

First Unitarian Society of Chicago

Board of Trustees Policies and Bylaws

Document created with current policies and bylaws as of August 2015

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Policy on Ministerial Issues

A. Senior Minister.

The Senior Minister of the Society is “called” – selected by congregational vote upon recommendation by an elected Search Committee. According to the bylaws, he/she has control of the pulpit and general direction of the religious activities of the Society. The Senior Minister is also the chief administrator of the Society and is an ex officio member of all standing committees. Decisions regarding the use of space in the Society’s buildings are to be coordinated with Senior Minister but are ultimately the responsibility of the Board of Trustees. According to the Society’s Letter of Agreement with the current Senior Minister, she is responsible for the supervision of all staff but may delegate that responsibility where appropriate. She is expected to attend Board meetings on a regular basis and to bring matters of importance to the attention of the Trustees, making recommendations when appropriate. Final decisions in matters of policy remain with the Trustees or the Society.

A Ministerial Relations Committee is chosen by the Trustees to consult with and advise the Senior Minister regarding his or her relations with the Society. According to the current Letter of Agreement, the five members of this committee serve staggered 3-year terms. In September of each year, upon expiration of one or more committee members’ terms, the Senior Minister recommends to the Board of Trustees twice the number of persons eligible to be appointed, and the Board selects its appointments from that list.

B. Other Ministers.

Ministers other than the Senior Minister (with the exception of interns and interims) are to be sought and recommended by a special committee or by the Trustees elected at a meeting of the Society. Their titles, responsibilities and terms of service are to be proposed by the recommending body.

Interns and interim ministers (when appropriate) are appointed by the Trustees.

C. Minister-at-Large.

Classification of minister-at-large has existed since the mid-1800’s but has not always filled the position. The present minister-at-large, David Arksey, was installed in 1977 by the congregation and is the third person in the history of this Society to hold such a position. The first person to hold such a title was Robert Collyer who held the position in the latter 1800’s. The second person to hold the position was George Sikes.

The unifying principle for this position has been a society-supported community-based ministry generally focusing on some particular population subgroup. The Minister-at-Large have interpreted such a charge in their own way. Although the financial support for such a ministry has varied widely, and is now zero, the person holding such a position represents the Society in any of their activities. It is therefore important that the Society remain aware of the actions of the Minister- at-Large.

D. Sponsorship of Persons Seeking Fellowship in the Unitarian Universalist Ministry. (adopted by the Board of Trustees October 8, 1992, and amended September, 1993)

The First Unitarian Society of Chicago is willing to sponsor students and other preparing for fellowship as Unitarian Universalist ministers, in accordance with the following guidelines.

1. ELIGIBILITY. Persons receiving sponsorship shall be:

- a) active members or friends of First Unitarian Society of Chicago (regular worshippers, pledgers, and/or continuing participants in at least one other activity of the congregation), or
- b) shall have been active in its religious education program for children and youth.

2. REQUIREMENTS FOR SPONSORSHIP. Persons seeking sponsorship shall:

- a) present their views about the Purposes and Principals of the Unitarian Universalist association and the Principals of the First Unitarian Society of Chicago¹,
- b) explain their sense of calling to the Unitarian Universalist ministry,
- c) agree to fulfill the responsibilities of sponsorees that are set forth in these guidelines, and
- d) bear the responsibility of obtaining any forms needed to certify the proposed sponsorship.

3. APPLICATION FOR SPONSORSHIP

a) Persons seeking sponsorship shall be provided with a written copy of this policy and its guidelines. They shall return to the Trustees a written request for sponsorship, accompanied by materials that demonstrate eligibility and fulfill the requirement set forth above. The application shall also include the written recommendation of at least one voting member of this congregation.

b) Upon receipt of the application, an ad hoc committee appointed by the Board of Trustees shall evaluate the application and recommend action to the Trustees. The committee shall consist of lay members who are not on the board, faculty, staff, or student body of the theological school. The senior minister shall be a member ex officio of this committee; the director or minister of religious education or the associate minister and/or minister-at-large also shall be members ex officio of committees considering applications of those pursuing ministries of religious education or community ministries, as appropriate.

c) The committee may require that the person seeking sponsorship complete the Career Assessment Program or otherwise demonstrate the capacity to become a good minister before the committee makes a recommendation to the Trustees.

d) Applications received between September 1 and April 1 will be decided within three months; those received after April 1 will be decided within five months.

1. Persons seeking sponsorship must show thoughtful familiarity with these important documents wherein the character of our denominational and congregation are expressed. However, the content of their views may differ substantially with the content or even the existence of these documents. For example, some Unitarian Universalists may believe that a statement of Purpose and Principles constitutes a kind of creed, and hence is inappropriate for a non-creedal religion.

4. APPROVAL AND WITHDRAWAL OF SPONSORSHIP

a) On the report of the ad hoc committee that reviewed an application for sponsorship the Trustees may (1) reject the application or (2) recommend its acceptance by the congregation, which has sole authority to approve sponsorship.

b) Upon evidence that a person sponsored by the congregation has failed to fulfill requirements or responsibilities set forth in these guidelines, the Trustees may recommend to the congregation that it withdraw its sponsorship. Should the congregation vote to withdraw sponsorship, the Secretary shall report this action to the UUA Department on Ministry and to the theological school, if any, where the sponsoree enrolled.

5. CONGREGATIONAL RESPONSIBILITIES. For persons it sponsors in their preparation for fellowship in the Unitarian Universalist ministry, First Unitarian Society of Chicago shall:

a) provide opportunities to participate as a lay person in worship; religious education; congregational stewardship, action, and/or program; and denominational affairs;

b) permit the sponsoree to request financial assistance from the congregation and its members²;

c) encourage appropriate ministers and staff of the congregation to provide advice and counsel; and

d) certify its sponsorship to the UUA Department on Ministry and theological school, if any, where the sponsoree is enrolled.

6. ROLES OF THE SENIOR MINISTER. The Senior Minister is encouraged to:

a) assist the ad hoc committee to assess the capacity of each applicant to become a good UU minister,

b) provide advice and counsel to members considering the ministry and to those being sponsored by the congregation, and

c) provide opportunities for participation in worship to those being sponsored by the congregation.

7. RESPONSIBILITIES OF SPONSOREES. Persons sponsored by this congregation shall:

a) actively participate in worship and other congregational activities for at least two years, if they have not already done so as adults, by the time they are considered for fellowship by the UU Ministerial Fellowship Committee,

b) report in the church newsletter on a regular basis, but at least twice each school year, on their progress in their preparation for the UU Ministry; and

c) promptly notify the Trustees, and return contributions by or through the congregation and not yet spent for its intended purpose, if their pursuit of UU ministerial fellowship ends or is suspended.

8. MINISTERIAL INTERNSHIPS. The congregation recommends, but does not require, that those it sponsors undertake their ministerial internships elsewhere.

2. The Congregation does not usually approve financial assistance to those it sponsors, and must place its ongoing financial commitments before the financial need of those seeking its assistance.

9. ORDINATION. Those sponsored by this congregation are welcome to seek to be ordained her, but the decision to sponsor and that to ordain are separate; the former does not assure the latter.

E. Wedding Officiating.

In the state of Illinois a person may be sanctioned by a recognized church to perform weddings. The state apparently has no other requirements in this area and leaves the decisions at each congregation's discretion. Because of our proximity and association with Meadville-Lombard Seminary, we often are asked to sanction ministerial students to perform weddings in the state of Illinois. Out of discussion of such request, in April 1992, a set of guidelines were approved to be applied to future requests.

A person sanctioned by the First Unitarian Society of Chicago should meet the following criteria:

- 1) A third year (or greater) divinity student in good standing. (A second year student may be approved as a special case if the end of the second year is near.)
- 2) The recommendation of First U's senior minister is required.
- 3) No more than two persons may be sanctioned to performed weddings in any one calendar year.

POLICY REGARDING DISRUPTIVE BEHAVIOR

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions are threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

Disruptive behavior or an individual within the church building may lead to concerns about one or more of the following:

- 1) Perceived threats to the safety of an adult or child;
- 2) The disruption of church activities;
- 3) Diminishment of the appeal of the church to its potential and existing membership.

Therefore, the following shall be policy of the First Unitarian Society of Chicago with regard to disruptive behavior by an individual or individuals:

If an immediate response to such behavior is required, this will be undertaken by the Minister(s), if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such time it can be safely resumed. If further assistance is required the Police Department may be called. Anytime any of these actions are taken the Minister(s) and the President and President-elect of the Board of Trustees must be notified, who will, in consultation with at least one additional representative from the Board of Trustees, determine what steps must be taken before the offending person or persons may return to the activities involved. A letter detailing these steps will be sent to the offending party or parties.

Situations not requiring immediate response will be referred to a committee consisting of the Minister(s), the President and President-elect of the Board of Trustees, and at least one additional representative from the Board of Trustees, with the temporary addition of such persons as might be deemed by the Board of Trustees to be appropriate to deal with the individual situation. The committee will respond in terms of their own judgment, observing the following:

- a) The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
- b) Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- c) The committee will collect all necessary information.
- d) To aid in evaluating the problem following points will be considered:
 - i. DANGEROUSNESS – Is the individual the source of a threat of perceived threat to persons or property?
 - ii. DISRUPTIVENESS – How much interference with church functions is occurring?

- iii. OFFENSIVENESS – How likely is it that prospective or existing members will be driven away by the disruptive behavior?
- e) To determine the necessary response, the following points will be considered:
- i. CAUSES – Why is the disruption occurring: is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed
 - ii. HISTORY – What is the frequency and degree of disruption in the past?
 - iii. PROBABILITY OF CHANGE – How likely is it that the problem behavior will diminish in the future?
- f) The committee will decide on the necessary response on a case-by-case basis. However, the following levels of response are recommended:
- i. LEVEL ONE – The committee shall meet with the person or persons and other related parties to communicate the concern about the disruptive behavior.
 - ii. LEVEL TWO – After consultation with the full Board of Trustees, it may be determined that the offending individual(s) needs to be excluded from the church and/or specific church activities for a limited period of time, with reasons for such action and the conditions of return are made clear, in writing.
 - iii. LEVEL THREE – After consultation with, and approval by the Board of Trustees, the offending individual(s) may be permanently excluded from the church premises and all church activities. Notification of such a decision will be made in writing, and will explain the individual's rights and possible recourse.
- g) Any action taken under item f. (above) may be appealed in writing, to the Board of Trustees.

The First Unitarian Society of Chicago strives to be an inclusive community, affirming our differences in belief, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of the congregation, our actions as people of faith must reflect this emphasis on security.

POLICY REGARDING REIMBURSEMENT OR PAYMENT OF PROFESSIONAL EXPENSES

For professional expenses, the following definitions and practices are proposed:

1. Qualifying Professional Expenses

Professional expenses include:

- dues to professional organizations
- books, magazines, supplies, ecclesiastical garb, and other items used professionally
- expenses related to attendance at denominational or professional meetings
- meals and lodging for such meeting when the individual must be away overnight
- entertaining in either the professional's home or elsewhere relating to church business
- expenses for conference and colleagues
- remuneration per mile for car expense necessary to professional activity if a daily log of all auto travel is kept plus cost of parking and tolls
- tuition and related expense for courses undertaken for professional development
- telephone toll charges and profession-related calls

2. Payments and Documentation

On request, conference registrations for a staff member may be paid directly by the church out of that staff member's professional expense line item. Documentation must be provided for all expenses, whether they are to be reimbursed or paid for via the church's charge account. The documentation must state the purchase or expenditure date and the purpose of the expenditure. For example, a person might purchase books needed for one's work; the documentation need only say so. Entertainment receipts, such as for meals relating to church business, should state the names of the individuals/committee involved.

3. Use of the Church Charge Account

Professional expenses may be charged to the church charge account with proper documentation submitted in a timely manner. Charges on the church account that are not adequately documented are to be billed to the staff member involved.

4. Overspending

Expenses are to be charged to the fiscal year in which they are incurred. Professional expenses in excess of the amount budgeted for a given fiscal year are the responsibility of the staff member unless approved by the Board.

POLICY ON BEQUESTS

Bequests with Specified Purposes. When bequests are given with a specific purpose, the First Unitarian Church Board of Trustees must determine whether the church is willing to accept the bequest for that purpose. The Board's decision regarding such matters should be communicated to the estate's executor.

Bequests with No Purpose Specified. From time to time, members of our church community who have died have left bequests with no purpose specified. The use of such bequests in recent years has been determined by the Board of Trustees on recommendation of the Treasurer. [For example, a \$4,000 gift from Dorothy Hopkins Schaad was used to reduce an operating deficit. Two bequests of \$5,000 each were used to help pay the loan for steeple repair.]

The Finance Committee recommends the following policy for determining the use of such bequests.

1. Any documents regarding bequests should be given to the Treasurer. If a minister learns that a bequest is forthcoming, the minister should notify the Treasurer with as much detail as possible.
2. On notice that a bequest has been received, the Treasurer notifies the Board of Trustees of the receipt, and recommends where the funds might best be used. Any funds received are deposited in the church checking account while disposition is being considered. Uses of the funds might be among the following: (a) addition to operating funds; (b) set aside for some special purpose with restrictions carefully spelled out in detail; (c) added to the Unrestricted Endowment; (d) added to the Permanent Endowment.
3. If a balance is owed on the deceased's pledge for the current year, the Treasurer writes to the estate's executor, inviting payment of that pledge as an outstanding obligation so that the bequest can remain intact as was intended. If the executor does not choose to honor the obligation, funds from the bequest may be applied to the pledge first before other uses are considered.

POLICY ON MEMORIAL GIFTS

From time to time, families of members of our church community who have died have specified that in lieu of flowers, memorial gifts may be given to First Unitarian Church. As a rule, the purposes for which such gifts may be used is not specified. (When a purpose is specified, there is no need for a policy.)

The procedure to be followed is:

1. The Treasurer/Assistant Treasurer deposits the check(s) in the bank.
2. The Treasurer/Financial Secretary enters the deposit in the computer finance program, noting specifically in whose memory the gift is given and by whom so that the church may notify the deceased's family of the gift and the donor(s). The gift should be credited to "Other contributions/Memorials" with the appropriate line item number.
3. The Administrator writes to the deceased's family informing them of the gift and gives copy of the communication to the Treasurer. (If there are several, all may be acknowledged at once.)

If the Board wishes to restrict the use of such gifts to certain purposes, it must determine the policy and guidelines to be used.

POLICY REGARDING RESTRICTED FUNDS

Who may set up a restricted fund?

- The Treasurer in response to a request from the Board of Trustees or other established body within the church.

Who is authorized to disburse restricted funds?

- At the time a restricted fund is set up, authority to approve invoices and payments must be established in writing. Such authority must be renewed annually.

Who may terminate a restricted fund?

- At the end of each fiscal year, the Treasurer will consult the establishing body whether a restricted fund is to be carried to the next fiscal year. If the restricted fund is no longer needed, remaining balances are to be transferred to operating funds.

May separate restricted funds be combined into one fund?

- The Treasurer at his/her discretion may combine several small restricted funds into one but continue to keep track of the subfunds within the combined whole.

Secretary to the Board of Trustees Responsibilities and Duties June 13, 1994

The Secretary to the Board of Trustees of the First Unitarian Church of Chicago is a Board appointed position. The position is one of significant responsibility since the efficient and accurate execution of the office is necessary for the Board to carry out its prescribed duties.

The Secretary shall serve for a period of one year. That year shall correspond to the church fiscal year and Board year with begins on July 1. A Secretary serves at the pleasure of the Board and may be reappointed without limit should the Board and the Secretary so wish.

Responsibilities of the Secretary are:

- to attend all Board meetings both regular and special to create an accurate record of minutes of the business carried out by the Board during those meetings;
- to submit to the Board for its review and approval of the minutes of the previous meeting and to incorporate any changes in those meeting voted as corrections to the submitted report;
- to file a copy of the approved minutes of all meetings in the Society's office file and to include in those records any documents submitted and accepted by the Board as a part of the discussion of agenda topics. Copies of all approved documents such as contracts, letters of agreement, investment records, etc. shall be part of such Board records;
- to be responsible for the timely distribution of information relevant to upcoming meetings such as the meeting agenda and supporting documents which may relevant to agenda topics;
- to be responsible for the notification of Board members of special meetings;
- to assist in the polling of Board members when emergency decisions are required;
- to handle correspondence at the request of the Board, including greetings bestowed by the congregation at its Annual Meeting upon past ministers and others.

New Space Use Arrangements - 2011

Policy: To have a consistent and clear process for addressing potential groups interested in sharing our space(s).

Accountability: The final decision about whether to develop a space use agreement with a particular organization would fall to the Board. The information gathering and recommendation would come through the Property Committee.

Procedure:

1. Initial contact about interest in sharing some of our space may go through the Church Administrator, real estate professional, or members/friends of the congregation.
2. One person of the Property Committee would be identified as the point person for potential space use sharers with the goal of moving proposals through the process efficiently and fairly.
3. If during the preliminary conversation it seems that it makes sense to pursue a possible space sharing relationship, preliminary information would be gathered which is listed in the Appendix.
4. If those seem appropriate, then it would be referred to the Diligence Team, an ad hoc group under Property Committee, for review. This team would be charged with gathering information about the group with a focus on the financial viability of the proposal which is outlined in the Appendix.
5. The Diligence team would review this and other information deemed appropriate to make a determination on whether the group seems financially and organizationally able to meet the proposed obligations. A recommendation would be made to the Property Committee.
6. The Property Committee in combination with other stakeholders would assess the proposal additionally from additional perspectives including items listed in the Appendix.
7. Taking all this information into account, the Property Committee would make a report and recommendation to the Board about whether to enter into negotiations for a space sharing arrangement.
8. The Board would vote on the recommendation.

New Space Use Arrangements Appendix

1. Examples of information which may be gathered at the first level of proposal consideration includes but is not limited to:
 - What space is the group interested in? Would the space also be available for First Unitarian to use?
 - What is the plan for the use of the space? Is it in line with our Mission, Vision, and Strategic Plan?
 - How long are they hoping to use the space?
 - What space use contribution are they able to make?
 - What alterations to the space would need to be made for their purposes?

2. If those seem appropriate, the team would be charged with gathering information about the group with a focus on the financial viability of the proposal. Information to be gathered may include, but would not be limited to:
 - How long has the group been established?
 - Request the following documentation, if appropriate.
 - i. Incorporated in Illinois
 - ii. Documentation of 501c3 status or that of their fiscal agent.
 - iii. List of Board members
 - iv. Last 2 years of financial statement including income, expenses and cash flow Copies of last 2 tax returns (990, etc.)
 - v. Credit check
 - vi. Sources of funding
 - vii. If there are paid staff members, documentation that the state and federal taxes have been paid for the employees for the last year
 - viii. Proof of insurance
 - ix. Annual Reports for 2 years

3. The Property Committee in combination with other stakeholders would assess the proposal additionally:
 - Are there potential legal, liability or zoning issues that would need to be addressed?
 - What would be the impact on First Unitarian's budget?
 - If there are adults working with young people or offering health care services, what is the procedure for screening staff and volunteers?

i.

Policy, Procedure, Practice

Items Decided 6-28-12

1. Stewardship: The dates for stewardship-related events will be set by September 1st. This decides the general approach but allows room for refinement in the fall. No other events in the church shall be scheduled opposite stewardship events. The Minister, Executive Committee, and Stewardship Chairs will work together to develop the specific approach.
2. Budget: The Finance Committee will create a preliminary budget for the coming year by January 30th.
3. Congregational Meeting Voter List: Accepted Evelyn's outline of the steps.
4. List of church members: Accepted the procedure outlined in Evelyn's report.
5. Space use Processes, Procedures and forms: Accepted the processes currently in place by the office, with the clarification of "or designee" in relation to managing the calendar and space use needs.
6. Religious Education policies: Acknowledge the RE policies and processes previously developed and already in place.

FIRST UNITARIAN SOCIETY OF CHICAGO PERSONNEL POLICIES MANUAL
(last amended 6-27-13)

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A. Introduction

This Personnel Policy Manual (“Manual”) is not a contract and can be modified or changed at any time. The relationship between First Unitarian Society (“Employer”) and employee is legally defined as “employment at will”, which means that such employment may be terminated without penalty by either party.

The policies outlined in this manual do not apply to the ordained minister(s) called by the congregation since the calling of ministers is the prerogative of the congregation. The procedures for calling a minister are spelled out in the Employer’s Bylaws.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

B. Scope

These policies are hereby stated to provide the basis for administration and management of personnel matters. Each employee shall receive a copy of the current Manual. The Manual and the policies stated herein, may be amended or cancelled at any time in the sole discretion of the Board of Trustees.

C. Hiring

Professional and managerial level staff shall be appointed by the Board of Trustees, on recommendation from the Senior Minister. A specifically designated search committees may be asked to assist the Senior Minister in identifying, screening and selecting persons for such positions. Prior to the hiring or firing of a staff person, or the creation of a search committee for a staff position, relevant stakeholders in his/her position will be invited to have input in to that process.

Other staff shall be hired by the Senior Minister or by immediate supervisors, as designated by the Senior Minister.

D. Employment Terms

Unless specified otherwise in contractual form, employment continues until terminated by the employee or the Employer .

The salary of salaried employees, the hourly rate and number of hours per week for hourly employees, and any special considerations shall be stated in writing prior to employment.

E. Non-discrimination

Employer is an equal opportunity employer. It is our policy not to discriminate in employment because of race, age, gender, sexual orientation, or disability. Religion will be taken into account in employment decisions only to the extent that it may interfere with the performance of the particular job duties of the employee. Complaints of discrimination or of harassment should be brought by any employee in the first instance to his or her supervisor. If the matter is not resolved, it may be presented to a higher supervisor, or to a member of the Board of Trustees. Complaints brought to the Board shall be resolved by such members of the Board as are designated by the President.

F. Sexual Harassment

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

- Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Lead Administrative Officer. If the report or complaint involves the Senior Minister, or if Senior Minister is unavailable, the individual receiving the report or complaint should immediately report it to the president, vice president, or moderator of the congregation.

G. Harassment

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or □ has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Senior Minister. If the report or complaint involves the Lead Administrator, or if the Senior Minister is unavailable, the individual receiving the report or complaint should immediately report it to president of the congregation.

H. Internet Policy

The Employer provides internet access (including email) to its staff members to assist and facilitate business communications and work related projects. Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Lead Administrative Officer is required before introducing any software into Employer's computer system.

Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

I. Media Inquiries

All requests for information about the Employer from newspapers, television and radio media should be directed to the Lead Administrative Officer. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

J. Confidentiality

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Lead Administrative Officer.

K. Outside Employment/Activity

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

L. Employment of Relatives And Members

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

As a general policy, employment with the church is not open to members of the congregation except in rare and unusual circumstances.

M. Personnel Record

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Lead Administrative Officer should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

N. Initial Review Period

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, but which may be shortened or lengthened in

the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

O. Performance Evaluation and Performance Problems

1. Evaluations. In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

2. Performance Problems. The following system shall be followed unless deemed by the Senior Minister inappropriate for the circumstances presented:

Step 1: If an employee experiences difficulties in meeting performance standards or establishing satisfactory working relationships with others, the employee or the immediate supervisor should investigate and initiate discussion about the problem behavior within a specified time period. This discussion, including a plan for improvement, should be formally documented, signed by both parties and a copy placed in the employee's personnel file.

Step 2: If the employee's performance does not improve pursuant to the requirements in the Step 1 performance plan, the supervisor should have a second meeting with the employee to further discuss the performance/conduct problem and reevaluate the improvement plan. At this time, the employee may be placed on probationary status by the supervisor for a specified time and be advised that failure to correct the problem will lead to dismissal. This discussion including any changes to the plan for improvement, should be formally documented, signed by both parties and a copy placed in the employee's personnel file.

Step 3: At the end of the specified probationary period, the immediate supervisor should evaluate the employee's progress, share and discuss the findings with the employee, and forward the results to the executive committee of the board or other committee designated by the board.

If performance or conduct has improved and is satisfactory, the employee will be taken off probationary status. If performance has improved somewhat but still is not entirely satisfactory, the probationary period may be extended for no more than sixty days. If the performance has not improved, the Senior Minister with the advice and support of the Board where available, shall take appropriate action including potential termination.

P. Workers Compensation

The Employer carries worker's compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment. It is imperative that all on-the-job injuries or work-related illnesses be reported to your immediate supervisor immediately.

Q. Background Check

Employment of all new employees will be contingent on a background check. The background check may include, but is not limited to, contact with references provided by the applicant as well as investigation of criminal activity and/or financial responsibility both within Illinois and in other states. Volunteers working in children's education activities may be subject to the same background checks.

R. Personnel Files

The Senior Minister shall keep a confidential file on each employee, which shall contain at least the following:

- Payroll authorization form
- Current personal information about the employee
- Salary history and terms of employment
- Job description
- Reports from annual reviews
- Correspondence or memoranda pertaining to the employee

All employees shall have access to their individual files on request to the Senior Minister.

S. Job Descriptions

Each staff position, including ministerial, shall have a job description. The preparation of these descriptions is the responsibility of the Senior Minister. Job descriptions shall be approved by those responsible for hiring persons to fill vacancies in the respective positions. Job descriptions shall identify duties, lines of authority, and fringe benefits if different from those specified in these policies.

T. Evaluations

Evaluations of staff other than the ministers shall be the responsibility of the Senior Minister. Individual evaluations may be carried out by immediate supervisors at the discretion of the Senior Minister.

Included in the evaluation shall be an annual review. Such reviews may include the staff member's self-evaluation and suggestions of improvement in the work situation, as well as the immediate supervisor's evaluation. A report from the annual review shall be made available to the staff member.

U. Benefits

The following benefits apply unless otherwise specified in contractual form:

1. Health Insurance. It is the policy of the Employer to contribute to the cost of health insurance for employees and their families who need it. The amount of this contribution,

taking into account the cost of the available insurance, will be agreed upon as part of the compensation package for each employee individually. This policy applies to salaried employees and hourly employees working 30 hours or more per week, provided that this meets the requirements of the insurance company.

2. Personal Leave. Employees shall receive 3 days per year of paid personal leave. Taking of personal leave shall be approved in advance by the employee's supervisor. Unused personal leave may not be carried over from one fiscal year to the next, nor will it be paid upon termination of employment.
3. Sick Leave. Salaried employees shall receive 10 days per year of paid sick leave, accruing at the rate of .83 days per month. Hourly employees working more than 20 hours per week shall receive paid sick leave which is accrued at the rate of 4% per pay period. Absences in excess of three days will require a signed doctor's note to confirm illness as reason for absence. Unused sick leave may be carried over from one fiscal year to the next, up to a maximum of 12 days at the close of any fiscal year. A terminating employee will not be paid for unused accrued sick leave.
4. Vacation Time. Salaried employees shall receive 2 weeks of paid vacation time per year for the first 5 years of their employment, accruing at the rate of .83 days per month. After 5 years of employment, they shall receive 3 weeks per year, accruing at the rate of 1.25 days per month. After 10 years of employment, they shall receive 4 weeks per year, accruing at the rate of 1.66 days per month.

Hourly employees working more than 20 hours per week shall receive as paid vacation 4% of their work time per year for the first 5 years of their employment. After 5 years of employment, they shall receive 6% of their work time per year. After 10 years of employment, they shall receive 8% of their work time per year.

The maximum of accrued vacation time that can be carried over from one fiscal year (beginning July 1) to the next is 10 days . When terminating employment, if employee provides notice pursuant to Section __, an employee will be paid for accrued and unused vacation time at the rate of pay then in effect.

Vacation time requires a reasonable period of advance notice as defined by the employee's supervisor and must be scheduled in consultation with the supervisor.

5. Unpaid family and medical leave. Employees are entitled to take up to 12 weeks of unpaid leave during any 12 month period because of a serious health condition of the employee or a member of the employee's immediate family, or on account of pregnancy and childbirth. The employee shall give notice in advance of the intent to take such leave, and shall provide the appropriate medical documentation. Unpaid leave shall count toward longevity for determining years of employment, but vacation time, personal days, and sick leave will not be earned while on unpaid leave.
6. Overtime - Any hourly employee who works more than 40 hours in a week shall receive overtime pay at time and one-half.

7. Pension. After one year of service, Employer shall contribute to the UUA Pension Plan for all salaried employees and all hourly employees working more than 20 hours per week. This payment shall be 10% of earnings.
8. Disability Insurance. Employer shall obtain disability insurance through the UUA program on all salaried employees and all hourly employees working more than 20 hours per week.
9. Jury Duty. Employees shall be paid at their regular rate of pay for time they are required to spend on jury duty, provided that they turn over to the Employer the jury fee they receive from the court.
10. Funeral leave - Up to 3 days of funeral leave shall be granted in the case of the death of a spouse, parent, sibling, child, or grandparent, or grandchild.
11. Paid holidays - Employees will have the following holidays, during which the Employer will normally be closed (unless a holiday falls on a Sunday):
 - Independence day
 - Labor day
 - Thanksgiving and the following day
 - Christmas Eve (1/2) day
 - Christmas Day
 - New Year's Eve (1/2) day
 - New Year's Day
 - Martin Luther King Jr. Day
 - Memorial Day (last Monday in May)

If a holiday falls on a day (e.g., Sunday) when a given employee must work, that employee shall be given compensatory paid time off, to be taken within four weeks of the holiday.

V. Other Employer Policies

1. Attendance and Punctuality. Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

2. **Work And Disciplinary Guidelines.** Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to Employer.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.□
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Employer property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Employer property, equipment or materials.
- □Improper or profane language.
- Violation of any other Employer policy.

3. **Separation from Employment.** Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his or her supervisor will be deemed to have resigned, consistent with applicable law.

4. **Safety and Accidents.** The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Lead Administrative Officer. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Lead Administrative Officer. In the event of a fire or other emergency, the fire

department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

5. Professional Behavior. Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.
6. Inspection Rights. Churches, like other organizations, are sometimes the victims of thieves. The Employer has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the Employer can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.
7. Employment Authorization. Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establish identity and employment eligibility from the date employment begins.

W. Grievance Procedures. Any employee may grieve an alleged violation of these personnel policies or other Employer policies affecting their performance or well-being. Such grievance shall be directed in writing to the appropriate supervisor and if grievance is not resolved it may go to the Personnel Committee. A final appeal may be made of the Board of Trustees, which may appoint a committee of persons not involved in the matter to hear the grievance.

X. Review. Changes in these policies must be approved by the Board of Trustees.

Provisional Background Check Policy for Immediate Implementation (Approved 8-15-2013)

1. **Date Effective:** As of September 15, 2013, all volunteers in the Religious Education Program must receive background checks. Volunteers identified prior to 9/15/13 will be grandfathered in according to the prior policy, and may begin volunteer service for the upcoming year. As of January 1, 2014, all teachers must have a completed background check to begin volunteering with our children and youth.
2. **Recurrence.**
Checks will be repeated every 5 years for continuing volunteers. In the intervening years between formal background checks, volunteers will be asked to disclose any changes in history of criminal abuse and neglect. Failure to disclose, or disclosure of criminal history may result in restriction from RE volunteer opportunities.
3. **Who is included.**
Adult Volunteers. Anyone age 18+ who wishes to volunteer in a position to be left alone with minors must consent to a background check as described below. This includes but is not limited to: Sunday morning teachers/group leaders, Youth group leaders, Coming of Age mentors, Youth Curriculum Trainers (OWL, etc.), Conference/District Event Chaperones
Teen Volunteers. For teen volunteers, parents/guardians will sign a disclosure agreement stating that the child has no relevant history of abuse or criminal activity. If such a history exists, it does not necessarily preclude interaction with children, but does prohibit unsupervised interaction.
4. **Scope of background check.**
The background check will cover felony convictions, violent crimes, sexual misconduct, domestic abuse and any other abuse. Any convictions of including, but not limited to violent felonies and other violent crimes will disqualify an individual from teaching.
5. **Review of Background Check.**
Background checks will be facilitated by the Director of Religious Education (DRE), or church administrative staff, and will be reviewed by the DRE and the Senior Minister(s). Volunteer fitness will be at the discretion of these parties.

**First Unitarian Society of Chicago
Bylaws**

**(Adopted at Annual Meeting, May 15, 1981; amended November 30, 1984; April 21, 1985;
March 21, 1993; May 21, 1993; May 16, 1997; May 21, 1999; September 17, 2000;
March 24, 2002; May 19, 2002; December 16, 2007; May 31, 2009, May 19, 2013)**

ARTICLE I: NAME

This Society shall be known as the First Unitarian Society of Chicago. The Society consists of its members as defined in Article IV.

ARTICLE II: PURPOSE

The Society is a community of members and friends who, in fellowship together, seek enduring moral and spiritual values and strive to help one another to live in accordance with them. Although recognizing its roots in the Judeo-Christian tradition, the Society affirms the worth of all people and religions, and requires no creed. It is a Society of seekers after knowledge, truth, and understanding, who employ a variety of methods and premises and who acknowledge that each has its limitations and none is an absolute.

ARTICLE III: AFFILIATIONS

Section 1. Denominational Affiliations

- a. The Society shall be a member of the Unitarian Universalist Association and shall make annual financial contributions to the Association appropriate for a congregation of its size. It shall also be a member of the Central Midwest District and the Chicago Area Unitarian Universalist Council.
- b. The Board of Trustees (hereinafter "Trustees") shall inform the membership of the time, date and place of denominational meetings to which the Society is entitled to send voting delegates. Delegates and an equal number of alternates shall be members nominated by petition of at least fifteen members and elected at a regular or special meeting held before the deadline, if any, for the filing of delegate credentials. The Trustees shall fill vacancies in any denominational delegation.

Section 2. General Affiliations

- a. The Society, or any of its committees and organizations, may join any outside organization whose purposes are not in conflict with its own. The Society may do so only by vote of the membership at a regular or special meeting. Committees and organizations may do so on their own behalf, but not on behalf of the Society as a whole. Memberships in outside organizations may be terminated by the same process by which they were initiated.
- b. When the Society is entitled to send delegates to a meeting of an outside organization of which it is a member, the Trustees shall appoint them.

ARTICLE IV: MEMBERSHIP

Section 1. Each year the Trustees shall appoint a Membership Committee of five or more members.

Section 2. Any person who subscribes to the purposes of this Society and is approved by the Membership Committee shall become a member of the Society upon signing the Membership Book.

Section 3. Any person who has been a member for at least 90 days and has contributed at

least \$50 of record to the Society during the 12 months preceding any regular or special meeting of the Society shall be entitled to vote at that meeting. Upon a member's prior petition the Senior Minister may modify for that member the financial requirement for voting.

Section 4. The Trustees may establish a class of nonvoting members called associate members, to include persons whose primary affiliation is with another congregation or who for some other reason prefer to be called associate members. No individuals shall be designated associate members without their consent.

Section 5. Under any of the following conditions, any member shall be subject to removal from Membership according to procedures approved by the Trustees.

- a. The member has made no financial contribution of record to the Society for two consecutive years.
- b. The member has been persistently disruptive of the programs of the Society.
- c. The member has endangered the security of the Society, its members or its property.

Section 6. The Trustees shall appoint a Parish Clerk to maintain membership records and to supply figures and credentials as required by denominational organizations.

ARTICLE V: MEETINGS

Section 1. The Annual Meeting of the Society shall be held each year on a Friday evening or on a Sunday. It shall be held on or after May 15 but no later than June 1. The Trustees, no later than the previous January, shall set the date of the Annual Meeting and shall publish that date by the end of February.

Section 2. A State of the Society informational meeting shall be called by the Trustees for the sole purpose of informing the members of the Society about issues that are of critical importance to the Society. This meeting shall be held on or after January 15 but no later than February 15 of each year.

Section 3. Special meetings of the Society (a) may be called by the Trustees and (b) shall be called by them upon the written request of fifteen members of the Society.

Section 3. Notice of all meetings of the Society shall state the purposes, time and place of the meeting, and shall be mailed to all members not less than fifteen days before the day of the meeting. Action taken at special meetings shall be limited to the purposes for which the meetings were called.

Section 4. Thirty members eligible to vote and present shall constitute a quorum. Absentee ballots and voting by proxy shall not be allowed except under circumstances determined by the Trustees and included in the notice of the meeting.

ARTICLE VI: BOARD OF TRUSTEES

Section 1. Responsibilities

- a. The Trustees shall have the care, custody, and control of the real and personal property of the Society and shall establish the policies necessary for the conduct of the programs and affairs of the Society.
- b. The Trustees shall receive recommendations from the Councils of the Society relating to the concerns of these councils.
- c. The Trustees shall maintain a manual containing the current policies and procedures under which the affairs of the Society are conducted.

Section 2. Membership

- a. The Board of Trustees shall consist of nine members of the Society elected by the Society to serve three-year rotating terms. No person may serve consecutive three-year terms. If the President-elect is elected to that position at the end of the second year of his/her term, that term will be extended by one additional year. The Trustees shall have the power to fill vacancies until the next Annual Meeting of the Society. In the event that a Trustee is absent for three consecutive regular meetings, that position on the Board shall be declared vacant.
- b. The Society shall annually elect one alternate Trustee for a one-year term to serve as the first alternate at each meeting. The Program Council Chair shall serve as the second alternate. The alternates will attend all Board meetings and participate fully in discussion, but shall vote only in the place of absent Trustees.

Section 3. Officers

a. Duties of Officers

1. Officers shall include President, President-elect, Secretary, and Treasurer. In the absence of a President-elect, a Vice-President shall perform the duties of President-elect.
2. The President shall preside at all meetings of the Trustees and of the Society, delegate responsibilities as specified in these bylaws or as directed by the Trustees, and serve as an ex officio member of committees appointed by the Trustees.
3. A President-elect or Vice-President shall preside in the absence of the President and may be directed by the President to assume other of the President's responsibilities.
4. The Secretary shall keep a record of the proceedings of the Board and of the Society, call meetings when requested by the Trustees, notify members of Society meetings, and perform other duties usually associated with the office as directed by the President or the Trustees.
5. The Treasurer shall receive all monies belonging to the Society, pay all approved bills, keep correct accounts of all transactions, including those of the endowment funds, report monthly to the Trustees, and perform other duties usually associated with the office as directed by the President or the Trustees.
6. The officers shall also serve as officers of the Society.

b. Selection of Officers

1. At the Annual Meeting, the Society shall elect a Trustee to serve as President-elect for one year. The President-elect shall succeed to the office of President in the succeeding year.
2. If the office of President is vacant, the Trustees shall elect one of their members President. If the office of President-elect is vacant, the Trustees shall elect one of their members Vice-President, and the Society shall elect both a President and a President-elect at the next Annual Meeting.
3. The Trustees shall annually appoint a Secretary and Treasurer who are members of the Society but need not be Trustees. The Trustees may appoint assistant treasurers as needed.

Section 4. Meetings

- a. The Trustees shall meet at least monthly for eleven months of the year at a regular time and place which they shall determine. Additional meetings may be called by the President or any three Trustees. All regular meetings shall require a seven-day notice to the Trustees and the Society. Five Trustees (including alternates) shall constitute a quorum.
- b. In an emergency, action may be taken by the President after polling a majority of the Trustees. Such action shall be subject to ratification at the next meeting of the Trustees.

Section 5. Accountability

The Trustees shall be accountable to the Society, reporting at the Annual Meeting and as

needed at special congregational meetings. The policies established by the Trustees, the records of the Secretary, and the books and accounts of the Treasurer shall be open to members of the Society.

ARTICLE VII: ORGANIZATIONS AND COMMITTEES

Section 1. Councils

- a. Each Council shall coordinate for the Society an extensive area of concern that is substantially beyond the scope of a single committee. Committees and church organizations that address matters within a Council's area of concern shall be represented upon it and/or shall include at least one of its members.
- b. Each Council shall propose policies to the Trustees and establish priorities and goals regarding the council's area of concern, and shall initiate, facilitate, and coordinate activities consistent with them.
- c. Each Council shall meet at least quarterly. Each shall report to the Trustees quarterly, to the Society at the Annual Meeting, and at other times as directed by the Trustees or the Society.
- d. Either the Chair or the membership of each Council shall be elected by the Society.
- e. Each Council shall be accountable to the Trustees for matters of policy and finance and to the Society for matters of priorities, goals, and activities.
- f. A new Council may be created or an existing Council dissolved by amendment of these bylaws. Any amendment creating a new Council shall specify its name, area of concern, membership, and the term of office of its Chair or membership, whichever shall be elected by the Society.

Section 2. Program Council

- a. The area of concern of the Program Council shall be coordination of programs throughout the Society.
- b. The Program Council shall consist of a regular designee from each committee or organization dealing with program, including the Councils of the Society. The Senior Minister, the Minister for and/or the Director of Religious Education, and directors of associated programs shall be ex officio members.
- c. The Program Council Chair shall be a member of the Society elected by the Society to serve no more than three consecutive one-year terms.

Section 3. Religious Education Council

- a. The area of concern of the Religious Education Council shall be religious education in the Society. The Council shall oversee the religious education program.
- b. The Religious Education Council shall consist of a regular representative of each of the committees affiliated with it and interested members and friends of the Society. The Senior Minister, the Minister for and/or the Director of Religious Education, and one Trustee appointed by the Trustees shall serve as ex officio members.
- c. The Religious Education Council Chair shall be a member of the Society elected by the Society and may serve no more than three consecutive one-year terms. The Religious Education Council shall have the power to fill a vacancy in the Religious Education Council Chair until the next Annual Meeting of the Society.

Section 4. Social Justice Council

- a. The area of concern of the Social Justice Council shall be social justice concerns of the Society.
- b. The Social Justice Council shall consist of a regular representative of each of the committees (often called task forces) affiliated with it and interested members and friends of

the Society. The Senior Minister, any other minister of the Society charged with responsibilities regarding social justice, and one Trustee appointed by the Trustees shall serve as ex officio members.

- c. The Social Justice Council Chair shall be a member of the Society elected by the Society and may serve no more than three consecutive one-year terms. The Social Justice Council shall have the power to fill a vacancy in the Social Justice Council Chair until the next Annual Meeting of the Society.

Section 5. Committees

- a. **Standing Committees may be established by the Trustees and the Councils to carry out the continuing affairs of the Society.** In establishing a Standing Committee, its creating body shall specify its name, purpose, and procedures for reporting. The creating body shall annually appoint the Chair and members of each Standing Committee. Standing Committees may form subcommittees outside of their own memberships.
- b. **Special Committees may be created for specified purposes and for specified periods of time by the Trustees and the Councils.** Unless otherwise specified in these bylaws, the Chair and membership of each Special Committee shall be appointed by its creating body. In creating a Special Committee, the body shall specify its name, task, duration, and procedures for reporting.

Section 6. The Committee on Congregational Participation

- a. The Committee on Congregational Participation shall foster committee activity by promoting awareness of opportunities for volunteer service in the Society, by enlisting volunteers to serve as members and chairs of committees, and by publicly honoring volunteers who serve the Society.
- b. The Committee on Congregational Participation shall consist of the President-Elect, who shall serve as its Chair, and the Chairs of the Councils of the Society.
- c. The Committee on Congregational Participation shall propose Chairs and members for each committee for approval by its creating body.
- d. The Committee on Congregational Participation shall report quarterly to the Trustees regarding the levels of activity of the committees and their members.
- e. The Committee on Congregational Participation shall propose to the Trustees a member to fill a vacancy in the Program Council Chair until the next Annual Meeting of the Society.

Section 7. Church Organizations

A group of members meeting regularly for some common purpose may petition the Program Council for recognition as a Church Organization. Recognition is at the discretion of the Program Council. Such recognition will carry with it representation on the appropriate Council and the privilege of meeting on the church premises. All church organizations shall be open to all members of the Society sharing their concerns and purposes.

Section 8. Associated Programs

- a. From time to time the Society may approve granting to an existing church program or to a new program the authority to set up an organizational structure and a staff separate from those of the Society. Such programs shall be known as Associated Programs. The purpose of these programs is to enable the Society to enhance and enrich the life of the community.
- b. The Trustees shall bear the legal and financial responsibility for Associated Programs. For each such program they shall appoint a body which shall supervise its operation, staffing, and finances. This body shall report regularly to the Trustees, which in turn shall report at least annually on these matters to the Society.
- c. The Society may terminate such programs in the same way that they were approved.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

Section 1. A Nominating Committee of five members shall be elected by the Society; one of the five shall be a former Trustee, and not more than two may serve two consecutive one-year terms. They shall be responsible for preparing a slate of candidates, one for each position to be filled. These positions are: Trustees and first alternate, President-elect, President if the previous President-elect does not become President, the Chair of the Program Council, the Chair of the Social Justice Council, members of the Religious Education Council, and a Nominating Committee for the following year. The Committee shall meet with the outgoing Trustees to gain their advice especially on nominations for President-elect and President. The committee shall publish its nominations at least 30 days prior to the Annual Meeting.

Section 2. Elections shall take place at the Annual Meeting by written ballot. Additional nominations may be made from the floor. Terms of office shall begin on July 1.

ARTICLE IX: MINISTERS

Section 1. Search and Call

- a. In seeking to call a professional minister (interims and interns excepted), the Society shall select a Search Committee of seven or more members. This committee shall seek and recommend a candidate, cooperating with the appropriate office of the Unitarian Universalist Association and following its procedures. The title, responsibilities, and terms of service of the ministerial position shall be proposed by the Board of Trustees.
- b. After such recommendation the minister shall be called and his or her compensation package approved by a written vote of 80% or more of the voting members present at a meeting of the Society called for that purpose. A written majority vote shall be required for the dismissal of the minister. The employment relationship between minister and Society may be terminated by either upon three months' notice.

Section 2. Rights and Responsibilities

- a. The professional ministers shall have freedom of the pulpit. They shall be invited to attend all meetings of the Trustees and of such councils and committees as are appropriate to their ministerial positions. Each professional minister shall make a report to the Annual Meeting of the Society, bring to the attention of the Trustees any matters which seem to him or her pertinent to the general welfare of the Society, and make such recommendations as seem proper. The final decision in matters of policy, however, shall remain with the Trustees or the Society.
- b. The Senior Minister shall advise the Society in its determination of its mission and have general direction of the religious activities of the Society. The Senior Minister and the Trustees shall determine the use of the church buildings for religious purposes other than those of the Society. The Senior Minister is the chief administrator of the Society.
- c. The Minister for Religious Education shall have primary responsibility for developing, implementing, and managing the lifespan religious education program of the Society. Working in consultation and coordination with the Senior Minister, the Minister for Religious Education shall participate in the broader ministerial work of the Society.

Section 3. Ministers other than the Senior Minister and Minister for Religious Education (interns and interims excepted) shall be sought and recommended either by a special committee or by the Trustees; they shall be elected at a meeting of the Society. Their titles, responsibilities, and terms of service shall be proposed by the recommending body. Ministerial interns and interim ministers (when appropriate) shall be appointed by the Trustees.

Section 4. Committee on Ministry

- a. A Committee on Ministry shall be chosen by the Trustees and the professional ministers to consult with and advise the professional ministers regarding their relations with the Society. The committee shall also work with the committees and councils of the Society to translate the church's mission and long-term goals into program, and to evaluate the effectiveness of the Society's ministry. The committee shall meet at least bimonthly. The committee's deliberations shall be confidential, but it shall report quarterly to the Trustees.
- b. The committee shall include three at-large members, selected by the Board and the professional ministers together and appointed to three-year rotating terms; one representative each from and appointed by each Personal Advisory Committee to one-year terms, renewable for up to three years; and a past President of the Society or former Chair of the Board of Trustees, selected by the other members of the committee and approved by the Board for a one-year term, renewable for up to three years. No at-large member may serve consecutive full terms. Vacancies shall be filled by appointment by the party or parties that appointed the member vacating the position. All terms begin July 1.
- c. Each professional minister may have an individual Personal Advisory Committee of three or more members which shall be a sub-committee of the Committee on Ministry. The Personal Advisory Committees shall meet with the Committee on Ministry as needed.

Section 5. Ordaining. Upon recommendation of one of the professional ministers and after its affirmative vote, the Society may ordain individuals to the Unitarian Universalist ministry, provided these are graduates of accredited theological schools, recommended by their schools, and already in preliminary or full fellowship with the Unitarian Universalist Association.

ARTICLE X: FISCAL AFFAIRS

Section 1. Definitions

a. Endowment Funds

1. The **Permanent Endowment Fund** consists of those assets donated to the Society with the donor's restriction that the value of the principal (annually adjusted for inflation) not be spent. Interest, dividends, and capital appreciation beyond that required to maintain the inflation-adjusted principal may be spent as restricted in Section 6.
2. The **Unrestricted Endowment Fund**, formerly known as the Fund for the Eighties, consists of those assets obtained by the Society without restriction as to the expenditure of the principal and held with the intent that the Society retain the assets long-term and use only the investment earnings there from for current expenditures. Interest, dividends, and capital appreciation may be spent as restricted in Section 6. The principal of the Unrestricted Endowment Fund may be used as specified in Section 7.

b. Special Purpose Funds

1. The Crypt Fund is a special purpose restricted fund. Its principal is available only for purposes of special crypt maintenance or expansion.
2. The **Property Reserve Fund** is a special purpose fund limited in use to major projects of building repair, based upon long-range planning by the Trustees.

c. Other Fiscal Terms

1. Investment earnings: all interest, dividends, and capital appreciation from invested assets.
2. Capital withdrawal: withdrawals of principal made from the Unrestricted Endowment Fund.

Section 2. Dates The fiscal year shall begin July 1 and end June 30.

Section 3. Budget

The budget for each fiscal year shall be approved at the Annual Meeting which precedes that fiscal year. Individual items in the budget may be altered by congregational vote but the budget

approved must be balanced. **It is the responsibility of the Trustees to monitor the budget throughout the year.** Shortfalls in income or excesses in expenses that may emerge as a year goes on must be balanced by reducing expenses or by increasing income.

Section 4. Investment Committee

- a. The Investment Committee shall direct the investment of church assets so as to provide maximum yield with recognition of appropriate risk. The Investment Committee is expected to act with the care, skill, and diligence that would be applied by a prudent investor, acting in a like capacity and knowledgeable in the investment of endowment funds, with appropriate safeguards and diversity. The committee must deal with or through reputable brokers or other agents. All major decisions, including buying or selling of funds in excess of 25% of the market value of endowment funds, must be approved in advance by the Trustees.
- b. The Investment Committee shall consist of a Chair and at least two other members appointed by the Trustees, each to serve staggered terms of three years. No member shall serve more than six consecutive years.
- c. The Committee shall meet at least quarterly.
- d. The Committee shall be accountable, and shall report at least quarterly, to the Trustees for oversight and policy direction for investment of church funds.
- e. The Committee shall report its deliberations and decisions in writing to the Society at least once yearly at the Annual Meeting and at other times as directed by the Trustees or the Society.

Section 5. Endowment and Special Funds

- a. Endowment funds shall be managed by the Investment Committee in a prudent manner to assure the continuation of the church and its programs and the preservation of the physical plant.
- b. Special Purpose Funds shall be managed by the Investment Committee in a prudent manner for their special purposes.
- c. Assets donated to a Special Purpose Fund may be released when the purpose for which the assets were donated no longer exists or is obsolete. Donors may specify that in such a contingency, when they or their heirs are no longer available to consent to the release of funds, such release must be authorized in a court of law. Authorization for the release may be given by the Trustees if the donor does not make such specification when donating the assets.

Section 6. Percentage of the Market Value of the Endowments Available for Use as Investment Earnings

- a. So that the endowment funds may grow, the Society may not withdraw as income an annual amount greater than 5% of the total market value of the Permanent Endowment Fund, the Unrestricted Endowment Fund, and the Crypt Fund for the previous calendar year. Such withdrawals are to be taken only from the Unrestricted Endowment Fund.
- b. To arrive at the total market value of all endowment funds for each year, the Investment Committee each January shall use the total market values for the last days of the preceding four quarters (periods ending March 31, June 30, September 30, December 31) to arrive at an average for the four quarters. That average shall be reported to the Treasurer by January 31.
- c. Mindful of the need to maintain the Unrestricted Endowment Fund for the future use of the congregation, the Trustees may nonetheless, by a vote of three-fourths and in the event of severe damage to the building and/or exposure to extreme liability related to the building, present to the congregation a proposal to withdraw principal from the Unrestricted Fund for the purpose of addressing the damage and/or liability. The proposal must be approved by a vote of three-fourths of those present at a congregational meeting announced for this

purpose.

Section 7. Capital Withdrawal from the Unrestricted Endowment Fund

The Trustees may, by a vote of two-thirds and for any purposes they deem appropriate, present to the congregation a proposal to withdraw principal from the Unrestricted Endowment Fund not to exceed the lesser of \$10,000 or 5% of the market value of the fund as of October 31 of the prior year. The proposal must be approved by a vote of two-thirds of those present at a congregational meeting announced for this purpose. In the event the maximum capital withdrawal of the lesser of \$10,000 or 5% is taken in two consecutive years, further capital withdrawal shall cease until the Trustees submit to the congregation and the congregation approves a five-year cash flow projection.

Section 8. Expenditures and Loans

Within the limits on capital withdrawal, the Trustees may exceed the expenditures authorized by the Annual Meeting by as much as \$5,000 without seeking the approval of the Society. The Trustees are authorized to borrow money to meet capital improvement or other extraordinary expenditures on condition that the payment of such loans in within the budgetary and capital withdrawal limitations of Section 6.

Section 9. Social Concerns and Religious Purposes

The Trustees may take appropriate social concerns into account in determining how to invest the endowment. They may also include within the proposed program budget of the church donations for social or religious purposes.

ARTICLE XI: AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Society by the vote of two-thirds of the members present and voting. Notice of proposed amendments shall be contained in the notice of the meeting.

ARTICLE XII: DISSOLUTION

Section 1. If at some future date this Society considers voting to disband and dissolve, its members are enjoined to remember that the Society has contracted to provide perpetual maintenance for its burial crypt. Any dissolution, voluntary or involuntary, must first commit any remaining assets of the Society to the perpetual maintenance of this crypt. Negotiations shall seek a suitable organization which, in exchange for the assets of the Society (or some portion thereof), will accept the obligations which this Society would be relinquishing by dissolution. Any assets in excess of requirements for crypt maintenance shall be transferred to a recognized Unitarian Universalist organization, which may also be the organization accepting crypt responsibility.

These provisions are not intended to inhibit any future merger of the First Unitarian Society with some other congregation if the merged society accepts responsibility for maintaining the crypt.

Section 2. Any action by the Society to merge or to dissolve shall require a two-thirds vote at a meeting specially called for that purpose and announced to the members in writing at least thirty days in advance.