

Article I

Name

The name of this religious entity shall be **All Souls Unitarian Universalist Community of Thurston County, Washington**, hereinafter referred to as the *Community* or *ASUUC*.

Article II

Purpose

A. Vision. We envision our Community as a tree of life: Firmly rooted in the Unitarian Universalist principles, drawing energy from the Community; providing joyful inspiration, a nurturing and safe environment; welcoming diversity and manifesting a Community presence; creating a space that functions as a spiritual, intellectual, social and social justice center.

B. Mission. The mission of All Souls Unitarian Universalist Community is to build a warm, friendly, and joyful home from which we respond to the spiritual, ecological, and social justice needs around us. We embrace diverse ideas, people and lifestyles, as exemplified by Unitarian Universalist principles and our covenant.

Article III

Membership

A. General Membership Guidelines

1. *Denominational Understanding:* All Members should have an understanding of the history of the Unitarian Universalist movement; however, lack of such historical background is not an impediment to membership.
2. *Nondiscrimination:* Membership is open to all persons, regardless of race, color, national origin, previous religious tradition, gender identification, affectional or sexual orientation.
3. *Acceptance into Membership:* Prospective Members may apply to the Member Services Committee
 - a) The Member Services Committee shall insure that prospective Members receive a copy of the bylaws of the Community; make a pledge of time, money and/or resources; can access the history of the UUA; understand the privileges and obligations of membership.
 - b) The Member Services Committee will present the name of each prospective Member who completed the membership requirements, less signing the membership book, to the Board of Trustees for their information.
 - c) The Member Services Committee will coordinate with the Worship Arts Committee to schedule the prospective Member for a recognition service in which the membership book is signed. The Member Services Committee shall secure a pledge from the new Member.

B. Types of membership. The four types of membership in ASUUC are: Full Members, Junior Members, Associate Members and Inactive Members.

C. Qualifications for full membership.

1. *Any person* may become a full Member of this Community upon attaining the age of eighteen (18) years, who also:
 - a) Agrees with its purpose and honors the principles of Unitarian Universalism;

- b) Makes a good faith annual pledge of time, money, and/or other resources;
 - c) Completes an orientation conducted by the Member Services Committee;
 - d) Agrees to abide by these bylaws,
 - e) And signs the membership book.
2. **Rights and Responsibilities of Full Members:** Full Membership in ASUUC carries with it the following rights and responsibilities attendant to the continued development and sustenance of the Community:
- a) Full Membership bestows a voice in shaping the Community:
 - 1) The right to participate in services as a speaker, celebrant, or musician; or to attend services as a supplicant, witness, or supporter of the Members.
 - 2) The right to vote on issues before the Community during annual business meetings and at special meetings. Full Members also have the right to nominate and vote for Board Members.
 - 3) The right to stand for election and serve on the Board of Trustees; and to serve on the committees that build our Community, or to represent ASUUC among organizations that collaborate on social justice projects.
 - b) Full Membership carries with it responsibilities for Community well-being:
 - 1) The responsibility to annually pledge time, money, and/or resources to the Community, and to follow through on that pledge.
 - 2) The responsibility to make a good-faith effort to attend services, business meetings, and special meetings of the congregation.
 - 3) The responsibility to treat others in the Community with dignity, respect, and compassion, and to treat visitors as potential Members.
 - 4) The responsibility to alert the entire Community—through the Board—of any personal concerns about our collective practice of the Unitarian Universalist principles.
- D. Qualifications for Junior Membership.** Junior membership is open to any person between the ages of twelve and eighteen, who regularly attends ASUUC and exhibits an appreciation for Unitarian Universalist principles. Junior membership is intended to prepare young people for the rights and responsibilities of Full Membership.
- 1. Junior Members will pledge to continue religious education in the history, purpose and principles of Unitarian Universalism and to perform service to the Community and to society at large under the supervision of an adult. Such service could include membership in school and other religious organizations' service programs such as: Habitat for Humanity, fund raising for homeless shelters or other human services provider organizations, or other activities as specified by their guardians or parents.
 - 2. Junior Members will be recognized by the Community as custodians of their own Membership and may sign their own Membership book.
- E. Qualifications for Associate Membership.** Associate Members will be non-voting adults who wish to participate in community activities. Associate Members are active participants

in ASUUC who ask the Member Services committee for recognition as Associate Members. Arrangements can be made to receive the national UU magazine, The World.

F. **Inactive Members.** A Member whose change in circumstances renders her or him unable to fulfill the responsibilities of Membership may request to be declared Inactive. Additionally, upon recommendation of the Member Services Committee, the Board of Trustees may declare Inactive any Member who fails to fulfill Member responsibilities but indicates an interest to remain with the Community and to fulfill those responsibilities at a future date. Members declared Inactive may continue to attend meetings and services, but may **not** vote or serve on committees until such time as they resume fulfilling those neglected responsibilities.

G. **Resignation or Withdrawal of Membership.**

1. *By Members.* Any Member may withdraw or resign from the congregation by written notice to the Member Services Committee. The Member Services Committee shall transmit the notice to the Board of Trustees for appropriate action.
2. *By default.* Normally, membership in the Community continues unless a Member withdraws or resigns. After making a good faith effort to contact a non-participating Member, however, the Member Services Committee may recommend to the Board of Trustees the removal of Membership status for the reasons listed below. The Board of Trustees may withdraw Membership status, after verifying that the Member:
 - a) Moved away or cannot be contacted.
 - b) Failed to make an annual pledge of time, money and/or resources.
 - c) Failed to contribute toward fulfillment of the pledge without cause (such as an unforeseen change of circumstances).
 - d) Otherwise indicated no further interest in participating in the Community.
3. *For Cause.* In rare circumstances, an individual's association with ASUUC may specifically harm or imminently threaten the general well-being of the whole Community. The Community may sever relations with an individual whose behavior includes any of the following offenses: physical, mental, or sexual abuse of others; criminal, violent, or destructive activity; or evident failure to abide by Unitarian Universalist principles encompassed by these Bylaws.
4. To remove a Member from the Community's rolls, the Board of Trustees must vote unanimously at their next monthly meeting.
 - a) An individual Member thus named for forfeiture, may personally address the Board at its next scheduled meeting to explain why her or his Membership should be retained.
 - b) If the Board does not render a unanimous vote, the Board and the named Member will meet in executive session to attempt to reconcile by compromise. Any compromise will then be presented to the Community at the next Sunday service, for approval.
 - c) The Community must approve the compromise by majority vote of those present. If the compromise fails to gain approval, the named **individual** will be removed from **the** Membership rolls and shall then forfeit all rights and responsibilities.
5. Nothing in this clause shall be construed as **a** denial of the rights of free speech or assembly, nor will criminal activity be construed to include acts of civil disobedience performed in good conscience by Members of the Community.

Denominational Affairs

- A. ASUUC is a member in good standing of the Unitarian Universalist Association and of the Pacific Northwest District. This Community will make annual financial contributions equal to its full Fair Share, based upon the number of our full Members, as determined by the Association and by the District.
- B. Membership in the UUA and the PNWD notwithstanding, this Community reserves the right to make all decisions for itself regarding self-governance, Membership, and the calling, ordination, and licensing of Ministers.

Article V

Meetings

A. Worship Services. The congregation by majority vote shall determine dates and times of regular worship services. The Community may delegate the authority to schedule and design worship services to the Board of Trustees, Worship Arts Committee, or a called Minister.

B. Business Meetings. The business of the Community will be conducted at least annually in an open meeting every year at a time and place to be fixed by the Board of Trustees. Business to be transacted in the annual meeting is listed below. The business to be transacted at all Community Business Meetings shall be set forth in a written notice that shall be sent to all Members by mail fifteen days before the meeting. The president of the Board of Trustees shall conduct the meeting using recognized rules of order.

1. *Annual Business Meeting.* Members may submit items for discussion, in writing, one month prior to the date set for the Annual Community Business Meeting. At a minimum, the following business shall be conducted:
 - a) Nomination and election of Members to the next year's Board of Trustees.
 - b) Treasurer's Report.
 - c) Submission and acceptance of the Proposed Budget.
 - d) The State of the Community address.
 - e) The Committee Reports.
 - f) Other items determined by the Board of Trustees.
2. *Special Meeting.* A Special Meeting may be called at the request of either the Board of Trustees or an individual full Member. When individual full Members wish to call a Special Meeting, they will notify the Board, in writing, stating the items to be discussed at the meeting. If appropriate for action, the Board of Trustees will issue the notice of the meeting to convene at a place and time determined by the Board of Trustees in consultation with the Member requesting the Special Meeting. Special Meetings may be called to perform business that cannot wait until the annual meeting. Such business may include purchase, sale, or rental of property; calling or dismissing an ordained or licensed minister; or to address questions of membership.
3. *Quorum:*
 - a. Forty percent of the enrolled membership of the Community shall constitute a quorum for the Annual Business Meeting.
 - b. Special Meetings. Fifty-one percent of the enrolled membership of the Community shall constitute a quorum in the following cases:
 - 1) Purchase, rental, or sale of real property.

- 2) Calling or dismissal of ordained ministers.
- 3) Meetings at which questions of Membership are presented.

Article VI

Board of Trustees

- A. **Eligibility for the Board of Trustees:** Any person 18 years and older who has been a full member for a minimum of six months prior to the Annual Meeting is eligible for election. A special Membership Ceremony shall be held six months prior to the Annual Meeting, if necessary, to ensure participation in elections.
- B. **Make up of the Board.** The Board of Trustees will consist of five to seven Members of the Community elected by the full Members of the Community at the Annual Meeting.
- C. **Term of Office.** Board Members will normally hold their offices for two years, however to create continuity, at the first election three Members will be elected to serve full two-year terms and two Members will be elected to serve a one-year term. Board Members are eligible to serve consecutive terms for as long as they continue to be reelected.
- D. **Nomination and Election.** At the Annual Business Meeting, the President of the Board of Trustees will open the floor for nominations of full Members to fill the vacancies on the Board. When the number of nominations equals the number of vacancies, a Member can move that the entire slate be elected by acclamation; if the motion is seconded and carried, the slate shall become the next Board. If more Members are nominated than the Board has vacancies, the Members will vote by writing on a piece of paper the names of nominated Members they prefer. The President of the Board will appoint two Members present to collect the votes and count them; the nominated Members with the highest vote counts will fill the vacancies on the Board and take office at the conclusion of the Annual Meeting.
- E. **Officers of the Board of Trustees.** Officers of the Board will, at a minimum, consist of President, Vice-President, Secretary, and Treasurer. The Board may appoint other officers as it sees fit. The Board shall select its own officers, although the office of Treasurer will initially be filled by a Board Member elected to a two-year term.
- F. **Paid Employees.** The Board may appoint and hire paid employees. These employees may be named as Ex Officio Members if the Board chooses. Routine clerical tasks of the Secretary or Treasurer, such as taking minutes, delivering correspondence, or bookkeeping, may be delegated to such paid employees, however the Officers and the Board remain responsible for these activities and must approve all actions taken. Ministers called by the Community will be Ex Officio Members of the Board. Ex-officio members don't vote.
- G. **Vacancies.** From time to time, vacancies may occur on the Board for reasons other than term expiration. When such vacancies occur, the Board shall fill them by appointment. Board Members so appointed shall serve until the next Annual Business Meeting.
- H. **Duties of the Board.** The Board shall conduct the routine business of the Community and perform duties normally pertaining to the offices mentioned above. The Board will have general charge of the property of the congregation, responsibility for all its business affairs, and the control of its administration, including the appointment of such committees it may deem necessary. The Board may hire paid employees or contract with groups or individuals to perform tasks for the Board or the Community. A hiring agreement with any paid employee will include a clear statement of duties, authority, evaluation procedures, and reporting chain. Hiring agreements will include procedures for resignation and dismissal.

- I. **Meetings of the Board.** The Board shall meet at least monthly at a date, place, and time determined by the Board. The Board will establish its own rules for conducting meetings. A quorum for Board meetings will consist of four Members. Board Meetings are open to all Members of the Community; however, the Board may convene executive sessions to discuss sensitive matters related to hired personnel or Community relations.
- J. **Committees.** The Board may appoint committees to carry out the business of the Community and charge those committees as it sees fit. When the Board appoints a Sub-Committee or General Committee, it will require that the Committee submit a mission statement explaining the scope of duties, reporting requirements, and expiration of the Committee (as needed). The Board can appoint or sanction three types of Committees: Sub-Committees of the Board, General Committees, and Congregational Committees and Affiliated Groups. Upon request by a group within the Community, the Board may issue a charter to Congregational Committees and affiliated groups.
 1. *Sub-Committees* of the Board will consist solely of Board Members appointed to carry out specific duties for the Board. They may be designated as a standing sub-committee, in which case the committee exists for as long as the Board determines a need, or a special sub-committee, appointed to complete a specific task or study a specific issue and then dissolve. Sub-Committees of the Board may request the assistance of Members of the Community or non-Members and appoint them as Ex Officio Members or advisors.
 2. *General Committees* will consist of at least one Member of the Board and as many Members of the Community as required to perform the business of the Committee. General Committees include, but are not limited to: the Member Services Committee, Finance Committee, Religious Education Committee; the Social Justice Committee, Pastoral Care Committee, Worship Arts Committee; the Ministerial Search Committee and Committee on Ministry.
 3. *Congregational Committees and Affiliated Groups* are committees or groups sanctioned by the Board for the Community. There is no requirement for Board membership on these committees, but a majority of Members should be Members of the Community. These Committees include such organizations as study groups, Triangles, CUUPS, or men's or women's groups and cooperative organizations with other liberal faith groups. At a minimum the Board will appoint the following General Committees:
 - a) *Member Services Committee.* The Member Services Committee will consist of one Board Member and at least two Members of the congregation. The Member Services Committee will:
 - 1) Receive applications for membership and ensure that the applicants have met the requirements for membership listed above.
 - 2) Canvass Members annually for pledges.
 - 3) Take charge of greeting visitors.
 - 4) Meet with potential Members.
 - 5) Arrange after-service refreshments/hospitality.
 - 6) Attempt to contact Members who have moved or have not pledged to determine whether membership should be continued.
 - b) *Pastoral Care Committee.* The Pastoral Care Committee assures that Community support of Members is appropriate to their need. Pastoral care includes services

such as visiting the sick, or arranging for Members to visit; and serving as a clearing-house to provide counseling referral or to coordinate a particular event; or providing temporary personal services to Members. This list is not all-inclusive and may change, based on the needs of the Community and the skills of Committee Members. If an Ordained Minister is called, he or she will be a full member of this Committee.

- c) *Worship Arts Committee.* The Worship Arts Committee will consist of one Board Member and at least two Members of the congregation. This Committee is responsible for scheduling services and the content of services, finding speakers, and coordinating and training celebrants. The Committee will present a tentative Worship Schedule for the year, at the Annual Business Meeting. If an ordained minister is called, he or she will become a full member of this committee.

Article VII

Ministers

ASUUC reserves the right to call, ordain, or license whomever the Community chooses, to minister to the Membership. This Community shall call Ministers designated as either “ordained” or “licensed” as outlined below:

A. Ordained Ministers.

1. *ASUUC may ordain its own ministers.* Ordination is usually reserved for pastoral ministers who conduct worship services, and provide guidance for growth of the Community’s spiritual interests and religious affairs. The Community may also ordain ministers of religious education or ministers of music.
2. Ordained ministers will normally be paid and serve either in a full or part-time status as agreed by the minister, the Board, and the Community. Ordained Ministers may be given administrative duties; however those duties must be agreed upon by the Board, the Minister, and the Community, and shall be spelled out in the hiring agreement. Ordained Ministers shall have freedom of the pulpit as well as freedom to express personal opinions outside of the pulpit.

Upon hiring an Ordained Minister, the Board, Minister, and the Community will jointly appoint a Committee on Ministry. Duties of the Committee on Ministry will be outlined below. Each Ordained Minister will be a full Member of the Worship Arts and Member Services Committees and an Ex Officio Member of the Board.

3. Ordained Ministers shall be called upon the recommendation of a Ministerial Search Committee and approval of four-fifths majority of the Members present at any Special Meeting legally called for that purpose. The quorum for such a meeting is fifty-one percent of the membership of the Community, as provided in Article V.
4. Ordained Ministers may likewise be dismissed by a four-fifths majority vote of Members present at any Special Meeting legally called for that purpose. The quorum for such meeting is fifty-one percent of the Community, as provided in Article V.

The salaries and allowances of dismissed Ordained Ministers shall be continued for three months after the date of dismissal. Should an Ordained Minister offer a letter of resignation, three months’ notice must precede the date of resignation except when the Board of Trustees allows an interval of less time.

- B. *Committee on Ministry (COM).* The Committee on Ministry shall consist of one Board Member appointed by the Board, one Community Member appointed by the Minister, and

one Community Member appointed by the Community at large (in a special meeting called for that purpose, or at an Annual Business meeting).

- a) The duties of the Committee on Ministry include the following tasks:
 - 1) Providing regular feedback to the Minister and to the Board about the Minister's performance and fulfillment of contractual duties,
 - 2) Develop action plans to sustain or improve the Minister's performance,
 - 3) Serve as a sounding board for both the Minister and the Community in relation to the Minister's performance under the contract, and
 - 4) Provide the initial source of conflict resolution should any disputes arise between the Minister and any Member of the Community.
- b) Any dispute arising between the Minister and a Member, or the Minister and the Board, shall be referred to the Committee on Ministry. The COM will attempt to resolve the dispute and develop a preventative action plan.
 - 1) If a dispute arising with a Member cannot be resolved through the COM, the dispute will be referred to the Board. The Board and the Minister may then call for outside assistance in resolving the conflict. If outside assistance does not resolve the conflict, the matter may be referred to the Community at large.
 - 2) If a dispute arising between the Minister and the Board cannot be resolved through the COM, the dispute will be referred to outside assistance or the matter may be referred to the Community at large.

C. Licensed Ministers.

- 1. Believing in a Ministry of All Members, this Community reserves the right to license Members of ASUUC to Minister to the Community in a variety of capacities. Normally, these Ministers will serve without pay, and they will have specific charges and duties; the Board may choose, however, to provide full or partial reimbursement for reasonable expenses incurred by these Ministers while performing Community services. Examples of services that these Members may be licensed to perform are: preaching, religious education, community outreach; or leading cycle-of-life rituals such as weddings/unions, dedications, or memorial/celebrations services. Licensed Ministers may be used in lieu of, or to assist, Ordained Ministers.
- 2. Members of the Community may request licensure from the Board, or the Board may call Members of the Community to a Ministry. In either instance, the Minister and the Board will agree on a program, duties, and training required. Training may be required before license is given, or concurrently with licensing, as the Board deems appropriate on a case-by-case basis. The Board may choose to give full or partial reimbursement to the Member for this training.
 - a) The scope of a Licensed Minister's duties and authority will be defined in a charge in writing to that minister. The charge, signed by the President and Vice President will include requirements to report from time to time to the Board on activities conducted under the auspices of that license and charge.
 - b) The State of Washington permits any duly established church or congregation to license Ministers to perform weddings. Ministers so licensed are authorized under the **Revised Code of Washington 26.04.05** and **26.04.07** to perform legally binding

- weddings. The purpose and limits of licensure will be defined in the charge to Ministers so licensed.
- c) The Board may charge Licensed Ministers to serve on committees in either full or Ex Officio status. They may serve on the Board of Trustees as Ex Officio Members, at the Boards discretion.
 - d) Members may be licensed to provide pastoral care, such as counseling, only if otherwise qualified and licensed under the laws and regulations of the State of Washington and Thurston County.
 - e) The Board of Trustees may officially license Ministers in the name of, and for the Community by majority vote. The Board may likewise withdraw such licensure, at any time, by majority vote.

Article VIII

Fiscal Year and Budget

The Fiscal Year shall begin July 1 of each calendar year and end June 30 of the following calendar year. The Treasurer shall present a proposed budget for the next fiscal year at the Annual Business Meeting. The proposed budget may be modified before being accepted at this meeting. A Special Meeting may be called to review the budget or to amend it during the fiscal year. The Treasurer will report to the Board to Trustees on the status of the budget at each regular Board meeting.

Article IX

Dissolution

In case of dissolution of ASUUC, the Board of Trustees shall satisfy all liabilities, obligations, and just claims upon the Community's assets; assets held conditionally by the Community shall be returned or transferred in accordance with such condition; and finally, the Board of Trustees shall then convey the Community's remaining real and personal property to the Unitarian Universalist Association—headquarters located in Boston, MA--or its legal successor.

Article X

Amendments

These bylaws (or any subsequent amendments) become effective upon approval by two-thirds vote of the quorums present at the Annual Business Meeting or at a Special Meeting legally called for that purpose. Notice of any proposed change shall be contained in the notice of the meeting. Amendments shall be available for review by the Members before voting. A proposal to amend must specify the Article and section to which it applies.

Article XI

Acceptance of Bylaws

These Bylaws (or any subsequent amendments) take affect upon approval by two-thirds vote of the Members present at the Annual Business Meeting or a Special Meeting of the Community called for the purpose of approving the bylaws. This special meeting will require a quorum of forty percent of the Members.

I. CERTIFICATION OF APPROVAL

On **June 4, 2000** these bylaws were presented to the All Souls Unitarian Universalist Community of Thurston County in a special meeting called for the purpose of discussing, revising, and approving them. These bylaws were approved by unanimous vote of those present. These Bylaws are hereby approved and declared effective.

On **June 24, 2001**, proposed, pre-published amendments to these Bylaws were presented to All Souls Unitarian Universalist Community of Thurston County at the Annual Business Meeting approved by a unanimous vote. These Bylaws, as amended, are hereby approved and declared effective.

On **June 30, 2002**, proposed, pre-published amendments to the existing Bylaws were presented to All Souls Unitarian Universalist Community of Thurston County during our Third Annual Business Meeting by near-unanimous vote. These Bylaws are hereby approved and declared effective.

On **June 22, 2003**, these Bylaws were amended by unanimous vote of those present at our fourth Annual Business Meeting adopted the amendments. These Bylaws are hereby approved and declared effective.

On **June 6, 2004**, these Bylaws were amended by unanimous vote of members present for our fifth Annual Business Meeting. A quorum hereby declares these Bylaws both approved and effective.

On **October 28, 2007** proposed, pre-published amendments to these Bylaws, were presented to All Souls Unitarian Universalist Community of Thurston County at Special All Church Business Meeting approved by a unanimous vote. These Bylaws, as amended, are hereby approved and declared effective.

Billie Clark, President

Date

Arlene Anderson, Vice President Date