

# UNITARIAN UNIVERSALIST CHURCH OF KENT BY-LAWS

*Revised and Approved 5/19/2024*

## ARTICLE I. IDENTITY AND PURPOSE

### A. IDENTITY AND LEGAL STATUS

1. The legal name of this church is The First Universalist Church of Kent, Ohio (Ohio Charter #307959, Federal Tax ID #34-1465789) doing business as the Unitarian Universalist Church of Kent (Ohio Charter #2183602) and is hereinafter referred to as the "Church." The Church is registered and recognized under the Internal Revenue Code 170 as a 501(c)3 public charity (DLN 17053121337013).
2. This Church is in fellowship with the Unitarian Universalist Association of Congregations (UUA), 24 Farnsworth Street, Boston, MA 02210-1409, and the Central East Region, 100 W 10th St., Suite 1008, Wilmington, DE 19801.
3. This congregation affirms and promotes the full participation of persons in our activities and endeavors without regard to ethnicity, national origin, color, economic or social status, age, gender, gender expression, gender identity, affectional/sexual orientation, physical or mental ability, religion or religious beliefs or creed.
4. The Church Fiscal Year is July 1 - June 30.

### B. PURPOSE

1. Our purpose is to join together in a cooperative quest for religious and ethical values and to apply those values to the fulfillment of our objectives, which are:
  - The development of character
  - The enrichment of the individual
  - Service to all humanity
  - The promotion of universal fellowship
  - Harmony with nature

**Vision:** Our vitality and passion call us to restore and expand our space to equal the energy of our dreams. As we do, we are better equipped to carry on our historic legacy and embrace our potential for connection, service, programming, and outreach. (Adopted May 11, 2008)

**Mission:** To inspire love, to seek justice, and to grow in community. (Adopted June 5, 2016)

**Covenant:** We affirm that each life has brilliance and, when joined with others in joyful community, has the power to transform. We pledge ourselves and our resources to this journey. This covenant inspires and challenges us to dwell together in right relationship. We promise to extend hospitality, nurture community for all ages, encourage spiritual growth, honor diversity, and practice kindness. (Adopted May 11, 2008)

2. The seven Principles of the Unitarian Universalist Association grew out of the grassroots of our communities, were affirmed democratically, and are part of who we are. We covenant to affirm and promote:
  - The inherent worth and dignity of every person
  - Justice, equity, and compassion in human relations
  - Acceptance of one another and encouragement to spiritual growth in our congregations
  - A free and responsible search for truth and meaning
  - The right of conscience and the use of the democratic process within our congregations and in society at large
  - The goal of world community with peace, liberty, and justice for all
  - Respect for the interdependent web of all existence of which we are a part
3. We also share a "living tradition" of wisdom and spirituality, drawn from many sources:
  - 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
  - Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love

- Wisdom from the world's religions which inspires us in our ethical and spiritual lives
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves
- 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
- 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

## ARTICLE II. MEMBERSHIP AND MEETINGS

This Church is a welcoming and inclusive community. Membership is open to all who are in sympathy with the Principles and Purposes of the Unitarian Universalist Association and the Church Mission and Vision and who live in alignment with the Church Covenant.

### A. ACTIVE MEMBERSHIP

1. **Definition.** An Active Member is a person who:
  - Is at least fourteen years of age
  - Has signed a declaration to become a member in the presence of the Minister, a member of the Board of Trustees, or a member of the Membership Committee. The date of the declaration is the official date of beginning Active Membership.
  - Has made an identifiable financial contribution in support of the most recently completed fiscal year.
    - New Members must have made an identifiable financial contribution in the current fiscal year.
  - Is actively involved in the Church
  - May withdraw membership by notifying the Minister or Membership Committee
2. **Rights.** An Active Member may:
  - Vote on Church matters four weeks after becoming an Active Member
  - Hold an elected position one year after becoming an Active Member
  - Hold an appointed position one year after becoming an Active Member
  - Serve on committees
  - Chair committees/action teams one year after becoming an Active Member
3. **Restrictions.** An Active Member may not:
  - Speak or act on behalf of, or in representation of, the Church without approval from the appropriate body (e.g. Board, MET, and/or Congregational Vote).

### B. TERMINATION OF MEMBERSHIP

1. **Termination by the Board.** If an Active Member's actions are harmful and/or threatening to the Church and/or the Congregation, that individual's membership may be terminated by a two-thirds vote of the Board, following consultation with the Minister and the appropriate Committee Chair (e.g. Membership Committee, Ministry Executive Team, Committee on Shared Ministry, Religious Education).
2. **Appeal of Termination.** A person who disagrees with the Board decision to terminate membership may appeal that decision by writing a letter to the Board. The person might appeal on the basis of a change in circumstances that had previously led to threatening and/or harmful behavior. Membership may be reinstated by an affirmative two-thirds vote of the Board in consultation with the Minister and appropriate Church leadership.

### C. MEETINGS OF THE MEMBERSHIP

1. **ANNUAL MEETING**
  - The Church will hold an Annual Meeting of its Membership in May or June to:
    - Elect Leadership, on a staggered basis, to three-year terms for the upcoming fiscal year:
      - Board Trustees

- Financial Secretaries and Alternate(s)
- Leadership Development Committee
- Endowment Committee
- Approve an Operating Budget for the coming fiscal year
- Approve Board-endorsed changes to the Bylaws
- Transact other business which may properly come to the Annual Meeting
- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels.
  - Thirty days prior to the meeting date

## **2. SPECIAL MEETINGS**

- Either the Board or ten percent of the Active Members (based upon the most recent UUA membership certification) who have signed a petition may request a Special Meeting of the Active Membership for various purposes, including:
  - To discuss and/or vote on issue(s) of significant gravity
  - To approve Board-endorsed changes to the Bylaws
- Petition must be submitted to the Moderator for certification prior to the meeting notice.
- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels .
  - Fourteen days prior to the meeting date

## **3. EMERGENCY MEETINGS**

- The Board may call an Emergency Meeting of the Active Members.
  - The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels.
    - Seven days prior to the meeting date.

## **4. SPECIAL MEETING FOR THE DISMISSAL OF A MINISTER**

- Either the Board or ten percent of the Active Members (based upon the most recent UUA membership certification) who have signed a petition may request a meeting of the Active Membership for the Dismissal of a Minister.
  - Petition must be submitted to the Moderator for certification prior to the meeting
  - The Minister and Committee on Ministry must be informed of the intent to call a meeting for a dismissal.
- The Moderator will ensure the meeting date and materials are publicized through the Church Office through regular communication channels .
  - Thirty days prior to the meeting date
  - Held only September through June.
  - Not be conducted more than twice in any fiscal year

## **5. QUORUM**

- The Quorum for most meetings of the membership is twenty-five percent of the Active Members, based on the most recent UUA certification.
- The quorum for a meeting to dismiss a minister is fifty percent of the Active Members.

## **6. VOTING OF THE ACTIVE MEMBERSHIP**

- Only eligible Active Members may vote by attendance at a meeting or by submitting Absentee Ballots.
  - A list of eligible voters will be made available
    - Ten days prior to an Annual or Special Meeting
    - Five days prior to an Emergency Meeting
  - A minority of forty percent is required for dismissal of a minister.
  - A simple majority of fifty-one percent is required for:
    - Elections
      - ◆ Board Trustees
      - ◆ Financial Secretaries and Alternate(s)
      - ◆ Endowment Committee
      - ◆ Leadership Development Committee

- ♦ Ministerial Search Committee (on an as-needed basis)
- Approval of a Commissioned Lay Minister
- Approval of the Operating Budget
- Approval of Bylaws revisions
- A super-majority of seventy-five percent is required for:
  - Statement of Conscience<sup>1</sup>
  - Acquisition or disposal of real property
  - Dissolution of the Church
- A super-majority of eighty-five percent is required for:
  - Calling a Minister
  - Approving an Affiliated Community Minister
  - Designating an Emeritus Minister
  - Approval of Congregational Resolutions
    - ♦ Congregational Resolutions must follow Special Meeting procedures.
    - ♦ Those who cast ballots for the minority position may, at their discretion, submit a statement to be included in the meeting minutes.
- Proxy voting is prohibited.
- Absentee Ballot
  - Only Active Members may vote by Absentee Ballot.
  - Absentee Ballots must be obtained from the Church Office by request.
  - Absentee Ballots must be submitted to the Moderator twenty-four hours prior to the Meeting.
  - The Absentee Ballot vote tally shall be announced by the Moderator as part of the vote results.
    - ♦ In the event of significant amendment(s) to voting item(s), as determined by the Moderator, Absentee Ballots will not be counted.
  - Absentee Ballots are not counted in determining a quorum.

## **ARTICLE III. GOVERNANCE - MISSION ARTICULATION**

### **A. CONGREGATIONAL AUTHORITY AND RESPONSIBILITIES**

1. The ultimate authority for all matters pertaining to the operation of the Church rests with the Congregation which:
  - Consists of the voting membership of the Church
  - Functions as a legally-constituted body at its Annual and Special Meetings
2. The Congregation elects:
  - The Board of Trustees
  - The Leadership Development Committee
  - The Endowment Committee
  - Financial Secretaries and Alternate(s)
  - The Congregation calls the Minister(s)

### **B. BOARD OF TRUSTEES - COMPOSITION, AUTHORITY, AND RESPONSIBILITIES**

The Board shall devote the majority of its attention to discernment, strategy, and oversight.

#### **1. COMPOSITION OF THE BOARD**

- The Board shall be comprised of seven Active Members.
- The Minister is an ex-officio, non-voting member.
- The Board Officers shall be comprised of:
  - The Moderator
  - The Assistant Moderator
  - The Secretary

## **2. BOARD TRUSTEE ELECTIONS AND TERMS OF OFFICE**

- The Board Trustees are elected to serve a three-year term.
  - Two new Trustees will be elected annually. Every third year, an additional Trustee will be elected, for a total of three in that year.
  - Trustees are limited to two consecutive Board terms (six years), but may later serve additional terms.
- Vacant Board Seat
  - The Board shall immediately appoint a replacement from the Active Membership to serve as a Trustee until the next Annual Meeting election.
- The Board Officers shall serve a one-year term.
  - Term is renewable providing the Trustee has remaining time on Board term.
  - Vacant Officer seat:
    - The Board shall, as soon as possible, elect a replacement to serve from among the current Board members.
    - In the event of a Moderator vacancy, the Assistant Moderator shall serve as Moderator until the Board can elect a replacement.
    - In the event of an Assistant Moderator or Secretary vacancy, a member of the Board shall serve as Assistant Moderator or Secretary until the vacancy is filled.

## **3. BOARD AUTHORITY AND RESPONSIBILITY**

- The Board of Trustees, elected by the voting Active Members of the Congregation, acts on their behalf. The Board shall:
  - Elect Officers from amongst itself :
    - Newly-elected Trustees are only eligible for Moderator position if they have served on the Board within the past three years.
    - In collaboration with the Leadership Development Committee, appoint Active Members to the following Positions and Committees:
      - ♦ Leadership Development Committee Member
        - An exiting Board Trustee
          - May not include a current Board member
          - To assume position at appointment, for a one-year term
      - ♦ Treasurer
        - To begin training with the current Treasurer on January 1
        - To assume position on July 1
        - For a three-year term, not to exceed two consecutive terms, but may later serve additional terms
      - ♦ A Past Board Member to the Ministry Executive Team
        - To assume position on September 1
        - For a one-year term, not to exceed three consecutive terms, but may later serve additional terms
        - Has served as on the Board within the past 5 years
      - ♦ Committee on Shared Ministry (CoSM)
        - To assume responsibilities on September 1
        - For a three-year term, not to exceed two consecutive terms, but may later serve additional terms
        - In the case of a newly-settled Minister, appoint a member from the Ministerial Search Committee to the CoSM
    - Fill vacancies for any elected non-Board positions:
      - ♦ In consultation with the Leadership Development Committee
      - ♦ Appointees will serve until next Annual Meeting.
    - Hire an Interim, Developmental, or Contract Minister.
    - Enact changes in Membership status
      - ♦ Appoint Members to Emeritus status
      - ♦ Terminate Memberships
      - ♦ Reinstate Memberships
    - Certify Active Membership count
    - The Board shall discern, articulate, and monitor compliance with the Church's Mission, Vision, and Covenant

- The Board shall assume fiduciary<sup>2</sup> responsibility for the Church
- The Board shall work closely with the Ministry Executive Team (MET)
- The Board shall assess and represent the will of the Congregation
- The Board shall, as deemed necessary, create, appoint, and empower Action Teams<sup>3</sup>.
- The Board shall monitor and evaluate the Congregation's Leadership
- The Board shall operate as a unit
  - ♦ The Moderator and/or Minister have the authority to function as agents of the Church in special circumstances.
  - ♦ The Governance Executive Team has authority to respond quickly when immediate action is required.
    - Any emergency action taken by the Governance Executive Team is binding unless reversed by the Board as a whole.
  - ♦ Individual Board Members have no authority to make decisions or act unilaterally.
- The Board shall reserve the right to remove a Trustee by two-thirds vote of the Board for:
  - ♦ Failure to fulfill Board duties and obligations
  - ♦ Serious violation of the Board Covenant

#### **4. BOARD TRUSTEE RESPONSIBILITIES**

##### **▪ DUTIES OF THE MODERATOR**

- The Moderator shall serve as Chief Governance Officer of the Congregation and shall bear overall responsibility with the Board for leading the governance of the Church. The Moderator shall:
  - Be elected by the Board from its current membership
  - Call meetings, establish agendas, and preside at official meetings of the Congregation and the Board.
  - Prepare and submit an annual report to the Congregation
  - In consultation with the Minister, act as an official Church representative to the community
  - As an agent of the Church, have the authority to obligate the Church contractually as approved by the Board or the Active Membership
  - Ensure faithful compliance with the Bylaws in all operations of the Congregation and Board
  - Participate in the regular review of the Minister

##### **▪ DUTIES OF THE ASSISTANT MODERATOR**

- The Assistant Moderator shall:
  - Be elected by the Board from its current membership
  - Assist the Moderator in their duties
  - Act for the Moderator in case of absence or inability to preside
  - In case of a Moderator vacancy, act until a new Moderator is elected by the Board

##### **▪ DUTIES OF THE BOARD SECRETARY**

- The Board Secretary shall:
  - Be elected by the Board from its current membership
  - Take, disseminate, and maintain minutes for all official meetings of the Board and Congregation
  - Provide notification of elections or appointments to Church leadership roles
  - Handle Board correspondence

##### **▪ DUTIES OF THE AT-LARGE BOARD TRUSTEES**

- The At-Large Board Trustees shall share responsibility for leading the governance of the Church. At-Large Trustees shall:
  - Accept tasks as delineated in the Bylaws
  - Carry out tasks as delegated by the Moderator

## **ARTICLE IV. MINISTERS**

### **A. THE SETTLED MINISTER**

- 1. THE SETTLED MINISTER, HEREINAFTER REFERRED TO AS "THE MINISTER," IS CALLED BY THE CONGREGATION.**
- 2. CALL OF A NEW MINISTER**
  - At an Annual or Special Meeting, the Congregation shall elect a Ministerial Search Team from the Active Members of the Church.
  - At a Special Meeting, the Ministerial Search Committee, in accord with UUA guidelines, will present a Ministerial Candidate
    - Who is in Full Fellowship<sup>5</sup> with, or in the process of obtaining Fellowship with the UUA
  - The Ministerial Candidate must be approved by a super-majority vote of at least eighty-five percent of the Active Members in attendance and those who have submitted Absentee Ballots.
- 3. ROLE AND AUTHORITY OF THE MINISTER**
  - Tenure and specific duties of the Minister shall be governed by agreement between the Minister and the Board on behalf of the Congregation.
  - The Minister shall lead and direct the spiritual and programmatic work of the Church
    - Through shared ministry
    - Through Freedom of the Pulpit<sup>6</sup>
    - With fidelity to the Mission, Vision, and Covenant of the Church
  - The Minister shall lead and direct the administrative and management processes of the Church including:
    - Serving as Chief Executive Officer
      - As an agent of the Church, has the authority to obligate the Church contractually as approved by the Board or Membership
      - Serving as the head of the Staff team
        - ◆ Ensuring that Staff efforts are directed towards fulfilling the Congregation's Mission and Vision
        - ◆ Overseeing Staff compliance with all Church policies
      - Serving as an ex-officio, non-voting member of:
        - ◆ The Board
        - ◆ All Ministry, Program, and Standing Committees and Action Teams with the exception of the Interim-Minister Search Committee and Ministerial Search Committee
      - Chairing the Ministry Executive Team (MET)

### **B. AFFILIATED COMMUNITY MINISTER**

An Affiliated Community Minister serves a ministry in the community and has been educated and ordained by a suitably credentialed and recognized denomination or credentialed ordaining body. At the recommendation of the minister, the Board shall determine if a candidate for Affiliated Community Minister has been suitably educated and ordained and has the capacity to serve the community in ministry.

- At an Annual or Special Meeting, an Affiliated Community Minister Is approved by a super-majority eighty-five percent vote of the Active Members in attendance and by those who have submitted Absentee Ballots.
- The tenure and specific duties of the Affiliated Community Minister shall be governed by agreement between the Settled Minister and the Board on behalf of the Congregation.

### **C. INTERIM, DEVELOPMENTAL, AND CONTRACT MINISTERS**

Transitional Ministers who serve a limited term (See UUA guidelines.)

- Hired by the Board

### **D. INTERN MINISTER**

An Intern Minister is in aspirant<sup>7</sup> or candidate<sup>8</sup> status with the UUA Fellowship Committee

- Hired by the Board

## **E. EMERITUS MINISTER**

A retired minister who is in good standing with the UUA

- Designated by eighty-five percent super-majority vote of the Active Members at a Special or Annual Meeting

## **F. COMMISSIONED LAY MINISTER(S)<sup>9</sup>**

1. At an Annual or Special Meeting, a Commissioned Lay Minister (CLM) is approved by a simple majority of fifty-one percent of the Active Members in attendance and by those who have submitted Absentee Ballots.
2. The tenure and specific duties of the Commissioned Lay Minister shall be governed by agreement between the Settled Minister and the Board on behalf of the Congregation.
3. Dismissal of Commissioned Lay Minister(s)
  - In the event of performance concerns of Commissioned Lay Minister(s), they may be invited to engage in mediation. The Minister and Committee on Ministry must be informed of the intent to call a meeting for dismissal.
  - Dismissal requires a simple majority of fifty-one percent of the Active Membership in attendance at a Special or Annual Meeting and by those who submit Absentee Ballots.

## **G. DISMISSAL OF A MINISTER(S)**

1. Ministers hired by the Board can be dismissed by the Board.
2. In the event of performance concerns, Ministers called by the Congregation may be invited to engage in mediation in consultation with the Unitarian Universalist Association and/or the Unitarian Universalist Ministers Association.
3. The Minister and Committee on Ministry must be informed of the intent to call a meeting for dismissal.
4. Refer to meeting requirements for a Dismissal of a Minister.

## **ARTICLE V. MINISTRY - MISSION IMPLEMENTATION**

### **A. MINISTRY EXECUTIVE TEAM - COMPOSITION, AUTHORITY, AND RESPONSIBILITIES**

The Ministry Executive Team (MET) shall devote the majority of its attention to the day-to-day management and administration of the Church's ministries.

#### **1. COMPOSITION OF THE MINISTRY EXECUTIVE TEAM (MET)**

- The MET shall be comprised of:
  - The Minister
  - The Board-appointed Treasurer
  - The Board-appointed Past-Board member
  - A Member-At-Large, elected by the Congregation
  - The Congregational Administrator

#### **2. MINISTRY EXECUTIVE TEAM (MET) AUTHORITY AND RESPONSIBILITIES**

- The MET shall:
  - Support the Mission, Vision, and Covenant of the Church
  - Provide professional leadership to the Church
- The MET shall supervise the day-to-day business of the Church, including:
  - Monitor and evaluate program areas:
  - Monitor and evaluate all communication processes.
  - Work in collaboration with the Coordinators
  - In collaboration with the Personnel Committee, make staffing decisions including hiring and dismissal.
  - In collaboration with the Personnel Committee, make recommendations to the Board to grant Emeritus status for retired professional staff.
  - Review and respond to requests from Coordinators and/or a group of Active Members for the formation of Action Team(s)



- The MET's fiscal responsibilities include:
  - In collaboration with the Finance Committee, creating a draft budget based on the Board's vision-based fiscal year priorities
    - Presenting draft budget to the Board for endorsement
  - Approving necessary unbudgeted expenses not to exceed an annual total of one percent of the current fiscal year budget
  - Ensuring an annual Operating Budget Campaign occurs

## **B. COMMITTEES AND TEAMS ELECTED BY THE CONGREGATION**

All Committees elected by the Congregation shall:

- Be comprised of three to five Active Members, to serve a three-year term, not to exceed two consecutive terms, but who may later serve additional terms
- Submit an annual report to the Congregation
- Support Mission, Vision, and Covenant

### **1. LEADERSHIP DEVELOPMENT COMMITTEE**

- The Leadership Development Committee shall:
  - Be elected at the Annual Meeting
    - Shall include an exiting Board Trustee for a one-year term
- Provide opportunities and/or information for Leadership Development to the congregation
- Implement a process to identify, equip, and connect Active Members with congregational leadership roles.
- Provide a slate of Board-endorsed candidates for all Congregation-elected positions and committees
  - At the Annual Meeting
  - Including:
    - Board of Trustees
    - Leadership Development Committee
    - Endowment Committee
    - Financial Secretaries and Alternate(s)
    - Ministerial Search Team (as needed)
- Provide a slate of candidates to the Board for the following Board-appointed positions and committees:
  - Board-Appointed Coordinators
  - Past-Board Moderator to the Ministry Executive Team
  - Board-Appointed Committees
  - Treasurer

### **2. ENDOWMENT COMMITTEE**

- The Endowment Committee is charged with overseeing and managing Endowment Funds(s) intended for the long-term benefit of the Church. The Endowment Committee shall:
  - Be elected at the Annual Meeting
  - Meet at least twice annually
  - Solicit and receive gifts in accordance with the Gift Acceptance Policy

### **3. FINANCIAL SECRETARIES AND ALTERNATE(S)**

- The Financial Secretaries and Alternate(s) shall:
  - Be elected at the Annual Meeting
  - Work in collaboration with the Treasurer and Bookkeeper
  - Receive, process, and record all donations
  - Make a weekly bank deposit

### **4. MINISTRY EXECUTIVE TEAM (MET) MEMBER-AT-LARGE**

- The Ministry Executive Member-At-Large shall:
  - Be elected at the Annual Meeting
  - Serve as part of the MET

## **C. BOARD-APPOINTED LEADERSHIP POSITIONS WITH CORRESPONDING RESPONSIBILITIES**

### **TREASURER**

- The Church Treasurer shall:
  - Be appointed by the Board of Trustees to serve a three-year term
    - Limited to two consecutive terms (six years), but may later serve additional terms
  - Have oversight responsibilities for the Church's finances
  - Serve on the Finance Committee
  - Have oversight responsibility for elected volunteer financial positions
    - Financial Secretaries and Alternate(s)
  - Serve as a liaison between the Board and financial committees
  - Serve on the Ministry Executive Team
  - Work in collaboration with the Bookkeeper
  - Participate in the preparation of the annual budget
  - Report monthly to the Board
  - Report to the Congregation as needed including:
    - Preparing a fiscal year report for the Annual Meeting
    - Preparing pledge/donation statements

## **D. BOARD-APPOINTED COMMITTEES AND CORRESPONDING RESPONSIBILITIES**

Board-Appointed Committees shall:

- Be comprised of three to five Active Members
  - Be comprised of three to five Active Members, to serve a three-year term, not to exceed two consecutive terms, but who may later serve additional terms
- Submit an annual report to the Congregation

### **1. COMMITTEE ON SHARED MINISTRY**

- The Committee on Shared Ministry (CoSM) shall:
  - provide a representative to participate in the regular review of the Minister
    - Annual review for a newly-settled Minister for the first three years or the duration of a Minister's status in Preliminary Fellowship, whichever is longer
    - Biennial review of an established Minister beginning in his/her fourth year or after receiving Fellowship
  - Monitor and nurture the health of the Church's shared ministries
  - Select an evaluation tool to be used by the Board to conduct an assessment of how the Congregation is living into its Mission
  - Provide oversight to cultivate open and appropriate Church-wide communication
  - Prepare and submit a slate of CoSM candidates to the Board to fill vacancies
  - In the case of a newly-settled Minister, include a member of the Ministerial Search Team
    - Appointed by the Board to the CoSM

## **ARTICLE VI. BYLAWS REVISIONS**

Bylaw revisions require approval at an Annual or Special Meeting.

## **ARTICLE VII. ACQUISITION OR DISPOSAL OF REAL PROPERTY**

Any acquisition or disposal of real property<sup>10</sup> requires, at an Annual or Special Meeting, an affirmative super-majority vote of seventy-five percent of those in attendance and who have submitted Absentee Ballots.

## ARTICLE VIII. DISSOLUTION OF THE CHURCH

1. Any action to dissolve the Church must be approved by a super-majority seventy-five percent vote of eligible Active Members present at a meeting specifically called for this action and by those who have submitted Absentee Ballots.
2. Any dissolution of the Church will be in accordance with Ohio Non-profit Corporation law per Ohio Revised Code, Chapter 1702.
3. All debts and liabilities will be paid.
4. All net property, real or personal<sup>11</sup>, will be transferred to the Ohio-Meadville District or its successor for the benefit of any Unitarian Universalist Churches in Ohio.

---

### Endnotes

1. A public statement that exemplifies our commitment to justice, equity, and compassion.
2. Fiduciary - "the duty of care of financial, human, and material resources through delegation, oversight, and evaluation" (Hotchkiss)
3. A temporary team charged with completing a specific task.
4. A minister called to a permanent position by a congregation.
5. Full Fellowship is granted to a minister who previously was in Preliminary Fellowship for at least three years and who received three satisfactory renewals and has been deemed by the UUA Fellowship Committee to be an appropriate candidate for Final Fellowship. Preliminary Fellowship is granted to a candidate who has completely fulfilled all requirements for Fellowship to the satisfaction of the UUA Ministerial Fellowship Committee.
6. The Minister speaks the truth as he/she understands it.
7. An individual who has completed the initial steps to pursue Ministerial Fellowship with the Unitarian Universalist Association Fellowship Committee.
8. An individual who is in the process of pursuing Ministerial Fellowship with the Unitarian Universalist Association Fellowship Committee.
9. A Commissioned Lay Leader is an Active Member who has successfully completed the certification process through the Unitarian Universalist Association.
10. A sublet of land that has been legally defined.
11. Any moveable property or belongings.