions set forth in Section C-3.5 of the Bylaws during the Association's prior fiscal year and (b) that the information provided to the Association in the Annual Report is true and correct to the best of the minister's or principal officer's knowledge.

1907 For purposes of determining compliance with Section C-3.5 of the Bylaws, a member congregation shall be deemed to have conducted ‘regular religious services’ if it has held at least 10 services during the fiscal year.

1911 A member congregation’s Annual Report for a particular fiscal year and, if submitted separately, the related certification must be UUA Bylaws: 17
Rule 3.5.2. Inactive Congregations

In September of each year UUA staff shall initiate the process of contacting congregations in the inactive category to determine their 1929 status.

This process includes:

- requesting a list of congregations that have failed to submit an annual report for three consecutive fiscal years;
- forwarding this list to the UUA's District Staff with copies to the District Presidents and District Trustees for their information;
- upon receipt of the annual inactive congregations list and pursuant to the UUA’s by-laws section C-3.6, the UUA’s District staff shall follow up with any congregation in their district;
- after follow up the District staff shall make a recommendation about each congregation’s status to the UUA Board for action at its April meeting.

Section C-3.7. Associate Member Organizations.

Rule 3.7.1. Limitation of Associate Membership.

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

Rule 3.7.2. Non-Segregation.

Each associate member 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 associate member organizations designed to benefit groups organized to ensure their fuller participation in the larger society and to fulfill their unique spiritual needs.

Rule 3.7.3. Application for Associate Membership.

Each applicant for membership shall submit with its application:

- an attested copy of its charter and, unless it is included in the charter, an attested copy of its purposes, objectives, and bylaws;
- the approximate number of members in the organization;
- a list of principal officers with their personal mail addresses and the principal mail address of the organization;
- 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;
- the dates upon which its governing board met during the twelve months immediately preceding the date of filing;
- any yearly reports of its governing body and its principal officers sent to members during the twelve months immediately preceding the date of filing;
- evidence that it enjoys tax exempt status:
  - under Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954;
  - as a registered charity as provided for in the Income Tax Act (Canada); or
  - under the laws of the country governing the applicant’s tax status;
- if the applicant does not enjoy tax exempt status, the reason or reasons it does not;
- a statement outlining the intended use of associate membership, if granted, and the goals and objectives of the organization that will be served by such use;
- a statement outlining what advantage it is believed there would be to the Association and to the furtherance of the principles of the Association outlined in Bylaw Section C-2.2;
- any other information which the Board of Trustees of the Association shall require; and
- The contribution contemplated by Rule 3.7.10.


Except in the year when it is admitted to membership, each associate member shall send to the Association on or before April 30 (i) an annual report which shall include the data required by subsections (b), (c), (d), (e) and (f) of Rule 3.7.3 and any other information which the Board of Trustees shall require and (ii) the contribution contemplated by Rule 3.7.10. If an associate member 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 associate membership status of such organization.


Each associate member 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.

Rule 3.7.6. Representation of Associate Membership.

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

Rule 3.7.7. Mailing List.

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


Before granting associate membership, the Board of Trustees shall determine that the granting of such associate membership is likely to be of substantial benefit to the Unitarian Universalist movement.
2019 Rule 3.7.9. Yearly Grant of Associate Membership.
2020 Each applicant for independent affiliate status shall submit with its application for
2021 independent affiliate status for all new or existing associate members
2022 period or portion thereof.

2023 Rule 3.7.10. Associate Member Contributions.
2024 The contribution required to be submitted with an application for associate
2025 membership is $500 for any applicant whose budget for
2026 the twelve months preceding its application for associate
2027 membership was $1,000,000 or more and $250 for any applicant
2028 whose budget for the twelve months preceding its application for associate
2029 membership was less than $1,000,000. The contribution required to be submitted with an associate member’s annual report
2030 is $500 for any associate member whose budget for the twelve
2031 months preceding the due date of the annual report was $1,000,000
2032 or more and $250 for any associate member whose budget for the
2033 twelve months preceding the due date of the annual report was less than $1,000,000.

2034 Section C-3.8. Independent Affiliate Organizations.
2036 Each applicant for independent affiliate status shall submit with its
2037 application:
2038 (a) an attested copy of its charter, and, unless it is included in the charter, an attested copy of its purposes, objectives, and bylaws;
2039 (b) the number of members or member groups in the organization;
2040 (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;
2041 (d) the contribution contemplated by rule 3.8.9;
2042 (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;
2043 (f) the dates upon which its governing board met during the twelve months immediately preceding the date of filing;
2044 (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;
2045 (h) evidence of whether it enjoys tax exempt status:
2046 (1) under Section 501(c)(3) of the U.S. Internal Revenue Code of 1954;
2047 (2) as a registered charity as provided for in the Income Tax Act (Canada); or
2048 (3) under the laws of the country governing the applicant's tax status;
2049 (i) if the applicant does not enjoy tax exempt status, the reason or reasons it does not;
2050 (j) a statement outlining how its purpose, mission and structure
2051 models interdependence through engagement with our
2052 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
2053 Principles; and
2054 (k) any other information which the Board of Trustees of the
2055 Association shall require.

2056 Rule 3.8.2. Non-Segregation.
2057 Each independent affiliate organization shall in all aspects of its work refrain from the practice of segregation based on race, 2058 ethnicity, gender, disability, affectional or sexual orientation, 2059 language, citizenship status, economic status, or national origin.
2060 This rule is not intended to preclude independent affiliate 2061 organizations designed to benefit groups organized to ensure their fuller participation in the larger society and to fulfill their unique spiritual needs.

2062 Rule 3.8.3. Annual Contribution and Report.
2063 Except in the year when it is admitted to independent affiliate status, each independent affiliate organization shall send the Association
2064 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
2065 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.

2068 Each independent affiliate organization shall send the Association
2069 an attested copy of any changes in its charter, purposes, objectives, bylaws or as soon as any such changes are made and shall notify the Association immediately of any change in its tax-exempt status.

2071 Rule 3.8.5. Representation of Independent Affiliate Status.
2072 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.

2075 Rule 3.8.6. Mailing List.
2076 Each independent affiliate organization shall place the Association on its regular mailing list.

2082 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.

2089 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.

2096 The contribution required to be submitted with an application for an independent affiliate status and with an independent affiliate's annual report is $100.
RULE IV  General Assembly

Section 4.6.  Notice of Meetings.

Rule 4.6.1.  Mailing of Notice.

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.

Rule 4.6.2.  Time of Notice.

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 denomination, in the issue which will be circulated as near to sixty days before the General Assembly as possible.

Rule 4.6.3.  Content of Notice.

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.


Rule G-4.7.1.  Recording the Vote on Resolutions.

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

(1) unanimously; or

(2) by a vote of two-thirds or more; or

(3) by a specified vote for or against.

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

Section C-4.9.  Accreditation of Delegates.

Rule G-4.9.1.  Number of Delegates.

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

Rule 4.9.1A.  Merged, Consolidated, or Dissolved Congregations.

In the event a certified member congregation dissolves or merges or consolidates with another congregation subsequent to its filing of the certified membership form prescribed by Rule G-3.5.1, any delegate credentials outstanding on the date of dissolution or merger or consolidation are thereby rendered null and void. In the event of merger or consolidation, the merged or consolidated congregation shall be entitled during the current fiscal year of the Association to the number of delegate credentials that the merged member congregations merging or consolidating would have been entitled to but for the merger or consolidation, whichever is less.

Rule 4.9.2.  Settled Ministers.

A settled minister for the purpose of accreditation as a delegate pursuant to Bylaw Section 4.8(b) is (a) a minister engaged by a certified member congregation in compensated ministerial activities which constitute fifty percent or more of a typical work schedule recognized by the congregation; (2) has written agreement with the congregation; (3) is in affiliation with the congregation; and (4) is compensated for community ministry work which constitutes fifty percent or more of a typical work schedule recognized by the congregation as ministry.

A congregation is entitled to the number of accredited community minister delegates equal to the number of delegates to which it is entitled under Bylaw Section 4.8(a). A minister emeritus/a shall previously have settled in such congregation as described in this Rule. A certified member congregation shall certify in writing that its minister delegates meet the criteria for minister in accordance with this Rule.

Rule G-4.9.3.  Mailing of Credential Cards.

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

Rule 4.9.4.  Issuance of Duplicate Credential Card.

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

(a) the name of the congregation or associate member organization involved;

(b) in the case of a delegate representing a member congregation other than a settled minister or emerita/us minister or an accredited director of religious education, a statement that the applicant is a member of that congregation; or in the case of a delegate representing an associate member organization, a statement that the applicant is a member of a certified member congregation;

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

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

Rule 4.9.5.  Alternate Delegates.

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

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

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

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

2250 In order to be issued credentials admitting the alternate as a 2251 delegate 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 G-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 Statements** 2262 **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 2270 Congregational Study/Action Issues submitted by the certified 2271 member congregations and sponsored organizations as defined in 2272 Section 4.12(a)(1), and the criteria which it used in selecting 2273 proposed Congregational Study/Action Issues included in the 2274 Congregational Poll. Each proposed Congregational Study/Action 2275 Issue that appears on the Tentative Agenda shall be accompanied 2276 by previous General Resolutions, actions and statements on related 2277 issues, with dates (if applicable), and the names or number of 2278 congregations submitting issues included within such proposed 2279 Congregational Study/Action 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 G-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 2294 in writing to the General Assembly. The Commission on Social 2295 Witness shall finalize the UUA Statement of Conscience, and the 2296 chairperson of the Commission on Social Witness, in consultation 2297 with the moderator of the General Assembly, the parliamentarian 2298 and legal counsel, shall prioritize unincorporated amendments for 2299 consideration 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 personnel early 2306 as 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 2319 the Tentative and Final Agenda, the procedure to be followed, and 2320 the 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 2328 purpose the making of a statement of social concern or principle 2329 shall be 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 2332 so 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, 2336 on a form provided, whether it recommends or does not recommend 2337 for action by the General Assembly the Business Resolutions, 2338 proposed Congregational Study/Action Issues in the first Cycle year, 2339 and draft UUA Statements of Conscience in the Fourth Cycle year, 2340 or any additional years thereto pursuant to Section 4.12(d)(2) 2341 appearing on the Tentative Agenda, including the alternative 2342 versions of Business Resolutions (if any) submitted by the Board of 2343 Trustees. The recommendation with respect to each proposed 2344 resolution or issue must be certified by the minister, clerk or 2345 president of that congregation as being within the procedures of that 2346 congregation. Only a Business Resolution which a majority of the 2347 congregations voting on the resolution recommends for the action 2348 shall be eligible to be included on the Final Agenda from the 2349 Congregational Poll. If there is more than one version of a 2350 Business Resolution on the Tentative Agenda, the subject of the 2351 resolution shall be considered a single item on the Tentative 2352 Agenda and the Congregational Poll. All versions shall be listed 2353 consecutively within that item. An aye vote by a congregation for 2354 one or more versions shall be counted an aye vote for inclusion of a
2355 resolution on the subject in the Final Agenda. If support for the
2356 subject matter of the resolution is sufficient to make it eligible for
2357 inclusion on the Final Agenda, the version that receives the highest
2358 number of votes by the participating congregations shall be the one
2359 eligible for inclusion on the Final Agenda. From the Business
2360 Resolutions eligible from the Congregational Poll, the Board of
2361 Trustees shall include on the Final Agenda not more than the eight
2362 Business Resolutions receiving the highest number of
2363 "recommended for action" votes on the Congregational Poll. The
2364 Board of Trustees may also include on the Final Agenda alternative
2365 versions of Business Resolutions which are germane to those
2366 selected through the Congregational Poll. In the first Cycle year,
2367 the Board of Trustees also shall include on the Final Agenda not
2368 more than the five proposed Congregational Study/Action Issues
2369 receiving a majority of votes and the highest number of
2370 "recommended for action" votes on the Congregational Directives
2371 for General Assembly Action, provided that at least twenty-five
2372 percent (25%) of the congregations participated in the ballot vote for
2373 such proposed Congregational Study/Action Issues. If the number
2374 of proposed Congregational Study/Action Issues recommended for
2375 action in the Congregational Poll exceeds five and there is more
2376 than one such issue in fifth position as a result of a tie vote, all
2377 issues in fifth position shall be referred to the Final Agenda by the
2378 Commission on Social Witness. In the fourth Cycle year, or any
2379 additional years thereto pursuant to Section 4.12(d)(2), the Board of
2380 Trustees shall further include on the Final Agenda a proposed UUA
2381 Statement of Conscience, provided that at least twenty-five percent
2382 (25%) of the congregations participated in the ballot vote for such
2383 draft UUA Statement of Conscience. A report of the vote by which
2384 each resolution on the Tentative Agenda was or was not
2385 "recommended for action" shall be included on the Final Agenda.
2386 All Business Resolutions that are included on the Final Agenda
2387 shall be discussed during the General Assembly in a mini-
2388 assembly.

2389 Rule 4.18.4. Matters Submitted by Districts
2390 In the event that a proposed amendment to a Rule or to a Business
2391 Resolution that was submitted by a district is to be considered at a
2392 General Assembly, the district that submitted the proposed
2393 amendment or resolution may, in accordance with its
2394 procedures, designate a representative to speak in support of the
2395 amendment or resolution at the General Assembly. The
2396 representative must be provided by the district with a certification of
2397 the representative’s appointment signed by an officer of the district.

2400 The Board of Trustees shall offer rules of procedure for adoption at
2401 the first session of each General Assembly.

2402 RULE V Committees of the Association
2403 No existing rules applicable to Article V.

2404 RULE VI Board of Trustees
2405 Section 6.4. Election of Trustees.
2406 No existing rules applicable to Section 6.4.

2407 Section 6.6. Qualification of Trustees.
2408 Rule 6.6.1. Multiple Memberships.

2409 For purposes of applying the Bylaw provision that no more than one
2410 trustee shall be a member of the same member congregation, a
2411 person holding membership in more than one member congregation
2412 shall be treated as being a member only of that member

2413 congregation whose services such person most regularly attends.
2414 The Secretary shall make any determinations required by this rule.
2415 Subject to appeal to the Board of Trustees, with the affected trustee
2416 or trustees not voting.

2417 Rule 6.6.2. Implementation of Section 6.6.
2418 If at the close of a General Assembly election, the results are such
2419 that, except for the provisions of Section 6.6, more than one person
2420 from the same congregation would serve at the same time on the
2421 Board of Trustees,

2422 (a) if the conflict arises solely from the election just held, the
2423 Secretary of the Association shall thereupon declare that the
2424 persons so elected are disqualified and that the offices to
2425 which they have been so elected are vacant and are to be
2426 filled as provided in the Bylaws.
2427 (b) if the conflict arises because one person from a congregation
2428 is already serving on the Board of Trustees and another
2429 person from that congregation has just been so elected, the
2430 Secretary of the Association shall declare that the person just
2431 elected is disqualified and the office to which such person has
2432 been elected is vacant and that the vacancy is to be filled as
2433 provided in the Bylaws.

2434 RULE VII Committees of the Board of Trustees
2435 No existing rules applicable to Article VII.

2436 RULE VIII Officers of the Association
2437 Section 8.1. Officers Enumerated.
2438 Rule 8.1.1. Officers Enumerated.

2439 The appointed salaried officers of the Association shall include an
2440 Executive Vice President.

2441 Section 8.11. Executive Vice President.
2442 Rule 8.11.1. Executive Vice President.

2443 The Executive Vice President shall have responsibility under the
2444 President for the administrative affairs of the Association and shall
2445 perform such other duties as may be assigned to such officer.

2446 Section 8.17. Other Appointed Officers.
2447 Rule 8.17. Other Appointed Officers.

2448 The members serving without pay on the Ministerial Fellowship
2449 Committee, Finance Committee, and Investment Committees are
2450 designated as officers of the Association for the purposes, only, of
2451 carrying out their duties as members of such committees. The
2452 powers and duties of such members are as defined in the Bylaws,
2453 Rules, and Policies adopted by the Board of Trustees.

2454 RULE IX Nominations and Elections
2455 Section 9.4. Nomination by Nominating Committee.

2457 (a) Any person who applies to the Nominating Committee for
2458 nomination for the position of Financial Advisor or trustee
2459 shall submit by the application deadline a one-page statement
2460 of qualifications.

2461 (b) The report of the Nominating Committee required by Section
2462 9.4(d) may be mailed to certified member congregations,
2463 associate member organizations, and trustees either
2464 electronically or in hard copy. The report shall promptly be
2465 posted on the Association’s website. The report shall include

UUA Bylaws: 22
Section 9.11. Counting of Ballots.


If a tie vote occurs in filling an elected position when only one person and containing the same name as employed by them a valid credential plus a badge issued to a person presents to the Secretary of the Association or those mailed paper ballots shall be counted only if accompanied by a valid credential. Any person shall not be permitted and no vote so attempted shall be in random order for each separate ballot.


Should there be a tie for the fewest number of first preference votes, including mail ballots, then among these, the candidate with the fewest number of second preference votes shall be eliminated. Should a tie persist, the procedure shall continue with third preference votes, et cetera. Should a tie still persist, the candidate with the fewest number of original first preference votes, shall be eliminated. Should a tie still persist, the procedures shall continue with original second preference votes, et cetera. Should a tie still persist, a candidate shall be eliminated by random draw.


Unless no voting is required according to Section 9.9(a), prior to each regular General Assembly at which an election is to be held, the Secretary shall prepare the voting system and ballots which shall include the names of all candidates who have been nominated for office in accordance with these Bylaws and whose nomination is contested by at least one other candidate. Voting instructions shall be sent with each credential issued by the Secretary.


In elections held by the Association, the order of names shall be determined by the Secretary; provided, however, that the order of the names for elections to the Board of Trustees, other than Youth trustee, shall be by Board position number first, and then as determined above. For electronic voting, candidates shall be listed in random order for each separate ballot.


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


A mailed paper ballot shall be counted only if accompanied by a valid credential of the person casting the ballot.


A person shall be qualified to vote at General Assembly only if that person presents to the Secretary of the Association or those employed by them a valid credential plus a badge issued to that person and containing the same name as the name on the credential.


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

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

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

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

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

Rule G-9.13.8 Campaign Finances Disclosures and Limitations.

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

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

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

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

1. under $50.00;
2. $50.00 to $250.00;
3. $251.00 to $1,000.00;
4. over $1,000; and
5. In-kind donations with an equivalent cash value of $500 or more.

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

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

2639 would be subject to automatic review by the Board Executive Committee according to the provisions of Rule G-9.13.10(d).

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

Any member of the Executive Committee of the Board of Trustees who is a candidate for UUA elective office shall not participate in any manner in the determination of any appeal from an adjudication of the Election Campaign Practices Committee.


An Election Campaign Practices Committee is hereby established and shall consist of three persons to be appointed by the Board of Trustees for a term of two years each, and the Secretary, ex-officio, without vote. The Board shall designate one of the appointed members to chair the Committee. The appointed members' terms shall begin at the close of General Assembly in odd-numbered years. The Board may appoint an individual to fill a vacancy in membership of the Committee; persons appointed to fill a vacancy shall serve the balance of the vacating member's term. Persons appointed to the Committee shall remain neutral in elections held while they are serving and shall not engage in electioneering. Persons who seek nomination pursuant to Bylaw Sections 9.4, 9.5, or 9.6 are ineligible to serve on the Committee once they begin seeking nomination, and shall be deemed to have resigned from the Committee effective upon seeking nomination if they are then serving.

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

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

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

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

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

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

Candidates adjudicated to be in serious violation of Rule G-9.13.6(c) may have their names removed from the ballot. Any such action pursuant to rule G-9.13.10(c) shall be reported to the Board and to the General Assembly. Such adjudication by the ECPCC

Rule G-10.1.1 Presentation of Association Budget.

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

Rule G-10.1.2. Expense Categories.

Expense estimates in budgets presented by the Board shall be broken down by major categories or functions in such manner as the Board shall determine.

The Current Fiscal Year budget shall contain a separate expense category provision for contingencies, the amount of which shall be a minimum of 3% of the total of all unrestricted expense categories, exclusive of the provision for contingencies.

Rule G-10.1.3. Estimated Income.

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

Rule G-10.1.4. Procedures for Budget Consideration.

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

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

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

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

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

Rule G-10.1.5. Board of Trustees Report.

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

Section 10.8. Contracts and Securities.

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


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

RULE XI Ministry

Section 11.2. Ministerial Fellowship Committee.

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


Rule 11.8.1. Procedure on Appeal.

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

RULE XII Religious Education Credentialing

RULE XIII Regional Organizations

Section C-13.2. Establishment.

Rule G-13.2.1. Establishing Districts or Regions.

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

Each district or region shall be composed of the congregations assigned to that district or region by the Board of Trustees.

The boundaries of each district or region encompass the areas served by its member congregations.

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

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

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

RULE XIV Rules

Section 14.4. Miscellaneous Rules.


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

Rule G-14.4.2. Receipt of Documents.

When any ballot, petition, notice, document, or material of any kind whatsoever is required to be filed, delivered to, or received by the Association or an officer, board, committee, or agent thereof on or before a certain day, the same shall be considered to have been filed, delivered, or received only if it is postmarked seven days prior to said certain day or actually received at the office of the Association at 25 Farnsworth Street, Boston, MA 02210, on an earlier day or not later than 5:00 p.m. on said certain day.

RULE XV Amendments

Section 15.2. Submission of Proposed Amendments.

Rule G-15.2.1. Form of Submission.

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

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

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

(c) other Articles (or Sections) or "G" Rules affected by the proposed amendment and proposed text of any necessary conforming amendments and "G" Rules.
Unitarian Universalist Association was given corporate status in May 1961 under special acts of legislature of The Commonwealth of Massachusetts and the State of New York. See Chapter 148 of the acts of 1960 of the Massachusetts legislature and Chapter 827 of the Acts of 1960 of the New York legislature. Copies of said Acts are attached to the minutes of the organizing meeting of the Association held in Boston, Massachusetts, in May 1961 and also are printed in the 1961-62 Directory of the Association.