

BYLAWS OF THE UNITARIAN UNIVERSALIST SOCIETY OF SACRAMENTO

(See last page for amendment history)

1. MEMBERSHIP AND AFFILIATION

1.1 MEMBERS

1.1.1 Active Members:

(a) An active member is a person aged 18 or older who has met the financial responsibility requirements of Article 1.2.

(b) Active members are entitled to receive the newsletter, all notices of meetings and other Society activities, to speak at congregational meetings, to chair committees, and to be elected to offices of the Society. Active members who have satisfied the requirements of Article V, Section 6 of Constitution are entitled to vote at membership meetings.

(c) Active members shall be reported to the Unitarian-Universalist Association and the Pacific Western Region – UUA.

1.1.2 Youth Members:

(a) A Youth Member is a person aged 17 or younger who has met the financial responsibility requirements of Article 1.2.1(c).

(b) Youth Members have the same rights as Active Members.

1.1.3 Honorary Life Members:

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

1.1.4 Friends:

(a) A Friend is an individual that does not choose to be a member of the Society. A Friend must make a financial pledge to the Society.

(b) A friend has no rights of membership in the Society but receives the newsletter and notices.

1.2 FINANCIAL RESPONSIBILITY

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

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

Voting members must meet one of the following requirements:

1.2.1: A member meets the financial responsibility requirements if any of the following criteria are satisfied:

(a) The member has made a contribution of record in the current or previous fiscal year.

(b) The member has been granted a waiver by the Board of Trustees.

(c) A Youth Member shall make an annual contribution of record of at least \$25 to the Society. The Board of Trustees may allow a youth to substitute service-in-kind for the financial contribution.

1.3 FINANCIAL WAIVER

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

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

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

2. STANDING COMMITTEES AND LIAISON ASSIGNMENTS

2.1 STANDING COMMITTEES

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

2.2 LIAISON ASSIGNMENTS

The Board may assign Board members as liaisons to appropriate committees and groups.

2.3 COMMITTEE CHARTERS

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

3. PROGRAM COUNCIL

3.1 ESTABLISHMENT / MEMBERSHIP

There shall be a Program Council consisting of six members, elected at large from the congregation, including a chair. The Board shall appoint one or two liaisons to the Program Council selected from Board members. Council members will serve two year staggered terms.

3.2 PURPOSE

The purpose of the Program Council is to care for congregational life and to provide member program support.

4. LEADERSHIP TEAMS

4.1 FINANCIAL RESOURCES STRATEGIC PLANNING TEAM (FRST)

FRST is appointed to oversee and promote coordination of fundraising activities and programs that support and sustain the UUSS mission. It schedules/calendars fundraising activities and recruits leadership. It develops and makes recommendations to the Board of Trustees.

4.2 MINISTRY TEAM

- (a) The Ministry Team serves as a support group for the minister, and facilitates communication between the congregation and minister.
- (b) The Team consists of five (5) members of the congregation, who may not be an officer or Board member.
- (c) In the case of a newly called minister, the Team shall consist of five (5) members of the search committee responsible for selecting the minister. This Team membership shall serve until such time as the regular Team membership is established.
- (d) In the case of an interim minister, the Team shall consist of five (5) members of the interim search committee responsible for selecting the interim minister. This Team membership shall serve throughout the interim ministry.

4.3 EXECUTIVE COMMITTEE OF THE BOARD OF TRUSTEES

- (a) The Executive Committee is composed of the President, Vice President, Secretary and Treasurer of the Society.
- (b) The Executive Committee shall:
 - (1) Act on the behalf of the Board of Trustees in any emergency when time and other circumstances make it impossible to either convene a formal Board meeting or obtain a decision by electronic means.
 - (2) Meet in advance of the Board meetings to prepare the agenda.

5. AUTHORITY TO REPRESENT THE SOCIETY

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

6. SUSPENDING OR TERMINATING A MEMBERSHIP FOR CAUSE

6.1 GOOD CAUSE

Definition: Good cause to justify the suspension or termination of a membership shall be shown by the intentional misconduct of a member directed against another member or against the Society, which is contrary to the purposes and principles of the Society.

6.2 USE OF INTERMEDIARY CONFLICT RESOLUTION PROCESSES

- (a) Except under extraordinary circumstances where immediate action may be necessary to avoid an imminent threat to the health, safety, security, or property of the Board, the Society, a member, or a member of the public, prior to initiating any action to suspend or terminate a membership under sections 6.3 and 6.4, the Board shall in good faith avail itself of a conflict resolution process.
- (b) In any case when a conflict resolution process has been initiated, the Board shall defer the proposed action for a reasonable time. The Board shall appoint one or more of its members to represent it in efforts to resolve the conflict. Any suggested resolution reached through these negotiations shall be presented to the Board for consideration. The Board may accept, reject, or modify the resolution. If the Board elects to modify the suggested resolution, the modifications shall be returned to the member for further consideration or acceptance. If a resolution acceptable to both the Board and the member cannot be reached, the Board may resume the procedures set out in sections 6.3 and 6.4 below.

6.3 NOTICE OF PROPOSAL TO SUSPEND OR TERMINATE A MEMBERSHIP

- (a) Whenever the Board finds there is good cause to suspend or terminate a membership, it shall provide written notice to the member of its proposed action.
- (b) The notice shall inform the member of the reasons for the Board's proposed action. The notice shall specify a date not less than 20 days from the date of mailing together with the time and place of the meeting of the Board at which the proposed action will be considered.
- (c) Notice shall be mailed by certified mail, return receipt requested, to the member's address in the records of the Society. In addition to mailing, the Board may also deliver notice to the member in any other appropriate manner.

(d) Generally, the Board's notice shall not be published to the members of the Society. However, if appropriate, the Board will use its discretion regarding any communication on the matter.

6.4 BOARD MEETING TO DISCUSS PROPOSED ACTION

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

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

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

(d) If the Board votes to terminate a membership, the decision is effective immediately and the member shall be informed of the decision in writing.

6.5 SUMMARY SUSPENSION.

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

7. AMENDMENTS TO THE BYLAWS

7.1 PROPOSAL

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

7.2 ADOPTION

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

(b) a majority vote of the members present at a membership meeting.

7.3 EFFECTIVE DATE

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

This document contains the amendments adopted on 8/28/97, 11/18/99, 1/27/00, 2/22/01, 5/16/02, 10/17/04, 8/27/09, 1/22/15, and 9/27/18