

**Bylaws of the
Unitarian Universalist Church of Corpus Christi**
(Last revised, approved and accepted by the Congregation at its meeting on
November 15, 2015)

Bylaws of the Unitarian Universalist Church of Corpus Christi

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**BYLAWS OF THE
UNITARIAN UNIVERSALIST CHURCH OF CORPUS CHRISTI**

Article I - Name, Purpose and Denominational Affiliation

Section A Name

The name of this religious organization is Unitarian Universalist Church of Corpus Christi. Whenever the word "church" is used in these bylaws it shall signify the legal organization of this church, which is the congregation, as herein established.

Section B Purpose of Incorporation

The purpose for which the church is constituted is the establishment and maintenance of a place of public worship, in accordance with the principles of a free faith and in furtherance of promoting our mission. This includes providing and protecting the right of the individual to develop his or her own system of belief through the responsible application of freedom, reason and tolerance.

Section C Mission Statement

Our mission is to nurture the spirit within us and among us, to welcome all who share our covenant, and to embody our values of love, justice, peace, and respect for the earth, in order to transform the world. We learn, we lead, we love.-

Section D Denominational Affiliations

The church is a member congregation of the Unitarian Universalist Association of Congregations.

Section E Welcoming Congregation

We, the congregation of the Unitarian Universalist Church of Corpus Christi, create a community, and we intentionally welcome all. We do this without requiring adherence to any religious belief or creed. We foster a climate of purposeful inclusion, an environment where all can feel safe, valued, cared for, and given an opportunity to form meaningful connections with one another. We cherish the diversity of humanity, a diversity which includes differences in sex, age, race, ethnicity, and national origin, range of abilities, sexual orientation, gender identity, financial means, education, and political perspective. These beliefs and practices apply to all of the activities of our congregation; they inform all of our decisions, including our employment decisions, and the calling, installation, and retention of our minister.

Article II - Membership

Section A Eligibility

Membership is open to all eligible persons eighteen years of age or older regardless of race, color, gender, affection or sexual orientation, national origin or mental or physical challenge. Any person may become a member of this church by doing all of the following:

1. Demonstrating sympathy with its purposes and program.
2. Attending membership orientation or is endorsed by the minister.
3. Signing the membership book.
4. Supporting the church financially.

Section B Voting Member

A voting member of the church is any eligible and qualified person who was a member at the time that these bylaws were enacted and has complied with Section A, 1-4 (above) and who has made at least the minimum financial contribution to the church as set forth in board of trustees policy, except as finances, physical or life style circumstances prohibit.

Section C Friends of the Church

A friend of the church is one who supports the church's purpose and program but chooses not to become a member. A friend can participate in any church activity, including serving on a committee (but not as chair) and pledging, but will not be counted for voting and statistical purposes.

Section D Procedure

An individual is welcomed into membership of the church, and shall be introduced at a regular Sunday morning worship service, by signing the membership book and being welcomed by the minister or his/her designee.

Section E Creedal Test Prohibited

Nothing in these bylaws, except this article, shall be construed as an authoritative test of membership, and no creedal or other test shall ever be required as a condition of membership in this church.

Section F Withdrawal, Removal, or Change in Membership Status

1. Withdrawal.

The status of a voting member may be withdrawn upon:

- a. His or her written request, or
- b. At the time of death.

2. Removal.

Voting members may be removed upon the recommendation of the finance committee, the concurrence of the minister and a vote of the executive committee for failure to maintain voting member status as defined in Article II, Section B. The finance committee recommendations are based solely upon the member's financial support as defined in Article II, Section B. The board of trustees and minister shall consider the member's overall participation, particularly in light of extenuating circumstances.

Section G Reporting of Membership

The chairs of the membership committee and the financial planning committee shall prepare current membership lists prior to the May and November congregational meetings and submit these to the president. These lists will indicate voting members who are eligible to vote. The

membership list for November shall be recorded in the minutes of the January board meeting and reported to the Unitarian Universalist Association.

Article III - Fiscal Year

The church's fiscal year is the calendar year, January through December 31.

Article IV - Meetings

Section A Congregational Meetings

1. Two congregational meetings will be held each year, one in May and one in November, at such time and place as may be designated by the board of trustees. The congregation shall be notified by publishing that information in the newsletter the month of the meeting, posting it in writing at the church, announcing it from the pulpit during the two Sunday services prior to the meeting and by any electronic means practicable. At the May meeting, the election of officers and trustees will be held based upon the slate offered by the nominating and engagement committee and upon those nominations offered by voice from the floor during the meeting, if the persons nominated are present and consent to the nomination.
2. At the November meeting, the treasurer will present the operating budget for the following year for adoption and the president or designee will address the state of the church.

Section B Special Meetings

Special meetings of the church may be called at any time by the board of trustees on its own motion, or upon written request of not less than twenty voting members who shall state the business of such call. That business shall be the only business of the meeting, unless otherwise specified by the board of trustees. The congregation shall be notified by publishing that information in the newsletter the month of the meeting, posting it in writing at the church, announcing it from the pulpit during the Sunday service prior to the meeting and by any electronic means practicable.

Section C Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this congregation may adopt.

Section D Quorum

A quorum of all congregational meetings of the church shall be more than one-third (33%) the number of voting members, except when the agenda contains an item or items pertaining to the call or dismissal of a minister, dispersal of endowment funds, and/or the sale of church-owned real estate located at 6901 Holly Road. On those instances the quorum shall be more than two-thirds (66%) of the voting members. When the agenda contains an item pertaining to a bylaw repeal or change, the quorum shall be more than 50% of the voting members.

Section E Voting and Speaking Rights

1. The right to vote and speak at business meetings of the church shall be exercised only by voting members.

2. Assuming that a quorum exists, a simple majority of the voting members present shall be sufficient to carry a motion in all meetings of the church, except when an agenda item pertains to the call or dismissal of the minister, by-law repeal or amendment and / or sale of church-owned real estate located at 6901 Holly Road. In those cases, the vote to carry a motion shall be four-fifths (80%) of the voting members present and absentee votes.
3. An election involving the call or dismissal of the minister, by-law repeal or amendment, and/or sale of church-owned real estate located at 6901 Holly Road shall be by written ballot.
4. In those cases, as stated in paragraph 3 above, the board will establish procedures prior to each election requiring written ballots and to allow for absentee balloting by voting members who cannot be present at the meeting.
5. Proxy voting will not be allowed, and absentee ballots may not be counted to meet the quorum requirement.
6. The right to address meetings shall not be denied any voting member, and shall be granted by, and subject to, any conditions of the presiding officer.

Article V - Governance

Section A The Governing Body

The governing body of the church is the board of trustees, composed of four officers (president, vice president, secretary, and treasurer) and three trustees.

Section B Qualifications

All officers and trustees of the church shall be voting members of the congregation.

Section C Terms

1. Officers

The officers of the church shall be voting members of the board and include the president, vice president, secretary, and treasurer. The vice president and president are elected to their offices for one year terms by a majority of the members of the church present and voting at the May congregational meeting every year. They shall assume office July 1. No person may serve more than two consecutive terms in the same office. The treasurer and secretary will be elected in even-numbered years for two-year terms.

2. Trustees at Large

The board will include three additional voting members, three trustees elected for two-year terms. Two trustees will be elected in odd-numbered years and one in even-numbered years. They shall assume office July 1.

3. Immediate Past President

The last elected president who is currently a member of the church is a non-voting member of the board and will act in an advisory capacity to the board for a period of one year.

4. Youth Representative

A youth representative, elected by the congregation at the May meeting, will be a non-voting member of the board. In the event that a church-sponsored youth organization is established,

nominations will be accepted for the youth representative from that organization. The youth representative may be elected for additional terms through age of 18.

Section D Duties

1. The Board of Trustees

The board of trustees is the executive body of the church with full authority to make decisions on any and all matters whenever the congregation is not in meeting. It shall:

- a. Act upon recommendations regarding appointed and hired positions and the compensation of same.
- b. Jointly with the minister, decide on hiring, discharging and changing compensation of church staff.
- c. Recommend a budget for approval to the November congregational meeting.
- d. Manage all real estate and contents of the church building.
- e. Promulgate policies and direct and approve the promulgation of procedures and practices by committees.
- f. Be advised of all bequests and gifts to the church and advise the congregation of same.
- g. Act upon applications of organizations for affiliation with the church.
- h. Appoint special task forces for specific studies or projects and shall charge, in writing, such special tasks force with their mission.
- i. Appoint voting members to serve on the Financial Records Assurance Committee, pursuant to Article VIII Section A(13).

2. The Executive Committee

The executive committee is a subcommittee of the board of trustees and is composed of the immediate past president, the president, the vice-president and the minister ex-officio. The executive committee shall:

- a. Meet and set the agenda, priorities, and proposed solutions before each board meeting.
- b. Take actions and make decisions regarding any crisis situations where the time demand is so extreme as to prevent the board from being convened.

3. The Leadership Council

The leadership council consists of the chairs or designees from each standing committee, with the vice-president presiding. The leadership council shall:

- a. Coordinate and maintain consistent operation of the church programs, activities, and business. These duties shall include:
 - (i) Coordinating events and activities.
 - (ii) Facilitating the coordination of all standing committee tasks.
 - (iii) Encouraging the development of policies and procedures for the approval of the board.
 - (iv) Providing leadership in developing individuals to rotate into the chair position of standing committees.
 - (v) Addressing such matters as term limits of standing committees.

4. Officers

- a. The president of the church shall:
 - (i) Be its official lay representative and administrative head.
 - (ii) Chair meetings of the board of trustees.

- (iii) Maintain familiarity with all areas of ministry, service, activities, and programs of the church.
 - (iv) Confer regularly with the minister and vice-president concerning the condition of the church.
 - (v) Report to the congregation annually on the state of the church.
 - (vi) Preside, or name a designee to preside, over all congregational meetings.
- b. The vice president of the church shall:
- (i) Assume the duties of the president during that person's absence.
 - (ii) Preside over the leadership council.
 - (iii) Attend meetings of the board of trustees.
 - (iv) Support and assist the president.
 - (v) Confer regularly with the president and minister concerning the condition and effectiveness of the church.
- c. The secretary of the church shall:
- (i) Attend meetings of the board of trustees.
 - (ii) Keep full, accurate and impartial records of their proceedings.
 - (iii) Give due notice of congregational meetings as set forth in Article IV Section A.
- d. The treasurer of the church shall:
- (i) Attend meetings of the board of trustees.
 - (ii) Authorize payment of salaries and wages as scheduled.
 - (iii) Authorize payment of bills in a timely manner.
 - (iv) Keep accurate accounts of all receipts and expenditures of church funds, submit a report of same to the semi-annual congregational meetings and, when called upon, to the financial planning committee and/or board of trustees.
 - (v) Make all other financial reports legally required of the church.
 - (vi) Serve as chair of the financial planning committee. or designate a chair or co-chair.

Section E Election of Officers

All officers shall be elected at the congregational meeting in May.

Section F Removal from Office

1. Any member of the board of trustees may resign by giving notice, in writing, to the president, vice president, or minister.
2. Any officer or trustee who is absent from three (3) or more consecutive meetings of the board of trustees may be removed from that position by a vote of the majority.

Section G Filling Vacancies

1. A presidential vacancy shall be filled by the vice-president.
2. Any other vacancy on the board shall be appointed by the board of trustees with the advice of the nominating and engagement committee. Such appointments will be filled for the unexpired term.

Section H Meetings

1. Regular

The board of trustees shall hold regularly scheduled meetings, open to the congregation, throughout the year with reasonable notice for each meeting.

2. Special

Special meetings of the board of trustees may be called by the president, vice-president, or minister. Special meetings of the board of trustees may also be called by the president, vice-president, or minister upon written request of at least three members of the board of trustees.

Section I Weddings

According to the Texas Family Code, Section 2.202(a) (93) among those who may perform a marriage are "Persons who are officers of religious organizations and who are duly authorized by the organization to conduct marriage ceremonies ..." Therefore, in case of the absence or unavailability of a regular minister of this church, the following persons are authorized to perform marriage ceremonies: the current president, the current vice-president, and the immediate past president.

Article VI - Appointed Officials

Section A Church Archivist

The Church Archivist shall:

1. Collect, preserve, maintain and store or display all records and artifacts of the church.
2. Be appointed at the first meeting of the board of trustees following the November congregational meeting.

Section B Depositor

The Depositor shall:

1. Receive all monies for the church and deposit same in bank or other accounts as directed by the treasurer and /or financial planning committee.
2. Submit a detailed report to the treasurer, not less than monthly, regarding monies deposited, and to the finance committee upon request.
3. If not done by the treasurer, provide pledge statements quarterly, when requested by pledgers or as deemed appropriate by the depositor.
4. Be appointed at the first meeting of the board of trustees following the November congregational meeting.

Section C Cashier

The cashier, who pays the bills for the church, shall be appointed at the first meeting of the board of trustees following the November congregational meeting.

Article VII - Professional Positions

The professional positions of the church are minister, director of religious education, and director of music. Additional professional positions may be added at the discretion of the board.

Section A Minister

1. Qualifications

The minister shall be in fellowship with the Unitarian Universalist Association, or be an applicant for such accreditation.

2. Selection and appointment

When a vacancy occurs, the board will appoint a ministerial search committee in accordance with procedures described in Article VIII Section B — Non-standing committees. All candidates for the position of minister shall be reviewed and recommended by a search committee before a congregational vote on the candidate may be called.

3. Duties

The minister shall:

- a. Be the spiritual director of the church, exercising responsibility in all areas of ministry, service and programming.
- b. Have freedom of the pulpit and primary authority regarding the uses of the sanctuary.
- c. Be an ex-officio member of the board of trustees and all committees, and attend board of trustees and congregational meetings.
- d. Provide supervision and evaluation of all other paid staff members.
- e. Recommend personnel actions to the board, which will work jointly with the minister to decide on hiring, discharging and changing compensation of church staff.
- f. Publish and maintain regular office hours.
- g. Allocate ministry time in the best interests of the church.
- h. Submit a written report of activities, observations and recommendations to the May congregational meeting.
- i. Participate in meetings and retreats of the Unitarian Universalist Association, the cluster group of the Unitarian Universalist Ministers Association (UUMA), the local clergy association, if available, and participate in public and private non-denominational services on the same basis as other Corpus Christi clergy and represent the church as a delegate to the General Assembly of the UUA.
- j. Be free at all times to express his/her opinion on any subject, both in and out of the pulpit, but not to represent the church without authorization from the board or the congregation.

4. Ministerial Contract

The contractual agreement between the minister and the church is recommended by the search committee, reviewed annually and modified as appropriate by the board of trustees. The ministerial contract supersedes these bylaws in the event of a conflict between them.

5. Ministerial Performance Review

The minister shall receive a written performance review at the direction of the board of trustees:

- a. Within thirty days of a written request for same from the minister.
- b. A minimum of once yearly.

6. Dismissal and Termination of Call

The employment of a minister may be terminated by either the minister or the church upon ninety (90) days' notice. Termination action of the church requires a two-thirds vote of members present and voting at a special meeting legally called by the board of trustees for that purpose. Such vote

occurs as the final step of a process of evaluation conducted by the board. The minister shall receive the balance due under his or her contract, or three months compensation, whichever is greater, following termination by the church.

Section B Director of Religious Education (DRE)

1. The director of religious education for the church shall be contracted by the board of trustees, and shall perform those duties described in the contract as well as in the position description for the DRE. The DRE shall be credentialed or willing to work towards credentialing through the UUA Religious Education credentialing program or comparable.
2. The DRE shall serve as an ex-officio member of the religious education committee, shall attend meetings of the board of trustees and, by invitation, other committees of the church.
3. Performance Review:
The DRE shall receive a written performance review by the minister:
 - a. Within thirty days of receiving a written request for same from the DRE.
 - b. A minimum of once yearly.

Section C Director of Music

1. The director of music for the church shall be contracted by the board of trustees, and shall perform those duties described in the contract as well and in the position description for the director of music.
2. The director of music shall serve on the worship committee.
3. Performance Review
The director of music shall receive a written performance review by the minister:
 - a. Within thirty days of receiving a written request for same from the director of music.
 - b. A minimum of once yearly

Article VIII - Other Committees

Section A Standing Committees

The chair of every standing committee or his/her designee shall participate and act on behalf of the committee on the leadership council. The following standing committees shall exist to fulfill specific purposes:

1. Nominating and Engagement Committee:
 - a. Members
The members of the nominating and engagement committee will be approved at the May congregational meeting. In the event of a vacancy prior to the May congregational meeting, the board of trustees will appoint a replacement. The committee should be comprised of an odd-number of members, not less than three.
 - b. Chair and Advisors
This committee will select its own chair. The nominating and engagement committee will consult with the minister and president as advisors. The chair or his / her designee will serve on the leadership council and attend its meetings as needed.
 - c. Duties

The duties of the nominating and engagement committee shall be as follows:

- (i) Prepare and present at the May congregational meeting or other congregational meeting a list of persons for election to fill openings and / or vacancies on the board of trustees.
- (ii) Recruit and recommend to the board, candidates to serve on all standing or other committees and task forces.
- (iii) Visit with potential and new members in order to engage them in the activities of the church.

2. Denominational Affairs:

a. Members

This committee shall be comprised of at least two members.

b. Chair

This committee will select its own chair in consultation with the executive committee.

c. Duties

The duties of the denominational affairs committee shall be as follows:

- (i) Develop and maintain contacts with the Unitarian Universalist Association and the Southern Region, with special attention to the Southwest Region.
- (ii) Maintain up to date knowledge on available resources provided from all Unitarian Universalist Association, Southern Region, and Southwest District sources, and communicate same to the board of trustees and to the congregation at large, as deemed appropriate.
- (iii) Coordinate and generate support for the work of the Unitarian Universalist Association Annual Fund and the Unitarian Universalist Service Committee.
- (iv) Recommend to the board of trustees possible delegates to the General Assembly of the Unitarian Universalist Association, meetings of the Southwest District, and such other denominational conferences and meetings as shall occur from time to time.
- (v) Collaborate with other committees and task forces as might be provided by denominational resources and are from time to time required.

3. Financial Planning:

a. Members

The membership of the financial planning committee shall minimally include the treasurer, depositor, cashier, stewardship subcommittee chair(s), fundraising event coordinators, and endowment liaison.

b. Chair

The treasurer and/or treasurer's designee will serve as the chair(s) of the finance committee and shall represent the committee on the leadership council.

c. Duties

The duties of the finance committee are to provide for financial planning and reporting stewardship, fundraising efforts, and endowment growth.

(1) Stewardship Subcommittee

- (a) Coordinate with the subcommittee chair(s) to plan and execute the annual pledge drive in consultation with the minister and the board of trustees.
- (b) Help enlist volunteers to work on the annual pledge drive.
- (c) When requested, support the treasurer and membership committee in obtaining and organizing financial information and other data used for canvassing purposes.

(2) Fundraising Subcommittee(s)

- (a) Suggest and develop ideas for fundraising.
- (b) Recruit and train chairs for fundraising events.
- (c) Coordinate with individual fundraising event chairs to plan and execute fundraising activities.
- (d) When requested, assist in post-event fundraising tasks such as compiling financial data about the event.

(3) Finance and Budgeting:

- (a) The treasurer will keep the financial planning committee informed of any financial information pertaining to the church that would affect the functioning of the whole committee.
- (b) The church's elected and appointed financial representatives (treasurer, cashier, and depositor) will provide assistance to the financial planning committee as needed for the efficient functioning of the whole committee.
- (c) The financial planning committee will keep the congregation informed about the fiscal health of the church.

(4) Endowment Liaison:

- (a) One endowment liaison shall be appointed by the board of trustees.
- (b) Duties:
 - (1) The endowment liaison is authorized to view the Unitarian Universalist Church of Corpus Christi endowment fund online at the Unitarian Universalist Association site for Unitarian Universalist Church Endowment Fund Pool.
 - (2) The endowment liaison may use that information to maintain a history of the account and report semi-annually to the board of trustees.
 - (3) The endowment liaison will be responsible for depositing any gifts with the Unitarian Universalist site for Unitarian Universalist Church Endowment Fund Pool.
 - (4) The endowment liaison will provide an informative article about the fund and its assets yearly for the church newsletter.
 - (5) The endowment liaison will be responsible for procuring and installing a small brass plaque for the plaque in the foyer that acknowledges donors over \$1000.
 - (6) The endowment liaison will notify the board of trustees when endowment assets reach \$100,000, at which time Article VIII of the bylaws will be activated to fulfill Article VIII in regard to members, meetings, distributions, etc.

4. Music and Worship:

a. Members

Members shall include the minister, DRE, music director, band leader, other congregational members such as lay leaders, and a representative from the communications committee and the AV team.

b. Chair

This committee will select its own chair in consultation with the executive committee.

c. Duties

The duties of the music and worship committee shall be as follows:

- (1) Assist the minister in provision for music and speakers for worship and special services.

- (2) In partnership with the minister, interview and audition candidates for music director, choir director, and/or pianist.
- (3) Serves in an advocate role for the music director and any associated paid staff
- (4) Organize and maintain all supplies as needed.
- (5) Ensure the proper care and maintenance of musical instruments.
- (6) Collaborate with the minister and music director to ensure the conduct of regular and special services or worship and/or special music.
- (7) Ensure that music and musicians are provided in the absence of the music director.

5. Building:

a. Chair

This committee will select its own chair in consultation with the executive committee.

b. Duties

The duties of the building committee shall be as follows:

- (1) Assume primary responsibility for the maintenance of church buildings and contents.
- (2) Purchase and/or recommend to the board of trustees such building supplies and equipment as are necessary for proper maintenance.
- (3) Recruit volunteers to assist in building and cleaning maintenance.

6. Grounds:

a. Chair

This committee will select its own chair in consultation with the executive committee.

b. Duties

The duties of the grounds committee shall be as follows:

- (1) Assume primary responsibility for the maintenance of all property and supplies as needed to maintain the church grounds.
- (2) Purchase and/or recommend to the board of trustees such building supplies and equipment as are necessary for proper maintenance of the grounds.
- (3) Recruit volunteers to assist in the maintenance of the grounds.

7. Religious Education (RE):

a. Members

The religious education director will serve as an ex-officio member of this committee. The DRE or a committee designee will serve on the leadership council.

b. Chair

This committee will select its own chair in consultation with the executive committee.

c. Duties

Duties of the RE committee shall be as follows:

- (1) Assume primary responsibility for the development and administration of an RE program for children, youth and adults that seeks to involve every member of the church community in some aspect of its functioning.
- (2) Develop goals and objectives for all RE programs.
- (3) Communicate to the congregation the goals, objectives, safety issues, and methods of the RE programs.
- (4) Maintain an RE program by reviewing and procuring and, if necessary, modifying available curricula.

- (5) Assist the DRE in the recruitment and training of educators and others needed for the successful delivery of quality RE programs.
- (6) In conjunction with the minister and the board of trustees, interview candidates for the DRE position.
- (7) Provide a position description to the DRE.
- (8) Maintain accurate enrollment and attendance files for all children in the RE programs.

8. Social Action and Community Outreach:

a. Chair

This committee will select its own chair in consultation with the executive committee.

b. Duties

The duties of the social action and community outreach committee shall be as follows:

- (1) The committee will promote Article I of the bylaws to the local community and larger public. It will nurture freedom, spiritual growth, free faith, peace, and tolerance.

9. Membership:

a. Chair

This committee will select its own chair in consultation with the executive committee.

b. Duties

The duties of the membership committee shall be as follows:

- (1) Provide new member orientations to interested friends and potential members.
- (2) Along with the treasurer, maintain lists of voting members and friends.
- (3) Welcome new visitors and help integrate them into the congregation.

10. Hospitality:

a. Chair

This committee will select its own chair in consultation with the executive committee.

b. Duties

The duties of the hospitality committee shall be as follows:

- (1) Meet visitors and pass out the order of service.
- (2) Prepare coffee and juice for after-service fellowship, and clean coffee cups.
- (3) Coordinate First Sunday Lunch setup and cleanup of the kitchen afterward.

11. Communications:

a. Members

Members shall minimally include the newsletter editor(s), website administrator(s), church administrative assistant (if a member), and one member of the AV team.

b. Chair

This committee will select its own chair who will serve on the leadership council and act as a liaison with the board of trustees.

c. Duties

The duties of this committee shall include:

- (1) Updating and maintaining communications with members through media as password-protected areas of the church website and the closed Facebook group.

- (2) Updating and maintaining communications with members, friends, and visitors through such media as a monthly newsletter, email blasts, Sunday service announcements, and foyer posts.
- (3) Updating and maintaining communications with the public through such media as the wayside pulpit sign, the Facebook open group, newspapers, and the open areas of the church website.
- (4) Creating marketing materials for public advertising in a responsible use of the church's advertising budget, and in consultation with the board of trustees, placing such ads with media outlets.
- (5) Consulting with the board of trustees and the leadership council to promote effective event coordination.

12. Financial Records Assurance:

a. Chair

This committee will select its own chair in consultation with the executive committee.

b. Eligibility

Financial records assurance committee shall be comprised of voting members appointed by the board of trustees for three years in staggered terms such that consecutive terms are not permitted. Members of the board of trustees, finance or stewardship committees, the treasurer, depositor, cashier or their assistants may not be appointed.

c. Duties and Standards

At its first meeting of the church year, it shall elect a chair and report same to the board of trustees. It shall conduct the annual records review prior to the annual canvas and, when requested by the board of trustees, special records review. All records review shall be in accordance with generally accepted auditing standards and shall be submitted to the board of trustees, the treasurer, and the financial planning committee.

13. Committee on Ministries:

a. Membership

The committee will consist of five members. Upon arrival of a newly-contracted minister, the board shall reconstitute the committee to include at least two members of the search committee that recommended the new minister. Those serving members who are to be replaced should be those whose current terms are closest to expiration. The two (or more) members from the search committee shall each serve one-year terms and may not serve consecutive terms. All other committee members shall serve two-year terms and may serve no more than two consecutive terms. When vacancies occur, the minister, the nominating and engagement committee, and the board of trustees shall submit names of voting members, and the board shall appoint each new member from that combined list. A member appointed to fill an unexpired term will complete that term and may serve no more than one additional term. No member of the board or partner of a board member may simultaneously serve on this committee.

b. Facilitator

This committee will select its own facilitator in consultation with the executive committee. Due to its unique mission, participation by this facilitator or designee in the activities of the leadership council is discretionary, as determined by consensus of the executive committee, the minister, and the facilitator.

c. Duties

As a continuing committee, the duties of this committee are:

- (1) Serve in an advisory capacity to the leadership council.
- (2) Serve as a support group and counsel for the minister and as a communication channel between the minister and the members of the congregation.
- (3) Assist and support the minister and members in plans for professional development, continuing education, sabbaticals, etc.
- (4) Meet at least quarterly, with an agenda, to share feedback with the minister regarding performance and advancement toward any mutually set goals. Other meetings may occur at the request of the minister and/or committee members.
- (5) Evaluate a minister who is in preliminary fellowship as required by the UUA.

Section B Non-Standing Committees

For other church work requiring organization but not necessarily that of a standing committee, ad hoc committees or task forces may be considered among appropriate alternatives. Non-standing committees that may be required will be appointed by the board and will cease to exist upon discharge of their duties.

1. Search Committee

a. Members

Upon notification of a vacancy in the ministerial position, the board of trustees shall call a special meeting of the congregation for the purpose of electing a ministerial search committee.

The board shall present a slate of at least seven nominees and at least two alternates.

Additional nominations may be made from the floor, if the persons nominated are present and consent to the nominations.

b. Chair

This committee will elect its own chair.

c. Duties

- (1) The search committee shall work in cooperation with the transitions office of the Unitarian Universalist Association to identify candidates for the pulpit, utilizing such aids as "The Settlement Handbook" and "The Resource Guide for Ministerial Committees."
- (2) The search committee shall appoint 2 of its members along with 2 additional members appointed by the board of trustees to negotiate a job description and employment contract with its recommended candidate. The search committee shall present the recommended candidate to the congregation for approval.

Article IX - Church Calendar

Events required by these bylaws are scheduled as follows:

Membership status review shall be completed no later than seven days preceding the November congregational meeting in accordance with Article II Section F.

The annual canvass shall be completed no later than fifteen days preceding the November congregational meeting.

The treasurer shall submit a proposed annual budget to the board of trustees before the November congregational meeting.

Committees should submit budget proposals to the treasurer and/or the financial planning committee not later than 45 days before the November congregational meeting.

Article X - Bonding

The president, vice president, treasurer, and other authorized signatories may be bonded at the expense of the church in an amount determined by the board.

Article XI - Dissolution

In the event of the dissolution of this church as a legal entity, all of its property, real and otherwise, subject to all just and legal claims upon it, shall vest in the Southwest District of the Unitarian Universalist Association to be held in trust for the benefit of a future Unitarian or Universalist Church, or Unitarian Universalist Church in the vicinity of Corpus Christi or for the furthering the cause of Unitarian Universalism in such other way(s) as may be proposed by the Unitarian Universalist Church of Corpus Christi, in Corpus Christi in congregational meeting.

Article XII - Amendments and Bylaws

These bylaws may be amended, repealed, or changed at any congregational meeting of the church in accordance with the provisions of Article IV Section E.

ARTICLE XIII - ENDOWMENT FUND

Establishment and Purpose

The church shall maintain a separate Endowment Fund called The Corpus Christi Unitarian Universalist Endowment Fund ("Fund") for the furtherance of the long range financial future of the church, to aid in financial emergencies, and to fund capital needs and special projects that further the mission of the church. The Fund shall not be used for the annual operating budget of the church.

Endowment Fund Policy

The board will establish appropriate policies according to the mission of the church for promotion of the Fund, acceptance of gifts, asset management, and disbursements, and will provide for the administration of these functions through the Endowment Fund Committee.

Endowment Fund Committee Membership

The Endowment Fund Committee ("EFC") shall be a standing committee under the supervision of the treasurer. The EFC shall consist of three (3) rotating Voting Members who are not members of the board. One EFC member shall be nominated by the Nominating Committee and elected by the congregation each year to serve for a term of three (3) years. The treasurer of the church shall be a non-voting member of the EFC. No member shall serve more than two consecutive three-year terms. After a lapse of one (1) year, former EFC members may be reelected. In the event of a vacancy, the board shall appoint a member to fill the vacancy until the end of vacating member's

term. Any EFC member may be removed from office by at least a two-thirds (2/3) vote by ballot at any congregational meeting.

Endowment Fund Committee Responsibilities

The EFC shall have the authority and the responsibility to pursue the purposes of the Fund in accordance with the policies established by the board.

Asset Management

The EFC shall have the power to accept, reject, manage, control and protect assets of the Fund; retain, purchase, sell or convey Fund assets as appropriate; vote proxies; settle claims; establish accounts, and to exercise all rights, powers, discretion and authority given to trustees under the terms of the Texas Trust Act, as amended, within their sole discretion as they deem wise and prudent. A majority vote of the EFC is required for all such decisions.

Meetings

The EFC shall meet at least quarterly. An EFC member shall maintain complete and accurate minutes of all meetings of the EFC and supply a copy to each member of the EFC, and to the board upon request.

Expenditure requests

Twice per year (by March 15th or by September 15th) members of the congregation may present requests for expenditure of Fund assets to the EFC for consideration. A majority vote of the EFC is required to approve an expenditure request (\$3,000 or under) or recommend an expenditure request's approval by the board.

Reports

The EFC shall report to the board semi-annually prior April 15th and October 15th and notify the board of requests approved, denied, or recommended for approval by the board.

Distributions

Distributions may be considered by the EFC when the fair market value of the assets in the Fund is at least one hundred thousand dollars (\$100,000). Such distributions may not reduce the balance to less than one hundred thousand dollars (\$100,000). Distributions of over three thousand dollars (\$3,000) which are recommended by the EFC must be submitted for approval by a simple majority of the board. Distributions of over ten thousand dollars (\$10,000) which are recommended by the EFC must be submitted for approval by a simple majority of the board and, if approved, must be presented to the congregation for approval of at least a two-thirds (2/3) vote by ballot at any meeting of the congregation. In no event shall the amount(s) distributed from the Fund exceed six percent (6%) of the average market value of the Fund assets calculated over the 4 quarters ending just prior to the beginning of the given fiscal year. For purposes of this calculation, illiquid assets shall be valued at zero.

Endowment Fund Committee Liability Limitation

EFC members shall not be liable for any losses incurred by the Fund except to the extent that such losses arise out of acts or omissions of willful misconduct or gross negligence. Each member shall be liable for his or her own acts or omissions of willful misconduct or gross negligence and not for the acts or omissions of other members. No EFC member shall engage in

any self-dealing or transactions with the Fund in which the member has direct or indirect financial interest.

Fund Termination

The Fund may be terminated by at least a three-fourths (3/4) majority vote at the semiannual congregational meeting, provided that at least thirty (30) days’ notice has been given to the congregation that a vote for this purpose will be taken at such meeting. In the event a termination is approved, the assets of the Fund shall be used for the purpose for which they were donated, if possible. All remaining assets of the Fund shall be turned over to the board and expended according to the directions of the congregation in conformity with the mission of the church.

RESOLUTION TO IMPLEMENT THE ENDOWMENT FUND

WHEREAS, stewardship involves the faithful management of all the gifts we have been given-time, talents, and property; and

WHEREAS, one way we can support the mission and work of this congregation is through transfers of property; and

WHEREAS, it is the desire of the congregation to encourage, receive, and administer these gifts in a manner consistent with the loyalty and devotion expressed by the donors and in accord with the policies of the congregation;

THEREFORE, BE IT RESOLVED that this congregation, in a meeting assembled on _____, 2003, approves and establishes a new and separate fund to be known as The Corpus Christi Unitarian Universalist Endowment Fund, hereafter called the “Fund.”

BE IT FURTHER RESOLVED that the Endowment Fund Committee shall be the custodian of the Fund, according to the bylaws.

BE IT FURTHER RESOLVED that Article _____ in the form attached shall be added to the bylaws of this church pursuant to the two-thirds (2/3) vote of those present and voting, notice of the proposed change having been mailed in a newsletter at least eight days prior to the meeting, as required by Article X of the bylaws.

BE IT FURTHER RESOLVED that the initial three-member Endowment Fund Committee shall be nominated by the nominating committee and the three members shall determine on member to serve for three years, one member to serve for two years, and one member to serve for one year, so that after the first year, the nominating committee shall nominate only one member to serve for a three-year term.

This resolution, recommended by the board and approved by the congregation at a legally-called congregational meeting, is hereby adopted.

Unitarian Universalist Church of Corpus Christi

By: Judy Pate, President

By: Secretary