

***DRAFT***

***OF PROPOSED  
BYLAWS REVISION  
OF***

***Unitarian Universalist Church of Corpus Christi***

November 23, 2008

## Table of Contents

<b>Article I</b>	<b>Name, Purpose and Denominational Affiliation</b> .....	3
Section A	Name .....	3
Section B	Purpose of Incorporation .....	3
Section C	Mission Statement .....	3
Section D	Denominational Affiliation .....	3
<b>Article II</b>	<b>Membership</b> .....	4
Section A	Eligibility .....	4
Section B	Voting Member .....	4
Section C	Friends of the Church .....	4
Section D	Procedure .....	5
Section E	Creedal Test Prohibited .....	5
Section F	Withdrawal, Removal or Change in Membership Status .....	5
Section G	Reporting of Membership .....	5
<b>Article III</b>	<b>Fiscal Year</b> .....	6
<b>Article IV</b>	<b>Meetings</b> .....	6
Section A	Congregational Meetings .....	6
Section B	Special Meetings .....	6
Section C	Procedure .....	7
Section D	Quorum .....	7
Section E	Voting and Speaking Rights .....	7

<b>Article V</b>	<b>Governance</b>	.....	8
Section A	The Governing Body	.....	8
Section B	Qualifications	.....	8
Section C	Terms	.....	8
Section D	Duties	.....	9
Section E	Election of Officers	.....	12
Section F	Removal of Officers	.....	12
Section G	Filling Vacancies	.....	12
Section H	Meetings	.....	12
Section I	Weddings	.....	13
<b>Article VI</b>	<b>Appointed Officials</b>	.....	13
Section A	Church Archivist	.....	13
Section B	Depositor	.....	13
Section C	Cashier	.....	14
<b>Article VII</b>	<b>Professional Positions</b>	.....	14
Section A	Positions	.....	14
<b>Article VIII</b>	<b>Other Committees</b>	.....	18
Section A	Standing Committees	.....	18
Section B	Non- Standing Committees	.....	29
<del>Section C</del>	<del>Organization</del>	.....	<del>30</del>
<b>Article IX</b>	<b>Church Calendar</b>	.....	30
<b>Article X</b>	<b>Bonding</b>	.....	31
<b>Article XI</b>	<b>Dissolution</b>	.....	31
<b>Article XII</b>	<b>Amendments and Bylaws</b>	.....	31

**Bylaws**  
**of**  
*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 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. 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**

As a welcoming and accepting, diverse and inquiring religious community, we unite to provide an environment which stimulates a free exchange and exploration of ideas, fosters spiritual and intellectual growth and serves as a base for active outreach to benefit the world around us.

**Section D    Denominational Affiliations**

The Church is a member Congregation of the Unitarian Universalist Association of Congregations and the Southwest District thereof.

## **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 or** 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 Finance 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 and Southwest District.

**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. Notice of such time and place will be given in the newsletter at least eight days prior to each meeting and announced during at least one prior Sunday Service. 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 Vice President will address the state of the Church.

**Section B**      **Special Meetings**

Special Meeting 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. Notice of such time and place will be given in the newsletter at least eight days prior to each meeting and announced during at least one prior Sunday Service.

### **Section C Procedure**

Robert's Rules of Order will govern the procedures at all meeting of the congregation. The Board and committees may establish appropriate procedures for their meetings.

### **Section D Quorum**

A Quorum of all congregational Meetings of the Church shall be one third the number of Voting Members, except when agenda contains an item or items pertaining to the call or dismissal of a Minister, Bylaws repeal or amendment, **dispersal of** endowment funds and/or the sale of real estate. In those instances the Quorum shall be two-thirds 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 real estate. 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 real estate 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.

### **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.

#### **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. ~~Do performance appraisals of paid staff other than the Minister.~~ 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. However, it shall not sell, lease or mortgage all or any part of the real estate or building contents, except upon authorization by Congregational Meeting.
- 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 Audit Committee, pursuant to Article VIII Section B (1).

## **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 chairpersons 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 chairperson 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.

##### 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.
- vi. Report to the congregation annually on the state 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 meetings and, when called upon, to the Finance Committee and/or Board of Trustees.
- v. Make all other financial reports legally required of the Church.

**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 (officer or trustee) may resign by giving notice, preferably 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 throughout the year with reasonable notice for each meeting.

2. **Special**

- a. Special meetings of the Board of Trustees may be called by the President, Vice President or Minister.
- b. 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 for a renewable term of one year.

**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 Finance Committee.
2. Submit a detailed report to the Treasurer, not less than monthly, regarding monies deposited, and to the Finance Committee upon request.
3. 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, for a renewable term of one year.

**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, for a renewable term of one year.

**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 a member *ex officio* of the Board, all committees, and attend Congregational and Board of Trustees meetings.
- d. Provide supervision and evaluation of all other paid staff members
- e. Recommend personnel actions to the Board which will work jointly 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 **November Congregational Meeting**.
- i. Participate in meetings and retreats of the Southwest District, 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.
- 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**

- a. The contractual agreement between the Minister and the Church is recommended by the Search Committee, reviewed and modified as appropriate by the Board of Trustees.
- b. The ministerial contract supercedes these bylaws in the event of a conflict between them.

#### **5. Ministerial Performance Review**

The Minister shall receive a written performance review:

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

#### **6. Additional Considerations**

The Minister shall:

- a. Receive the balance due under his or her contract or three months compensation, whichever is greater, following termination by the Church.
- b. Participate in the drafting and revision of professional staff contracts.
- c. Participate in the hiring or dismissal of any other professional staff.
- d. Collaborate closely with the Directors of Religious Education and Music.
- e. Represent the Church at the General Assembly of the UUA as a delegate.

## 7. **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.

### **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 and in the position description for the DRE. The DRE shall be credentialed or willing to work towards credentialing.
2. The DRE shall serve on the Religious Education Committee *ex officio*, 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 ~~Religious-Education Committee Minister~~.

- i. Within thirty days of receiving a written request for same from the DRE.
- ii. 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 Music and Worship Committee *ex officio*.
3. Performance Review

The Director of Music shall receive a written performance review by the ~~Music and Worship Committee Minister~~.

- i. Within thirty days of receiving a written request for same from the Director of Music.
- ii. A minimum of once yearly.

**Article VIII Other Committees**

**Section A Standing Committees**

The chairperson of all standing committees or his / her designee shall participate and act on behalf of the committee on the Leadership council. The following Standing Committee 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. Chairperson and Advisors**

This committee will select its own chairperson. The Nominating and Engagement Committee will consult with the Minister and President as advisors. The chairperson or his / her designee will serve on and attend meetings of the Leadership Council.

**c. Duties**

The duties of the Nominating and Engagement Committee shall be as follows:

- i. Prepares and presents at the **November Congregational Meeting** or other Congregational Meeting a list of persons for election to fill openings and / or vacancies on the Board of Trustees.

- ii. Recruits and recommends to the Board, candidates to serve on all Standing or other Committees and Task Forces.
- iii. Visits 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. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee.

### c. **Duties**

The duties of the Denominational Affairs Committee shall be as follows:

- i. Develops and maintains contacts with the Unitarian Universalist Association and the Southwest District.
- ii. Maintains up to date knowledge on the available resources provided from all Unitarian Universalist Association and Southwest District sources.
- iii. Coordinates Southwest District efforts and generates support for the work of the Unitarian Universalist Association Annual Fund and the Unitarian Universalist Service Committee.
- iv. Recommends to the Board of Trustees delegates to the General Assembly of the Unitarian Universalist Association, the annual Meeting of the Southwest District and such other denominational conferences and meetings as shall occur from time to time.
- v. Collaborates with other committees and task forces as might be provided by denominational resources and are from time to time required.

### 3. **Finance**

#### a. **Members**

The membership of the Finance Committee shall minimally include the Treasurer, Depositor, and Cashier.

#### b. **Chairperson**

The Treasurer will serve as the chairperson of the Finance Committee.

#### c. **Duties**

The Duties of the Finance Committee shall be as follows:

- i. Recommends an annual budget to the Board of Trustees.
- ii. Coordinates with the Stewardship Committee on the annual canvas.
- iii. Determines the Minimum Financial Contribution (MFC) that is required to become a voting member.
- iv. Prepares all financial records and provides a report of this function at least yearly to the Board of Trustees.
- v. Provides a monthly budget report to the Board of Trustees.
- vi. Provides monthly budget reports on Committee activity to the Leadership Council.
- vii. Ensures that accounts payable are paid as required.
- viii. Provides status reports on individual pledges and cooperates with other committees and individuals to maintain up-to-date pledges.

#### 4. **Music and Worship**

##### a. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee.

##### b. **Duties**

The duties of the Worship and Worship Committee shall be as follows:

- i. Interviews and auditions candidates for Music Director, Pianist and/or Choir Director, and recommends same to the Board of Trustees.
- ii. Provides performance information on the Music Director and any associated paid staff prior to any performance evaluations performed by the ~~Board of Trustees~~ Minister.
- iii. Serves in an advocate role for the Music Director and any associated paid staff.
- iv. Organizes and maintains all supplies as needed.
- v. Ensures the proper care and maintenance of musical instruments.
- vi. Collaborates with the Minister and Music Director to ensure the conduct of regular and special services or worship and/or special music.
- vii. Ensures that music and musicians are provided in the absence of the Music Director.
- viii. Supplies flowers and candles for the service.

## 5. **Building**

### a. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee.

### b. **Duties**

The duties of the Building Committee shall be as follows:

- i. Assumes primary responsibility for the maintenance of church buildings and contents.
- ii. Purchases and/or recommends to the Board of Trustees such building supplies and equipment as are necessary for proper maintenance.
- iii. Recruits volunteers to assist in building and cleaning maintenance.

## 6. **Grounds**

### a. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee.

### b. **Duties**

The duties of the Grounds Committee shall be as follows:

- i. Assumes primary responsibility for the maintenance of all property and supplies as needed to maintain the Church grounds.
- ii. Purchases and/or recommends to the Board of Trustees such building supplies and equipment as are necessary for proper maintenance of the grounds.
- iii. Recruits volunteers to assist in the maintenance of the grounds.

## 7. **Religious Education ( RE)**

### a. **Members**

The Religious Education Director will serve *ex officio* on this committee.

### b. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee. The religious Education Director (DRE) or a committee designee will serve and attend meetings of the Leadership Council.

### c. **Duties**

The duties of the RE Committee shall be as follows:

- i. Assumes primary responsibility for the development and administration of a RE program for children, youth and adults that seeks to involve every member of the church community in some aspect of its functioning.
- ii. Develops goals and objectives for all RE programs.
- iii. Instructs parents in the goals, objectives, safety issues, and methods of the RE programs.
- iv. Maintains a RE program by reviewing and procuring and, if necessary, modifying available curricula.
- v. Recruits and trains educators and others needed for the successful delivery of quality RE programs.
- vi. Interviews candidates for the DRE position and makes recommendations to the Board of Trustees.
- vii. Provides a position description to the DRE.
- viii. Purchases or recommends for purchase supplies required for the effective delivery of quality RE programs.
- ix. Maintains accurate enrollment and attendance files for all children in the RE programs.

## 8. **Stewardship**

### a. **Members**

The membership of the Stewardship Committee will be filled by the Nominating and Engagement Committee in consultation with the Leadership Council.

### b. **Chairperson**

The Chairperson of this committee will be approved by the Board of Trustees based upon the recommendation of the Nominating and Engagement Committee.

### c. **Duties**

The duties of the Stewardship Committee shall be as follows:

- i. Plans and executes the Annual Canvass in consultation with the Minister and Board of Trustees.
- ii. Enlists volunteers for the execution of the Annual Canvass.
- iii. Operates informational programs throughout the year to maintain the financial support of the Church.
- iv. Coordinates with the Finance Committee to fulfill individual pledges.
- v. Participates in all new member orientations, and canvasses new members and friends.

## 9. **Social Action and Community Outreach (SACO)**

### a. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee.

### b. **Duties**

The duties of the SACO Committee shall be as follows:

- i. The SACO committee will present and promote Article I of the bylaws to the local community and larger public. It will nurture freedom, spiritual growth, free faith, peace, and tolerance.
- ii. Committee members shall be free at all times to express their opinions on any subject, both in and out of the Church, but shall not represent those opinions as those of the Church without authorization from the Board or the Congregation.

## 10. **Membership**

### a. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee.

### b. **Duties**

The duties of the membership committee shall be as follows:

- i. Provides new member orientations to interested friends and potential members.
- ii. Maintains lists of Voting Members and friends.
- iii. Welcomes new visitors and helps integrate them into the congregation.

## 11. Hospitality

### a. Chairperson

This committee will select its own chairperson in consultation with the Executive Committee.

### b. Duties

The duties of the Hospitality Committee shall be as follows:

- i. Supplies greeters to meet attendees, pass out the weekly Order of Service, and receives collections.
- ii. Prepares for special services.
- iii. Coordinates and serves refreshments after the service.

## 12. Communications

### a. Chairperson

This committee will select its own chairperson in consultation with the Executive Committee.

### b. Duties

The duties of the Communications Committee shall be as follows:

- i. Advertises and promotes the activities of the Church, through newspaper notices, special articles, bulletin boards, broadcast media, and community involvement.
- ii. Publishes a newsletter.
- iii. Maintains a website.
- iv. Collaborates with other committees to ensure the message of the Church is consistent.

### 13. ~~Audits~~ Financial Records Assurance

#### a. Chairperson

This committee will select its own chairperson in consultation with the Executive Committee.

#### b. Eligibility

~~An Audit~~ Financial Records Assurance Committee shall be comprised of three Voting Members appointed by the Board of Trustees for three years in staggered terms such that ~~one member's term expires each year.~~ ~~each member's term expires each year.~~ 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 Chairperson and report same to the Board of trustees. It shall conduct the Annual ~~Audit~~ Records Review prior to the Annual Canvass and, when requested by the Board of Trustees, Special ~~Audits~~ Records Review. All ~~Audits~~ Records Review shall be in accordance with generally accepted auditing standards and shall be submitted to the Board of Trustees, Treasurer and the Finance and Stewardship Committees.

## 14. **Ministry**

### 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 will 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 members 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 may simultaneously serve on this committee.

### b. **Chairperson**

This committee will select its own chairperson in consultation with the Executive Committee. Due to its unique mission, participation by this Chairperson or designee in the activities of the Leadership Council is discretionary, as determined by consensus of the Executive Committee, the Minister, and the Chairperson of the committee.

### c. **Duties**

As a continuing committee, the purpose of the Committee on Ministry is to strengthen the quality of ministry within the Congregation. The committee, in consultation with the Minister, shall set for itself any appropriate scope and agreements (such as confidentiality). Such duties shall include:

- i. Serves as a support group and counsel for the Minister, and as a communication channel between the Minister and the members of the Congregation.
- ii. Advises the Minister of conditions within the Congregation, in order to strengthen and improve relationships between the Minister and members.

- iii. Assists and supports the Minister and members in his/her plans for professional development, continuing education, sabbaticals, ect.
- iv. Alerts the Board of any emerging concerns between the Minister and the Congregation.
- v. Meets 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 Chairperson.
- vi. Provides information and assistance as needed for the Board's annual evaluation and any other required evaluations including those requested by the Unitarian Universalist Association.
- vii. Recommends to the Board an annual compensation package for the Minister, to be included in budget considerations.

**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 on 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 a 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. Chairperson**

This committee will elect its own chairperson in consultation with the Executive Committee.

c. **Duties**

- i. 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*.”
- ii. Negotiate an initial job description and employment contract with its recommended candidate, and present them to the Board for approval.

~~Section C~~ **Organization**

~~Standing and non-standing committees should contain an odd number of members including a chairperson.~~

**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 Finance Committee shall submit its proposed Annual Budget to the Board of Trustees before the November **Congregational** Meeting.

Committees shall submit budget proposals to the finance 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.

---

Bylaws: January 22, 1978

Article IV – Section A Revised 6/13/82  
Section C Revised 6/13/82

Article III – Section E Added 6/14/92

Article VI – Section D Revised 6/14/92

VII – Section D Revised 6/14/92

Article II – Section C Added 6/8/97

Article I – Title, Sections B, C and D Revised 6/11/00

Article II – Section A Revised 6/11/00

Article III – Title Revised 6/11/00

Article V – Sections B and C Revised 6/11/00

Article VII – Sections A, C and E Revised 6/11/00

Article VIII – Sections B Revised 6/11/00

Article IX – Added 6/11/00

Former Article VIII, now Article X – Section A Revised 6/11/00