

**Note that footnotes are for clarification only and
are not considered part of the legal bylaws**

BY-LAWS
UNITARIAN UNIVERSALIST COMMUNITY CHURCH
OF HENDRICKS COUNTY, INC.

ARTICLE I

Name

The name of this congregation shall be Unitarian Universalist Community Church of Hendricks County, Inc. (hereinafter referred to as UUCC).

ARTICLE II

Purpose

The purpose of UUCC shall be to maintain regular religious services and to advance the ideas of a rational, progressive religion according to the covenant of this congregation which shall be: "*We proudly carry the flame of religious freedom. We respect the interdependent web of all existence of which we are a part. We encourage each other to spiritual growth that makes for peace, ethical living and community service. This is our covenant.*"

ARTICLE III

Affiliation

UUCC shall be a member of the Unitarian Universalist Association (UUA) and within the designated region.

ARTICLE IV

Membership & Diversity

Section 1. General Requirements

Any person attaining fourteen (14) years of age who feels in sympathy with the purpose and covenant of UUCC and who attends a new member orientation class or meets with the minister to discuss membership may sign the membership book and shall be a member.

Section 2. Voting Members

Members entitled to vote must have signed the membership book thirty (30) days prior to the date of the notice of any meeting where a vote is requested.

Section 3. Termination of Membership

- a. Any member may resign by written notice to the Board of Directors.
- b. The Board of Directors may terminate membership when a member has:
 - (i) died, cannot be located for a period of one (1) year; or
 - (ii) been physically absent from the church or a church related function for a period of one (1) year, health reasons excepted, AND has elected not to donate time, money or goods to the church for a period of one (1) year; or

UUCCHC BYLAWS

- (iii) displayed conduct contrary to the purpose and covenant of UUCC (two-thirds (2/3) Board vote required).

Section 4. Affiliate Membership

An Affiliate Member is a non-voting member who shall not be listed on the Unitarian Universalist membership docket. The Board of Directors shall define an Affiliate Member.

Section 5. Diversity

UUCC shall not discriminate in any of its activities against any person based on the person's race, color, ethnicity, national origin, ancestry, age, sex, gender, gender identity, sexual orientation, disability, class, economic status, political affiliation, religious beliefs, appearance, or education level. Hiring, nomination of elected officers and Board members, selection of committee chairs and members, welcoming into membership, or any other designation, shall be without bias. It shall be the affirmative policy of UUCC to foster diversity in all areas. Notwithstanding our commitment to these principles, we accept the appropriateness of those with common bonds associating in groups limited to their community for purposes of sharing and growth. All such groups are called on to uphold the highest standards of caring and respect for other communities within UUCC"

Article V

Board of Directors

Section 1. Number of Directors

There shall be a minimum of five (5) Directors, and as many as nine (9), including officers, at the discretion of the Board of Directors, and as enumerated in Article VI. The Board may change it's size within the parameters described within the parameters of sentence one.¹

Section 2. Term of Office

- a. Directors shall commence their elected terms of office on July 1 following the end of the April Annual Meeting.

Section 3. Limitation of Terms

No elected director who has been elected to two (2) consecutive three (3) year terms (or six contiguous years maximum) shall be eligible for nomination until one (1) year has elapsed from his/her last term.

Section 4. Qualifications

Directors shall be Voting Members of UUCC and shall have attained the age of eighteen (18) years by the time he/she assumes the director's position.

Section 5. Board Quorum

In order to act, the quorum for a Board Meeting is a majority of the board members. with the exception that a board with nine (9) board members will require 6 members for a quorum. One of the board members attending must be an officer.

¹ For detailed instruction for changing the number of board members, see [this file](#) or "Public Files/Board/Policies and Procedures/Procedures/Changing number of board members".

UUCCHC BYLAWS

Section 6. Duties and Limitations of Power

- a. Directors shall have the general supervision over the real and personal property of UUCC and shall have control of the administration. Directors shall hold an annual meeting of the membership and monthly board meetings, the date, time and place which shall be announced in the bulletin.
- b. Directors shall prepare an annual budget for a vote at the annual membership meeting.
- c. Directors shall not do any of the following without a vote of the membership at a meeting held in accordance with these By-Laws:
 1. execute or authorize the execution of any deed, contract, or mortgage or any other instrument affecting title to the real property of UUCC.
 2. authorize a single expenditure of money outside the approved budget in excess of ten percent (10%) of the current annual budget. Notwithstanding the foregoing, the Board may authorize expenditures for their designated purpose from previously authorized reserved funds.

Section 7. Vacancies

- a. A director shall give written notice to the Secretary to resign from the Board.
- b. The Board shall appoint a director to fill any vacancy to serve until the next annual meeting at which time the members shall vote on a replacement director to complete the term of the vacated seat. The newly elected board member will continue the board rotation position of the vacated seat.

Section 8. Termination of Director's Term

- a. A director's term may be terminated by the Board of Directors for conduct contrary to the purpose and covenant of UUCC, or for failure to attend at least seventy percent (70%) of all Board meetings held during any twelve (12) month period. The motion and vote to remove a Director from the Board cannot be conducted during the same Board of Directors meeting. The Director has a right to respond to the proposed termination.
- b. A director's term may be terminated by the Members at a special meeting called for the sole purpose of considering the termination. Action shall be taken pursuant to a majority of the votes cast.

Section 9. Operation with less than 5 Directors on the Board

In the unlikely event that fewer than 5 Directors are on the Board, such as when board terms are over and an insufficient number of candidates have volunteered for board elections, the board may take such steps as seem appropriate to continue operation of the church. All other elements of these by-laws remain in force.

ARTICLE VI

Officers

Section 1. Officers Defined

UUCCHC BYLAWS

There shall be four (4) officers: President, Vice-President, Secretary, and Treasurer. The Vice-President may serve concurrently as Secretary or Treasurer.

Section 2. Duties

- a. The President shall preside at meetings of the Board of Directors, execute contracts and perform other duties as required by the Board.
- b. The Vice-President shall act in the absence or incapacity of the President and shall perform other duties as required by the Board.
- c. The Secretary shall maintain membership records, maintain the minutes of all meetings, authenticate corporate documents where necessary, oversee all corporate publications and mailings, and shall perform other duties as required by the Board.
- d. The Treasurer shall maintain the financial books and records, shall serve as chair of the Finance Committee, and shall perform other duties as required by the Board. With the agreement of the board, the treasurer may have a member or contract employee who they supervise to work with them to maintain appropriate records and generate reports.

Section 3. Election

The Board shall elect a President, Vice-President, Secretary and Treasurer annually at the first meeting of the newly elected Board members.

Section 4. Term of Office

Officers shall be elected to a one year term not to exceed three (3) consecutive terms in the same office, except by unanimous vote of the Board of Directors.

Section 5. Vacancies

- a. An officer who resigns his/her office must notify the Secretary in writing 30 days before the date of resignation. A resigning officer may, at his/her election, remain as a director for the completion of his/her term.
- b. In the event of a vacancy of any office except President, the Board shall elect another officer at the next monthly Board meeting. The Vice-President shall serve the remaining term of the office vacated by the President.

Section 6. Termination

An Officer's term may be terminated by a two-thirds (2/3) vote of the Board of Directors for conduct contrary to the purpose and covenant of UUC.

ARTICLE VII

Election of Directors

Section 1. Directors shall be elected at the Annual Meeting.

Section 2. Nominations

- a. By Nominating Committee

Nominations shall be submitted as a slate from the Nominating Committee. The slate shall be published with the notice of the annual meeting.

UUCCHC BYLAWS

b. Additional Nominations

Additional nominations may be made from the floor of the annual meeting with the permission of the nominee.

Section 3. Voting

Voting shall be by ballot and the nominees receiving the highest number of votes for each director's position shall be elected.

ARTICLE VIII

Meetings and Quorum

Section 1. Quorum

For any meeting requiring the vote of Members, a quorum shall be thirty percent (30%) of the Voting Members.

Section 2. Annual Meeting

- a. The annual meeting shall be held the last Sunday in April at a place in Hendricks County designated by the Board.
- b. Notice shall be mailed to all Members thirty (30) days prior to the annual meeting and shall contain the agenda, a copy of the proposed budget and the slate of nominees.

Section 3. Special meetings

- a. Special meetings may be called by the Board or by a single written request signed by ten (10) voting members or only the Minister. Such written request shall be delivered to the Secretary twenty (20) days in advance of the requested meeting. It must be dated and shall contain the subject of the special meeting.
- b. Notice of special meetings shall be sent to voting members in writing by regular mail fourteen (14) days prior to the special meeting.

ARTICLE IX

Ministers

Section 1. Selection and Dismissal

The Minister or Ministers shall be called or dismissed by the voting Members at a special meeting called for the sole purpose of considering the call or dismissal. Action shall be taken pursuant to a majority of the votes cast. Notwithstanding the foregoing, a minister may be contracted for a term of two (2) years or less by the Board.

Section 2. Duties

- a. The Minister shall serve as ex-officio member of all committees.

UUCCHC BYLAWS

- b. The Minister shall perform the duties as outlined by the Board of Directors.

Section 3. Committee on Ministry

- a. Within six months after a minister is employed by the congregation, a new Committee on Ministry shall be formed.
- b. The Committee shall consist of at least three members mutually agreed upon by the Board and the minister. The Committee shall elect its own chair.
- c. Each member shall serve a three-year term. Terms shall be staggered to best maintain continuity on the committee.
- d. The purpose of the Committee on Ministry shall be to promote effective ministry in the congregation and to assist the congregation in understanding and evaluating the nature and scope of the work of the minister.
- e. The Committee shall assist the Board and the minister as they develop a covenant setting forth specific goals and responsibilities of the Board, minister and congregation in fulfilling the stated mission and covenant and vision of the congregation.
- f. The Committee shall review the compensation of the minister prior to the preparation of the annual budget and make recommendations to the Board concerning all contracts and benefits for the minister.
- g. The Committee shall meet at least quarterly at regularly scheduled meetings, and shall act as liaison between the minister and the congregation, fostering direct and constructive communication among the minister, Board members and the congregation.
- h. The committee shall be available to the minister for job-related counsel and support and shall respect the need for confidentiality concerning such discussions as are held for these purposes.
- i. The Committee shall work with the minister regarding her or his professional development needs, communicate such needs to the Board and the congregation and shall assist the Board in identifying resources that could be used to meet such needs.

ARTICLE X

Committees

Section 1.

The Board shall select the nominating committee ninety (90) days before the annual meeting. The nominating committee shall consist of up to three (3) voting members and the minister as ex-officio member.

Section 2.

The Board may establish and dissolve committees and task forces to effectuate policies, procedures, and projects.

Section 3.

The Executive Committee consists of the Officers. The Executive Committee shall be charged with establishing the agenda for the Board meetings and may meet as necessary to effectuate such charge.

ARTICLE XI

Fiscal Year

UUCCHC BYLAWS

The fiscal year shall start on July 1st and end on June 30th the following year.

ARTICLE XII

Amendments

These By-Laws may be amended by a majority of Members present at annual or special meetings. Notice of any proposed change shall be included in the notice of the annual meeting.

ARTICLE XIII

Dissolution

Should UUCC cease to function and membership vote to dissolve the organization, any of its assets shall be transferred to the Unitarian Universalist Association for its general purposes. This transfer is to be made in full compliance with the laws of the State of Indiana.

ARTICLE XIV

Endowment Fund

Section 1. Establishment of Fund

An Endowment Fund shall be established and shall be, except as provided herein, subject to the control of the Endowment Fund Trustees, and all such funds shall be held in accounts separate from all other accounts of the church.

Special gifts for a dedicated purpose, such as monies for a scholarship fund, may coexist in the same brokerage and or bank account provided accounting procedures are in place to segregate the special purpose accounts from the general account

Section 2. Investment Discretion

Monies received for the Endowment Fund shall be invested at the discretion of the fund's trustees. Real or personal property shall be received into the fund upon approval of the trustees and may be converted into cash by the trustees.

Section 3. Treatment of Gifts

Unless otherwise specified by the donor(s), money and/or property donated to the fund shall become part of the general account of the fund. Gifts received by the fund for special purposes shall be held for the specified purpose(s).

Section 4. Use of Income General Operating Accounts

Income resulting from the general endowment account(s) shall be released by the-fund's trustees, to the church's general operating account(s).-at the request of the church's Board of Directors.- However the fund's trustees should retain a sufficient amount of such income to offset inflation.

Section 5. Use of Income Special Accounts

UUCCHC BYLAWS

Income resulting from any special account(s) shall be released to the church's Board of Directors only to meet, in whole or in part, expenses related to the named special purpose(s) of each special account, provided a majority of ~~each~~ of the church Board of Directors and the trustees of the fund agree that the expenditure is related to the named purpose.

Section 6. Use of Principal

The principal of any endowment fund, except for any special purpose restricted funds, can be transferred to the general operating funds or other church account only with the prior approval of the Congregation.

Section 7. Trustees

There shall be three Endowment Fund Trustees appointed by the Board of Directors for terms of three years with staggered terms.

Section 8. Reporting

The trustees shall make a quarterly report and accounting of all funds under their control to the Board of Directors. The trustees shall make an annual report and accounting of all funds under their control to the Congregation at the Annual Meeting.

Date of Approval by Board - September 21, 1997

Signed Nancy Marshall Secretary Nancy Marshall

Amended by Congregation - September 9, 2003

Signed Judith A. Hansen Secretary Judith A. Hansen

Amended by Congregation - November 13, 2005

Signed Mary Schnake Secretary Mary Schnake

Amended by Congregation - November 11, 2007

Signed Lynn Jettpace Secretary Lynn Jettpace

Amended by Congregation – November 8, 2009

Signed Bobbie Bose Secretary Bobbie Bose

UUCCHC BYLAWS

Amended by Congregation – November 10, 2013

Signed Pat Pollack Secretary Pat Pollack

Amended By Congregation – November 8, 2015

Signed Melissa Buller Secretary Melissa Buller

Amended By Congregation – April 30, 2017

Signed Pat Pollack President Pat Pollack

Amended By Congregation – May 20, 2020

Signed Amanda Brizendine Secretary Amanda Brizendine

Amended By Congregation – April, 27 2025

Signed Eileen Alexander Secretary Eileen Alexander