



UNITARIAN UNIVERSALIST CONGREGATION OF THE GRAND VALLEY

Bylaws

UUCGV

We are vitally inclusive, justice centered and spiritually alive.

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BYLAWS OF THE UNITARIAN UNIVERSALIST CONGREGATION OF THE GRAND VALLEY

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Article I: NAME AND DEFINITIONS

Section A: Name

The name of this organization shall be the Unitarian Universalist Congregation of the Grand Valley.

Section B: Location

Located in Grand Junction, Colorado

Section C: Denominational Affiliation

This church shall be a member of the Unitarian Universalist Association, the Pacific Western Region and of the Mountain Desert District.

Section D: Church Year

The church year and the fiscal year shall begin on July 1 of each year and end on June 30 of the following year.

Section E: Abbreviations

In this document, the following will be referred to by the following abbreviations:

UUCGV : Unitarian Universalist Congregation of the Grand Valley
COM: UUCGV's Committee on Ministry
LDT : UUCGV's Leadership Development Team
MDD : Mountain Desert District
PWR: Pacific Western Region
TLC : UUCGV's Team Leadership Circle
UUA : Unitarian Universalist Association

Article II: GUIDING PRINCIPLES

Section A: Unitarian Universalist Principles

1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

Section B: UUCGV Mission

We unite to create an accepting, religious community which fosters lifelong learning, diversity, and spiritual growth. By reaching out to the larger community, by nurturing one another and the Earth of which we are a part, we live our Unitarian Universalist Principles of justice, reason and compassion.

Section C: UUCGV Vision

We, the Unitarian Universalists, are a liberal oasis committed to religious freedom, spiritual growth and formation, mindfulness and wonder. Our spiritual practice is a process that leads to peace within ourselves, our families and the greater community. Through open dialogue and conscious attention to the covenant which binds us together, our Beloved Community embodies a center where the sacred becomes manifest.

Section D: UUCGV Covenant Of Right Relations

Each of us, as members of this Beloved Community, do covenant:

- to live as a caring community, actively supporting each other in our spiritual values as expressed in our UU principles and sources of faith;
- to work together respectfully, remaining honest and direct in our communication in order to draw wisdom from both our commonalities and our diversities;
- to share our gifts generously in order to contribute to the development and growth of our community;
- to live, teach and demonstrate our UU tradition so that we pass a rich inheritance into the caring hands of future generations;
- to express sincere appreciation for each other as we recognize our human fallibility, while maintaining a sense of humor as we live through both difficult and joyous times together.

Article III: MEMBERSHIP

Section A: Qualifications & Requirements

1. Members shall be at least fifteen (15) years of age
2. Agree generally with the Mission and Vision Statements of the UUCGV and the principles of the UUA.
3. Members shall agree to behave in accordance with the UUCGV Covenant of Right Relations, and shall agree to participate in the processes of Beloved Community.
4. Members shall actively contribute their time to the church as they are able via participation in church leadership, on teams or in other tangible ways.

Section B: Non-Discrimination

It is specifically understood that membership is open to all qualified persons regardless of race, color, sex, affectional or sexual orientation, gender identity, age, education, social economic status, political affiliations or national origin.

Section C: Method of Joining

Any qualified person may become a member of this society by:

- Meeting with the minister or the person(s) designated by the Membership Team regarding responsibilities of membership
- Attending an introductory class on Unitarian Universalism. The Membership Team may waive this requirement upon demonstration of prior involvement in a UU congregation.
- Signing the membership book, indicating acceptance of the above Requirements.

Section D: Voting Members

Voting Members shall be:

- Members who have signed the Membership Book
- Have a current contribution of Record
- Met the requirements for Voting Membership at least 60 days prior to any vote on church affairs.

A current contribution shall be:

- A financial contribution of record during the last 12 months
- Or the minister may approve "in kind" donation of work time or talent

In case of an emergency meeting, the Board may reduce the 60-day requirement.

The official membership number submitted annually to the Unitarian Universalist Association shall be the number of voting members.

Section E: Termination/Removal

Termination and/or removal from membership shall be by written request of the member, by moving from the community (unless such person requests continuance), or by voluntarily being inactive for a period of one (1) year.

Section F: Membership List

The church office shall maintain a list of all current and voting members. The list shall be open to inspection by any member of the church.

Article IV : MEETINGS

Section A: Annual Congregational Meetings

There shall be an annual congregational meeting, called and led by the Board, at which official business of the Church will be transacted.

1. **Date of meeting:** the annual congregational meeting shall be held each year in the month of May or June at such time and place as designated by the Board.
2. **Purpose:** the purpose of the annual congregational meeting shall be to elect board officers and trustees, TLC leaders, members of the Leadership Development Team, to adopt the budget for the following fiscal year, and to adopt the yearly reports of the Minister, officers and teams, and other business that may require a congregational vote.
3. **Floor Nominations:** Voting Members may nominate qualified candidates to open leadership positions during the annual congregational meeting. Such nominations will be voted on by secret ballot.

Section B: Special Congregational Meetings

The Board may call special congregational meetings when deemed necessary, or in the event that ten percent (10%) of the voting members submit a written request to the Board stating the purpose for the meeting.

Section C: Notice of Meetings

Written or printed notice stating the place, day and time of any congregational meeting shall be delivered personally, by US mail, or by e-mail to each voting member at least ten (10) days before the date of such meeting. The purpose or purposes for which the meeting is called shall be stated in the notice.

Section D: Quorum

A quorum for the annual congregational meeting, or for any special congregational meeting, shall be twenty percent (20%) of the voting members (including votes by proxy). For meetings called to issue a call to a minister, or to dismiss a minister, or to

assume a debt of over \$5,000, the quorum shall be sixty percent (60%) of the voting members.

Section E: Voting

1. **Proxy Votes:** Proxy votes shall be available to members who cannot attend a given meeting for reasons of incapacitation or travel. A member may cast a proxy vote for only one other member. The Board shall establish procedures for the administration of the proxy vote as needed.
2. **Secret Ballots:** The vote on any matter shall be by secret ballot on the request of any member. Votes to call or dismiss a minister or assume a debt of over \$5,000 shall be by secret ballot.
3. **Voting Majorities:** A simple majority of the voting members present (including votes by proxy), providing that a quorum is present, will be sufficient to pass any item presented at the annual congregational meeting, or for any special congregational meeting, with the exceptions of 1) alterations to the bylaws 2) the calling of a minister, or 3) the dismissal of a minister, all of which shall require a two-thirds (2/3) vote.

Section F: Alterations To The Bylaws

The Bylaws may be altered or replaced at the Annual Congregation Meeting or a Special Congregation Meeting of the Congregation, by a two-thirds (2/3) vote of those Voting Members present, providing that a quorum is present at the meeting. The notice of the meeting at which alterations will be considered shall include a copy of the proposed changes. The text of any proposed alterations may be changed at the meeting prior to adoption by a simple majority vote of the voting members present.

Article V: BOARD OF TRUSTEES

Section A: Qualifications

Only voting members of one (1) year or more in the Church may serve on the Board, except in the case of youth members who shall become members prior to being voted into office.

Section B: Membership

Members of the Board shall include the immediate Past President, the President, the Vice-President, the Treasurer, the Stewardship Leader and two (2) Members-at-Large.

Section C: Terms of Office

The terms of office for the members of the Board shall be for one year, starting at the beginning of the fiscal year, July 1, and ending on June 30 of the following year.

Section D: Term Limits

Term limits for the Board shall be two consecutive terms for officers and for at-large members. At least one year must elapse from the end of the previous term before an officer or at-large member is eligible for re-election to the Board in the same role.

Section E: Termination/Removal

1. **Automatic Termination:** Failure of an officer or trustee to attend three consecutive regular board meetings or four of any six consecutive regular board meetings without prior notification to the President or Vice-President shall be an automatic resignation without further action or notice.
2. **Removal for Cause:** Removal for cause of an officer or trustee requires a two-thirds (2/3) vote of the Board.

Section F: Board Duties and Responsibilities

The Board shall administer and manage the business of the church. The Board shall be responsible for:

1. Holding monthly Board meetings
2. Financial oversight
3. Recommending the budget of the church
4. Seeking grants to further the work of the church
5. Approving all publicity, fund raising, and public relations of the church
6. Hiring and discharging of employees
7. Care of the church property
8. Calling and leading congregational meetings
9. Filling vacancies between annual meetings as recommended by the Leadership Development Team
10. Annually reviewing the by-laws
11. Entering and performing contracts
12. Appointments of ad-hoc teams
13. Communicating with teams
14. Reviewing and approving policies and procedures.
15. Receiving recommendations for agenda items and setting agenda items
16. Long Range Planning to ensure UUCGV fulfills the Mission, Vision and Principles.

Section G: Executive Committee

The executive committee of the Board shall include the President, Vice President, Treasurer and Past President. The Executive Committee shall meet as necessary. The Executive Team may make emergency decisions with a vote of three of its members. Any emergency decisions will be communicated immediately to the full Board, TLC Leaders and Minister.

Section H: Officer Duties and Responsibilities

1. **President:**

1. Shall preside at all meetings of the Board and all meetings of the Congregation
2. Represent the Church on all appropriate occasions
3. Fill vacancies on the Board between Annual Meetings by appointment with the consent of the Board.
4. Perform such other duties as usually pertain to the office, such as signing legal documents, etc.
5. Be an ex-officio member of the TLC and all Standing or Ad-Hoc Teams.

2. **Vice President:**

1. The Vice President shall act in the absence of, or at the request of, the President, at which time the Vice President shall have all powers and functions applicable to the President.
2. Be an ex-officio member of the TLC and all Standing or Ad-Hoc Teams.
3. Perform such functions and duties as may be specified by the Board.

3. **Treasurer:**

The Treasurer shall lead the Finance Team.

The Treasurer shall be responsible for the execution or delegation and oversight of the following tasks.

1. Safely keep and account for all money and other property of the church entrusted to his or her care, and shall disburse the same under the direction of and to the satisfaction of the Board
2. Maintain a current roster of the pledging units and their pledges C. maintain a complete accounting of the financial record of the church which shall remain the property of the church, and which shall be open for inspection by any member of the church.
3. Shall ensure that all federal, state or local returns, reports or other items required by law are properly prepared and filed with the appropriate authorities in a timely manner.
4. Shall present a report of all transactions and of the financial status of the church at the monthly board meetings
5. Shall prepare the annual financial report of the church for the annual congregational meeting.
6. Shall furnish a statement to all pledge units at least twice a year, detailing the status of their pledges.
7. Shall perform such other functions as may be specified by the Board.
8. At the discretion of the Board, the Treasurer shall be bonded by the church in such amount the Board may determine.

4. **Past-President**

1. Provide Board with historical advice.

Section I: Other Trustee Duties and Responsibilities

1. **Stewardship Trustee:**
 1. Oversees the Stewardship Team
 2. Represent Stewardship at the Board.
2. **Trustees At-Large**
 1. Represents the Congregation at large
 2. Fulfill Board assigned tasks as needed

Article VI: MINISTER

Section A: Terms of the Ministerial Relationship

The minister may have one of three relationships with UUCGV: interim minister, contract minister, or called minister.

1. **Interim:** An interim minister, according to UUA policy, is recruited from the UUA interim pool. The congregation submits a packet, which indicates salary & benefits offered and cites basic data (such as membership, percent ethnicity, etc) on the congregation. An interim minister may contract for either 1 or 2 years, and **MUST** leave the congregation at the end of the interim period. The congregation shall vote to form an interim search team at least 3 months before the deadline for applications. Due to the time pressure and the limited nature of the engagement, the interim team has great power to interview and hire the interim minister, subject to Board but not congregational approval.
2. **Contract:** A contract minister is hired under a limited contract of specific length, more than one year but less than five. A search team is organized to recruit and interview candidates, but the contract offer is subject to the approval by the Board and congregation by standard majority vote. At the end of the contract period, a contract may be renewed (usually for two more years), subject to the mutual agreement of the minister and Board, and subject to congregational approval by standard majority vote. Renewal should be considered unusual after the completion of the first contract. The minister would normally either move to a called ministry or quit as minister of the congregation after the multi-year contract period.
3. **Called:** A minister shall be called by two thirds (2/3) vote of the voting members for the congregation present and voting at a special Congregational Meeting, provided a quorum of sixty percent (60%) of the Voting Members is present.

Section B: Qualifications

Only ministers who are in fellowship with the Unitarian Universalist Association shall be called.

Section C: Duties

The Minister shall be responsible for:

1. Worship services in collaboration with the TLC and Worship Team
2. Assisting in the development and implementation of the Religious Education program for youth and adults in collaboration with the TLC, Religious Education Team and Religious Education Staff.
3. Providing pastoral care to members as needed
4. Collaboration with the Care Team
5. Conduction of ordinance of dedication, union and marriage ceremonies
6. Funeral and memorial services
7. Such other religious observances as she or he may deem suitable
8. Attending and reporting at the regular Board, TLC and COM meetings
9. Submit to the Board an annual report twenty (20) days prior to the Annual Congregational Meeting.

Section D: Team Membership

The Minister shall be a non-voting ex-officio member of the Board, the TLC and all Standing or Ad-Hoc Teams. The Minister shall participate in the TLC's calendar planning sessions. Shall bring to the attention of the Board, TLC, COM and other teams all matters that seem pertinent to the general welfare of the congregation and shall make recommendations as seem proper. However, the decision in matters of policy and procedure shall remain with the Board.

Section E: Freedom of Expression

The Minister shall have freedom of the pulpit. The minister shall have the freedom to express her or his opinions outside the pulpit, but shall not represent the Church without authorization from the Board.

Section F: Resignation or Retirement

The Minister shall give at least ninety (90) days notice in writing to the Board of her or his resignation or retirement.

Section G: Dismissal

A two-thirds (2/3) vote of the voting members of the congregation present and voting at a special congregation meeting, provided a quorum of 60% of the voting members is present, shall be necessary for dismissal of the Minister.

Article VII: TEAM LEADERSHIP CIRCLE (TLC)

The TLC shall administer and manage the Program of the church and its Calendar. Programs as defined here shall be those Calendar based activities which put forward the ideals of the Mission, Vision, and Principles which are the guide posts of UUCGV.

Section A: Qualifications

Only voting members of the Church may serve on the TLC.

Section B: Membership

There shall be six (6) TLC Leaders.

Section C: Terms of Office

The terms of office for the TLC Leaders shall be for one year, starting at the beginning of the fiscal year, July 1, and ending on June 30 of the following year.

Section D: Term Limits

Term limits for the TLC shall meet the following conditions:

- TLC Leaders are limited to maximum of three (3) consecutive years
- At least, One-third of the TLC Leadership shall be replaced every year.
- At least one year must elapse from the end of the previous term before an member is eligible for re-election to the TLC.
- There is no expectation or requirement for TLC Leaders to serve for more than one Term.

Section E: Termination/Removal

1. **Automatic Termination:** Failure of a TLC Leader to attend three consecutive regular meetings or four of any six consecutive regular meetings without prior notification to the TLC shall be an automatic resignation without further action or notice.
2. **Removal for Cause:** Removal for cause of an TLC Leader requires a two-thirds (2/3) vote of the Board.

Section F: TLC Duties and Responsibilities

1. Hold monthly TLC meetings
2. Report to the Board
3. Collaborates with the Minister on Program related items.
4. Collaborates with the Board and Minister to fulfill the Mission and Vision.

5. Coordinates the Program related activities of the Teams
6. Hold an annual meeting to create the Church Program Calendar and establish program goals and themes for the coming year. This meeting shall occur after the Annual Congregational Meeting but before August 1st, and shall include both out going and incoming TLC members.
7. Recommend to the Board the creation of program related of Ad-Hoc teams and policies

Article VIII: TEAMS

UUCGV is organized around Teams responsible for conducting the work of the Church. Teams will be defined to primarily report to the Board, the TLC, or the Minister.

Standing Teams are described in these bylaws.

Ad-Hoc Teams report to the Board or TLC and are created in the following ways:

1. TEMPORARY AD-HOC: The Board or TLC creates a temporary Ad-Hoc Team to fulfill their duties, provided the Team is overseen by the Board and/or the TLC. Such teams shall cease to exist when the purpose for which they were appointed has been accomplished.
2. CONTINUING AD-HOC: The Board also creates, via Policies, Ad-Hoc Teams that are recurring in nature. The Board appoints leaders of such Ad-Hoc Teams. The TLC can recommend the creation of Ad-Hoc Teams to the Board. Continuing Ad Hoc Teams must be re-authorized on an annual basis.

As an obligation of membership, all church members must participate in church leadership, teams or volunteer their time. Friends of the church are also encouraged to participate.

Section A: Qualifications

Only voting members of the church may serve as Team Leaders. Non-voting members and friends of the church are encouraged to participate on teams.

Section B: Terms of Office and Term Limits

1: Standing Team Leaders

Standing Team Leaders are defined in the sections below. No Standing Team Leader shall serve for more than two consecutive years unless otherwise specified.

2: Ad-Hoc Team Leaders

Terms of office for appointed ad-hoc team leaders shall be for one year. The Board shall specify the term limit for ad-hoc team leaders of up to three consecutive years. Appointment as an Ad-Hoc Team Leader requires a two-thirds (2/3) vote of the Board. The Board shall reauthorize all Ad-Hoc Teams and their leaders on an annual basis.

Section C: Termination/Removal

Removal for cause of an Ad-Hoc Team Leader requires a two-thirds (2/3) vote of the Board.

Section D: Team Leader Duties

Team Leaders (or their representatives) shall:

1. Attend calendar planning meetings. The TLC will set the date, time and place for these meetings,
2. Report monthly to their primary reporting group (The Board, TLC or Minister)
3. Submit all scheduled activities to the church office,
4. Publicize upcoming events in accordance with the publicity policy
5. Coordinate activities of the teams for which they are responsible,
6. Submit fund raising recommendations and requests for funding adjustments to the Finance team,
7. Submit to the Board an annual report twenty (20) days prior to the Annual Congregational Meeting.

Section E: Team Duties

1: Finance Team

1. Reports to the Board
2. Shall be led by the Treasurer.
3. The Finance Team shall be responsible for all financial matters concerning the Church.
4. Assist the Board in the formulation of the annual goal budget, prior to the Annual Canvass
5. Assist in the periodic adjustment of the budget in terms of actual income
6. Review all insurance policies and recommend any needed changes to the Board
7. Supervise payroll, retirement plan, and employee health insurance payments
8. Select an individual or individuals who is/are neither treasurer, co-treasurer, or a board member to review the books annually
9. Provide Membership with a list of Members who have made contributions of record for the current year.

2. Stewardship Team

1. Reports to the Board
2. The Stewardship Leader shall be a member of the Board.
3. Responsible for planning and implementing the annual pledge campaign for members and friends.
4. Works with the Membership Team to assess Time, Talent and Treasure of new members.
5. Oversees fund raising drives and projects year round.
6. Contributes to the TLC's calendar planning

3: Leadership Development Team

1. Reports to the Board
2. The Leadership Development Team shall be composed of three Voting Members serving alternating terms of 3 years.
3. Solicit qualified candidates for all team leaders, positions on the Board, TLC, and make any other leadership recommendations as requested by the Board.
4. Submit the names of nominees to the Board at least thirty (30) days before the annual Congregational Meeting.
5. Act as the Facilitator for the TLC meetings and provide Mentorship to the TLC members
6. Shall identify areas of skills development, make recommendations for trainings, and make leadership aware of learning opportunities provided by UUA, PWR, MDD and other resources.
7. The LDT shall assist the Board, TLC, COM Standing and Ad-Hoc Teams with finding team members and volunteers.

4: Care Team

1. Shall report to the Minister.
2. Shall be led by Voting Member, chosen by the Board and the Minister.
3. The Care Team leader shall be limited to two terms of one year.
4. If there is no Minister, the Board will select the Leader, and the Care Team shall report to the Board.
5. Develop and provide a system to meet the special needs of members and friends.

5: Worship Team

1. Reports to TLC
2. Shall be led by a designated member of the TLC Leadership
3. Shall be responsible for assisting the minister in planning and conducting the regular worship services of the church.
4. In the absence of a Minister, the Worship Team shall be responsible for worship services.
5. Provide for greeters

6: Membership Team

1. Reports to TLC
2. Shall be led by a designated member of the TLC Leadership
3. Shall be responsible for welcoming visitors, encouraging new members, and enrollment of new members.
4. Schedules orientation classes
5. Registers visitors and conducts follow-up to interest them in becoming members
6. Provides new members with activities that will encourage their participation in the life of the church
7. Maintains current membership roster, updated annually in December with report to board to allow board to report accurate Annual Program Fund (APF) numbers to UUA
8. Prepares a list of voting members at least thirty (30) days before any congregational meeting that requires a vote.

7: Religious Education Team (RE)

1. Reports to TLC
2. Shall be led by RE Staff or a designated member of the TLC Leadership
3. Shall be responsible for the philosophy, content, planning and implementation of religious education curriculum and activities for all ages in coordination with the Minister and RE Staff

8: Celebrations

1. Reports to TLC
2. Shall be led by a designated member of the TLC Leadership
3. Provides for refreshments and hospitality following Sunday Worship Services
4. Responsible for planning festivities to engage the congregation and build community.
5. Co-ordinate our traditional or long-standing events such as Easter Potluck, Sundaes Sunday, Camping Trips, etc.

Article IX: COMMITTEE ON MINISTRY (COM)

The Committee on Ministry tracks the heartbeat of ministry within a congregation; how the members take care of themselves and each other, how the lay ministerial leadership serves a congregation; and how the called minister serves the congregation. It seeks to understand, assess, support, and advocate for robust ministry throughout the context of congregational life. COM provides a sounding board for Minister

The Committee on Ministry shall:

1. Be made up of voting members of the Church chosen by the Board and the Minister. If there is no Minister, the Board will select the COM's members.
2. Facilitate the Beloved Community process to promote our Covenant of Right Relations. Explains and publicizes the Beloved Community Process to the membership.
3. Provide feedback to all Teams as related to the Ministry of the Church.
4. Recognize and nurture the needs of the minister and to maintain a channel of communication between the minister and the congregation. In consultation with the minister, the COM shall recommend to the Finance Team a salary and benefits package for a minister who is continuously employed.
5. The COM will create a safe place for Members to resolve conflicts. When conflicts include Leaders or the Minister, the COM will work to make the process fair to all parties.

Article X: DELEGATES

Only voting members shall be delegates to the General Assembly of the Unitarian Universalist Association, Pacific Western Region and the Mountain Desert District annual meeting, and any other meetings requiring official representation by UUCGV.

Delegates shall :

1. Be appointed by the Board
2. Report to the Board
3. Act as the representatives of UUCGV
4. In official matters follow the instructions given to them by the Board or from a Congregational Meeting

Article XI DISSOLUTION

Should the Unitarian Universalist Congregation of the Grand Valley cease to function and the membership vote to disband, all of its property, real and personal, after payment of all just claims upon it, shall be conveyed to and invested in, the Mountain Desert District of the Unitarian Universalist Association, or its legal successor. Trustees of UUCGV shall perform all actions necessary to effectuate such conveyance.