

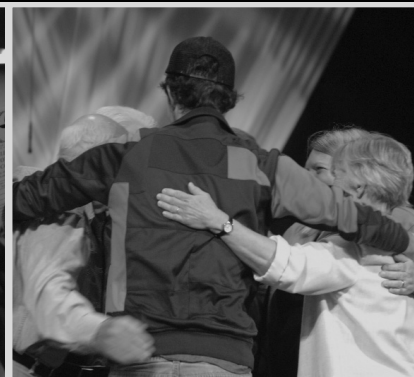
# UNITARIAN UNIVERSALIST ASSOCIATION OF CONGREGATIONS

47<sup>TH</sup> ANNUAL  
**GENERAL ASSEMBLY**  
A MEETING OF CONGREGATIONS



Fort Lauderdale, Florida

June 25 -29, 2008



# AGENDA

## **Business Process**

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### **Mini-Assemblies**

All business of the General Assembly is conducted in Plenary Sessions. Mini-Assemblies offer opportunities in small sessions for delegates to speak on issues, find out more about individual business items before a vote in plenary, and propose amendments to the business item or social witness statement. The Planning Committee or the Commission on Social Witness may move amendments to business items as a result of discussion in Mini-Assemblies.

### **Bylaw and Rule Amendments**

Proposed Bylaw and Rule Amendments will be discussed in the Mini-Assembly on Thursday at 11:00 a.m. in Room 209-210 of the Convention Center. The Planning Committee is responsible for this session and, immediately afterward, meets to consolidate results and formulate any amendments to be proposed.

### **Proposed Congregational Study/Action Issues**

Two proposed Congregational Study/Action Issues (CSAIs) appear on the Final Agenda as a result of the 2008 Congregational Poll. Discussion of these CSAIs takes place in a workshop Friday at 3:15 p.m. in the Convention Center Grand Floridian D prior to voting in the Plenary Session for one issue for study and action during the coming four years.

### **2006 Congregational Study/Action Issue (Peacemaking)**

No vote is taken this year on the Congregational Study/Action Issue (CSAI) that was chosen at the 2006 General Assembly. A CSAI Forum will be held Friday at 11:00 a.m. in the Convention Center Grand Floridian A, and two different workshops will be held, both in the Convention Center Grand Floridian A, one on Thursday at 1:30 p.m. and the other on Saturday at 3:15 p.m.

### **Actions of Immediate Witness**

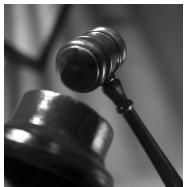
Proposed Actions of Immediate Witness (AIWs) must be posted in the CSW exhibit booth (#352) by 5:00 p.m. on Thursday. The complete AIW, along with the requisite delegate signatures, must be filed in the GA Office (Room 118 in the Convention Center) by 5:00 p.m. on Friday. Prior to voting on adoption Sunday morning, preliminary action on AIWs will be taken in Plenary Session on Saturday morning, and Mini-Assemblies to discuss the proposed AIWs and offer amendments will be held Saturday at 1:30 a.m. in Rooms 301-302, 317-318, Grand Floridian C, D, E and F in the Convention Center.

### **Budget Hearing**

The UUA Finance Committee members and UUA officers conduct a hearing on the 2008 - 2009 budget Friday at 1:30 p.m. in Room 317-318 of the Convention Center. This session offers an opportunity to ask questions about and consider changes to the budget. Motions on the budget must be submitted in writing in the GA Office (Room 118 in the Convention Center) by 5:00 p.m. on Saturday, for consideration Sunday.

## UUA General Assembly June 25-29, 2008

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# Living the Democratic Process

## Purpose

**GENERAL ASSEMBLY: A MEETING OF CONGREGATIONS** is an annual opportunity for delegates from member congregations to affirm, promote, and practice the democratic process while conducting the business of the Association.

**RULES OF PROCEDURE** are adopted at the start of the Assembly. They are printed (as proposed but not necessarily as adopted) in the GA Agenda. The Rules of Procedure are designed to help the delegates effectively represent their congregation.

## Speaking in Plenary

Before speaking you must be recognized by the Moderator, and to be recognized you must be at a microphone. The Moderator recognizes you by referring to the microphone (“I recognize the delegate at the Pro microphone...”).

Any **DELEGATE** may speak; non-delegates need the consent of the Moderator or vote of the Assembly to admit the speaker to the floor. (This happens only rarely.) Once recognized, identify yourself (name and society from which you are a delegate), e.g., “I’m Chris Doe from Rip Roaring Congregation of Great City, Ohio.”

**BE SUCCINCT** and remember you have only two minutes. You may speak on a motion only once as long as others wish to speak.

Speaking time is limited. Do not speak if your point has already been made by another speaker. Be respectful of other delegates by only speaking when you have something important to add to the discussion.

There are four microphones: **PRO**, **CON**, **PROCEDURE** and **AMENDMENT**

- ◆ To speak in favor - go to the **PRO** mike.
- ◆ To speak against - go to the **CON** mike.
- ◆ To make an amendment – go to the **AMENDMENT** Table for assistance.
- ◆ To raise a procedural issue, go to the **PROCEDURE** mike.

**PROCEDURAL** questions are limited to:

- ◆ Parliamentary inquiry
- ◆ Points of order and information
- ◆ Question of privilege
- ◆ Motions to extend or limit time of debate, change the order of business, recess, or adjourn.

**TIME USED ON PROCEDURAL ISSUES IS INCLUDED** in the time set for debating the item on the floor. Procedural issues must be raised at the Procedure microphone. They take precedence over discussion.

The **AMENDMENT** mike is used only for making an amendment that has first been processed at the Amendment Table.

## Debate

**THERE MUST BE 15 MINUTES OF DISCUSSION ALLOWED ON THE MOTION AS PRINTED** (or as presented by the Planning Committee or Commission on Social Witness) before an amendment may be proposed unless the Rules of Procedure specify otherwise. If no one is standing at a microphone to speak on the motion as presented, this time may be shortened. The Moderator alternates recognizing speakers at **PRO** and **CON** microphones.

**AFTER 15 MINUTES OF DEBATE, AMENDMENTS MAY BE PRESENTED.** Debate takes place on each amendment until it is resolved. *Only one amendment may be presented at a time.* (You can’t amend an amendment.)

An amendment may be to insert new words, delete words, or to delete and insert. Each amendment may cover only one subject. An amendment may not change a non-business resolution into a Business Resolution; for example, you can’t add language to an Action of Immediate Witness that requires specific action from congregations or the UUA Board or staff. Before an amendment may be presented to the delegates, it must be presented in writing at the Amendment table next to the Amendment mike (see also “Mini-Assembly” below).

Some motions must be filed prior to the opening of a session, particularly ones concerning the **BUDGET**. See Rules of Procedure in the Final Agenda for deadlines and place for filing them.

Motions of Amendment to items on the Agenda, Actions on Reports, etc., may be made as part of the debate. Be careful that your motion does not change the meaning so much that it is a substitute rather than an amendment. At times, you may make a substitute motion but must recognize it as such.

## Voting

Delegates vote by:

- ◆ Voice (call for ayes and nays)
- ◆ Uncounted show of voting cards
- ◆ Counted show of voting cards
- ◆ Written ballot

The Moderator is responsible for determining whether a motion passed or failed. A delegate who disagrees with the Moderator's determination may come to the procedural microphone and ask for a counted vote. At least 99 other delegates must support the request to force the counted vote.

It is crucial that you bring your voting card with you to each Plenary Session. Voting cards are difficult to replace, if lost, and you cannot vote without your card. As a delegate, you may not give your voting card to anyone else to use.

## Mini-Assembly

A Mini-Assembly is an opportunity for delegates to propose amendments to resolutions on the final agenda and to the proposed Actions of Immediate Witness admitted to the final agenda. It's an opportunity to discuss the proposed amendments, and, for the Statement of Conscience, to work collaboratively with other delegates to draft amendments. Mini-Assemblies save Plenary time and permit freer debate than plenaries do. It is not possible to offer an amendment to a business resolution, bylaw change, rule change, or social witness statement during plenary debate if it was not submitted for consideration at the appropriate mini-assembly.

There is a mini-assembly scheduled for the rule changes listed on the final agenda. All mini-assemblies are listed in the program.

After a Mini-Assembly and before voting in Plenary Session, the Planning Committee may incorporate proposed amendments into a Business Resolution or a Bylaw and the Commission on Social Witness may incorporate proposed amendments into a Statement of Conscience or an Action of Immediate Witness. For Statements of Conscience, the Commission on Social Witness is required to report all amendments to the GA delegates. The Commission on Social Witness can prioritize the amendments, including the order of their presentation at the amendment microphone in Plenary. If you wish to modify the Statement of Conscience, plan to attend the entire mini-assembly and work collaboratively with other delegates to suggest amendments.

## Budget Hearing

At the Budget Hearing questions may be answered, but no motions may be made. Motions to modify the budget must be made in writing by the time announced in the Rules of Procedure. Budget motions, if adding funds to an item or proposing new spending, must specify which other specific categories are to be reduced. See Rule G-10.1.4.

## Statements of Conscience

Based on feedback from the mini-assembly, the Commission on Social Witness may recommend that the delegates change the length of time the statement is debated before amendments are in order.

Debate is limited to 12 minutes per amendment.

## Actions of Immediate Witness

Sometimes significant actions, events, or developments occur that delegates may wish to address immediately. The process for admitting Actions of Immediate Witness to the agenda means that congregations commonly have no opportunity to consider and discuss them in advance of General Assembly, so care should be taken to only submit Actions of Immediate Witness that could not otherwise be accommodated in the Congregational Study/Action Issue process. Consult Article IV, Section 4.16 (b) (1) of the UUA Bylaws for the criteria for an Action of Immediate Witness.

**HOW MANY ACTIONS OF IMMEDIATE WITNESS MAY BE ADMITTED TO THE AGENDA?** No more than six.

# Guide for Delegates

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**HOW CAN A DELEGATE PLACE AN ACTION OF IMMEDIATE WITNESS ON THE AGENDA?** Pick up the required cover sheet and petition form for signatures at the Commission on Social Witness (CSW) booth. Submit a copy of the AIW at the CSW booth for posting by 5:00 p.m. on Thursday. Then begin collection of signatures from other delegates. Submit the AIW with the required number of delegate signatures to the CSW at the GA Office by 5:00 p.m. on Friday. See the cover sheet for directions, requirements, and deadlines.

**WHAT HAPPENS THEN?** The Commission will review the AIWs to determine if they meet the criteria for an AIW. The Commission will select no more than six from among those submitted which meet the criteria for an AIW. The Commission on Social Witness screens proposed Actions of Immediate Witness according to the criteria of grounding, fit and opportunity as well as significance, timeliness and specificity (see bylaw section 4.16). Preference is given to proposed Actions of Immediate Witness that emerge from a documented group process. These will be submitted to delegates for admission to the Agenda at the Saturday morning Plenary Session. After consideration of proposed amendments at a Mini-Assembly, each AIW will be voted on by the delegates for adoption by the General Assembly at the Sunday morning Plenary Session.

## To Get Your Questions Answered

**PLAY FAIR.** The guidelines that follow are not subterfuges for you to use to get around time limits. They are designed to make you more knowledgeable and effective.

**POINT OF INFORMATION.** Raise a point of information when you want to get information, not give it. A delegate may request “Point of Information” from any microphone. It’s exactly that: a request for information such as “On what are we voting?” or “What is the cost to the UUA of this motion?” Your question cannot be a statement, and no preface except your identification is permitted.

**POINT OF PERSONAL PRIVILEGE.** Raise a point of personal privilege when your ability to do business is being hampered. Any delegate may request a Point of Personal Privilege. You go to the procedural microphone and say “Point of Personal Privilege” and wait to be recognized by the Moderator. After recognition, identify yourself and state your point (no statement, no argument or preface, just the bare request), such as “It is not possible to hear from the pro microphone” or “Our section was not counted.”

**POINT OF PROCEDURE.** You use this for questioning parliamentary procedure. A delegate may interrupt debate by going to the procedural microphone and saying “Point of Procedure” and wait to be recognized. A sample point is “Is this not an amendment to an amendment?” or “Was a vote taken?”

**NEED INFORMATION?** Have a question about the status of the Agenda, a business matter, procedures, etc.? Ask a member of the Planning Committee. They will be identifiable on the floor of the Assembly during each Plenary Session. When the Assembly is not in session, look for one of them at the GA Office. The Bylaws are in the Program.

**DO YOU HAVE AN AMENDMENT? ARE YOU UNHAPPY WITH WORDING?** Time constraints preclude more than two or three amendments to an item being considered in plenary. Preliminary work on agenda items is completed in the mini-assembly.

## Committee of the Whole

When the Assembly is debating a particularly complex or difficult question (there may be two, three, or four alternate versions or ideas) the Moderator may decide, or a delegate may move, that the Assembly move into a “Committee of the Whole” to consider the subject. If done, the Rules of Procedure are eased and the Assembly now acts as a committee.

- ♦ A person other than the Moderator may occupy the Chair.
- ♦ Discussion may take place without motions.
- ♦ The only motions allowable are motions to amend, adopt, or reconsider.
- ♦ Non-binding straw votes may be taken.
- ♦ The formality of pro/con microphones is somewhat relaxed.
- ♦ You may speak only once on a topic in a discussion unless no one else wishes to speak.
- ♦ Time limits are relaxed or do not exist unless the “Committee” sets them.

Once the Committee of the Whole has decided what it wants to do, a delegate moves that the Committee of the Whole “rise and report” specifying the agreed-upon result. The Moderator takes the Chair, and the Plenary Session of the General Assembly is again in session. The motion formulated in the Committee is reported and vote is taken immediately, without debate or possibility of amendment.

# Agenda: Order of Business

*Late arriving items may require rearrangement of the agenda as published.*

## **WEDNESDAY OPENING WORSHIP AND PLENARY I**

**8:00 p.m. - 9:30 p.m.**

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- 8:00 Welcome to Fort Lauderdale  
The Parade of Banners  
Call to Order  
Review and adopt rules  
Meet the Youth Caucus and  
Young Adult Caucus Managers  
Meet the Right Relationships Team  
Welcome New Congregations  
Chalice Lighting  
Sources: A Unitarian Universalist Cantata  
Benediction  
9:30 Recess

## **FRIDAY PLENARY III**

**8:30 a.m. - 10:30 a.m.**

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- 8:30 Call to Order  
Chalice Lighting  
UUA Financial Advisor's Report  
Budget Report  
Report on the Consultation on Ministry To and  
With Youth  
Breakthrough Congregation Presentation:  
Pacific Unitarian Church  
Song  
Debate/Vote Youth and Young Adult  
Empowerment Resolution  
Announcements  
10:30 Recess

## **THURSDAY PLENARY II**

**8:30 a.m. - 10:30 a.m.**

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- 8:30 Call to Order  
Chalice Lighting  
Credentials Report  
Meet the General Assembly Planning  
Committee  
GA Planning Committee Update  
Youth Caucus Presentation  
Young Adult Caucus Presentation  
Accessibilities at General Assembly  
Right Relationship Team Update  
Intro to Breakthrough Congregations  
Breakthrough Congregation Presentation:  
Unitarian Universalists of Wayne County  
Report of the Commission on Appraisal  
Song  
UUA President's Report  
President's Award for Volunteer Service  
Announcements  
10:30 Recess

# Agenda: Order of Business

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## **SATURDAY PLENARY IV** **8:30 a.m. - 12:30 p.m.**

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- 8:30 Call to Order
- Chalice Lighting
- UUA Board Report
- Distinguished Service Award
- Song
- Executive Staff Report
- Beacon Press Report
- O. Eugene Pickett Award
- Breakthrough Congregation Presentation:  
Bull Run Unitarian Universalists
- Report of the Journey Toward Wholeness  
Transformation Committee
- UU Service Committee Report
- Collection for UUA/UUSC Gulf Coast  
Volunteer Program
- UU Women's Federation Report
- GA Service Project Information
- Breakthrough Congregation Presentation:  
Unity Temple
- Recognition of Green Sanctuaries
- Song
- Introduction of Congregational Study Action  
Issue (CSAI) process
- Selection of Congregational Study Action Issue
- Implementation of Past Statements of  
Conscience (SOC)
- Socially Responsible Investing Update
- Congregationally Based Community  
Organizing Update
- How Actions of Immediate Witness are  
implemented
- Motions to Admit Actions of Immediate  
Witness
- Announcements
- 12:30 Recess

## **SUNDAY PLENARY V** **10:30 a.m. - 12:30 p.m.**

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- 10:30 Call to Order
- Chalice Lighting
- Congregationally Based Community  
Organizing Update
- Debate/Vote on Bylaw Amendments: Article  
VII, Section 7.6 and Article XI, Sections C-11.1  
and Section 11.2 through 11.9
- Debate/Vote on Bylaw Amendment G-12.2.1 -  
Establishing Districts
- Song
- Debate/Vote on Actions of Immediate Witness  
(to be continued in Plenary VI)
- Announcements
- 12:30 Recess

## **SUNDAY PLENARY VI** **3:15 p.m. - 5:30 p.m.**

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- 3:15 Call to Order
- Chalice Lighting
- Continue Debate/Vote on Actions of Immediate  
Witness
- Song
- Moderator's Report
- Recognizing the folks who made GA happen
- Responsive Resolutions (if any)
- Invitation to Salt Lake City
- Final credentials and announcements
- 5:30 Adjourn



## **RULE 1. ORDER OF BUSINESS**

Consideration of and action upon items must proceed in the order set forth in the Final Agenda unless during the meeting that order is changed by majority vote.

## **RULE 2. MEANS OF VOTING**

So long as a quorum is present, action on any question, unless the Bylaws otherwise provide, will be decided in the first instance by an uncounted show of hands/voting cards. If the Moderator wishes a counted vote or if a delegate requests it and the Moderator determines that 99 other delegates join in the request, the vote must be counted. Except for Congregational Study/Action Issues (Rule 11) and votes that are part of the Open Space Technology process, including plenary votes to prioritize the results of Open Space workshops, no vote will be taken by written ballot unless the delegates order a written ballot by a two-thirds vote. Provided a quorum is present at each Plenary Session, all matters submitted to a vote of the delegates will be determined by the number of votes cast by delegates present and voting on the matter. The required proportion of votes cast by delegates to approve any action or resolution will be as set forth in the Bylaws or Rules or these Rules of Procedure.

## **RULE 3. MINUTES**

The Executive Committee of the Board of Trustees will approve the minutes of the General Assembly Plenary Sessions, which will be prepared by the Recording Secretary in consultation with Legal Counsel.

## **RULE 4. PRESENTATION OF ITEMS**

The provisions of Rule 5 notwithstanding, the Planning Committee and/or the Commission on Social Witness will, at their discretion, move the item as printed on the Final Agenda or move an amended version of the item.

## **RULE 5. AMENDMENTS**

Except for clarifying amendments, amendments to the main motion and motions to refer, table or to call the question will not be in order until there has been at least fifteen minutes of debate, if that much is needed, on the merits of the main question as moved. Amendments to a business resolution, a bylaw, a rule, or a proposed amendment must be submitted for consideration at the appropriate mini-assembly in order to be offered in the plenary session. No amendment or other change to any motion under consideration will be entertained unless it is submitted in writing on forms prescribed by the Moderator, who may, however, waive this requirement.

## **RULE 6. TIME LIMITS**

The following time limits are imposed on all business transacted by the Assembly except as otherwise provided in these Rules for Actions of Immediate Witness, Study Action Issues and UUA Statement of Conscience. If, however, there is no objection from the floor, the Moderator may grant minor extensions of time. Any time limits imposed by this rule may be extended by a two-thirds vote.

- a) No person may speak on any motion for more than two minutes, and not more than once, so long as there are others who have not spoken who desire the floor, except that persons having special information may, with the permission of the Moderator, reply to questions.
- b) Thirty minutes is allowed for discussion of any proposed bylaw or rule amendment, resolution, or action on a report that is on or admitted to the Final Agenda. Whenever possible, the discussion time will be equally divided between proponents and opponents and by the alternate recognition of speakers at microphones designated Pro and Con.
- c) A motion to call the previous question on the main motion shall not be in order if there are potential speakers at both Pro and Con microphones and the original or extended time for discussion has not expired. A motion to call the previous question on a motion to amend the main motion is in order after 10 minutes of discussion concerning the amendment.

# Rules of Procedure

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## **RULE 7. MICROPHONES**

- a) Pro and Con Microphones. Usage of the microphones designated “Pro” or “Con” is limited to statements in support of or in opposition to motions.
- b) Amendment Microphone. Usage of the microphone designated “Amendment” is limited to presenters of motions and members of the Board of Trustees who may use the microphone only for:
  - 1) making an amendment to a main motion or another amendment, provided the motion is otherwise in order;
  - 2) using such additional time remaining under Rule 6, if any, to speak in support of the amendment; and
  - 3) stating the Board of Trustees’ position at the outset of debate on those items on the Final Agenda on which the Board takes a position.
- c) Procedure Microphone. All other matters must be brought to the Procedure microphone.

## **RULE 8. COMMITTEE OF THE WHOLE**

At any stage of the meeting, the Moderator, without a vote of the Assembly, at his or her discretion from time to time may order the meeting resolved into a Committee of the Whole or reconvened in regular Session. While the meeting is acting as a Committee of the Whole, the following Special Rule will apply: The Presiding Officer, without a vote of the Committee of the Whole, may permit reconsideration of any action taken by the Committee of the Whole and other departures of the Rules of Parliamentary Procedure if it appears to him or her that the work of the Committee of the Whole will thereby be expedited.

When the General Assembly is reconvened, the only motion in order will be to adopt the recommendation of the Committee of the Whole. A motion recommended by the Committee of the Whole will not be subject to amendment, debate, or delay.

## **RULE 9. BUDGET MOTION**

Any motion concerning the 2008 - 2009 budget that is to be made at the time provided for such motions during the formal business sessions must be filed in writing at the General Assembly Office not later than 5:00 p.m. Saturday. All such motions must provide for reductions in specific other categories of spending equivalent to the increase in spending recommended in the motion. Adoption of the motion requires a two-thirds vote.

## **RULE 10. RESOLUTIONS AND ACTIONS NOT ON THE FINAL AGENDA**

A Resolution or Action not on the Final Agenda may be considered only under the following circumstances:

- a) under Bylaw Section 4.16, which permits the addition of Actions of Immediate Witness to the Agenda and consideration of non-substantive resolutions;
- b) under Bylaw Section 4.16(c), which permits the addition of Responsive Resolutions in response to a substantive portion of a report by an officer or committee reporting to the Assembly.

The author of a Responsive Resolutions must notify the Moderator of the title and content of their Responsive Resolution as soon as it is practical to do so. A resolution submitted to the Commission on Social Witness for consideration as an Action of Immediate Witness may not be submitted as a Responsive Resolution.

## **RULE 11. CONGREGATIONAL STUDY/ACTION ISSUES**

Pursuant to Bylaw Section 4.12(a):

In a year in which Congregational Study/Action Issue(s) are proposed, up to five Congregational Study/Action Issues may be presented to the General Assembly. A sponsor of a Congregational Study/Action Issue determined by the Commission on Social Witness to be eligible for consideration will have two minutes to speak in support of obtaining the vote necessary to be selected as the Congregational Study/Action Issue referred for study. Following the presentation by the sponsors for all Congregational Study/Action Issues eligible for consideration, time will be provided for up to four additional statements of support for each Congregational Study/Action

Issue. Persons wishing to speak shall use the microphone designated for the Congregational Study/Action Issue for which he/she advocates.

After debate concerning the proposed Congregational Study/Action Issues, a written ballot, prepared by the Commission on Social Witness, will be used to receive the vote of the delegates for which one of the Congregational Study/Action Issues will be referred for study. The Congregational Study/Action Issue receiving the highest number of votes among all Congregational Study/Action Issues shall be referred for study providing, however, that if no Congregational Study/Action Issue receives a majority of the votes cast, then a second vote shall be taken between the two Issues receiving the highest number of votes cast in the initial election.

## **RULE 12. UUA STATEMENT OF CONSCIENCE**

One hour will be allowed for debate.

The Commission on Social Witness may recommend for delegate approval by majority vote an amount of time for the Statement to be debated before amendments are in order. If no such recommendation is proposed and approved, no amendment shall be in order unless there has been at least 30 minutes of debate, if that much is needed, on the merits of the proposed UUA Statement of Conscience.

A motion to amend a proposed UUA Statement of Conscience is not in order in the Plenary Session unless it first was presented to a mini-assembly as described in Rule 4.12.4. Up to twelve minutes will be allowed for the debate of an amendment.

The Commission on Social Witness will have the discretion to prioritize the amendments including their presentation at the amendment microphone in Plenary.

## **RULE 13. ACTIONS OF IMMEDIATE WITNESS**

- a) The proposed Action of Immediate Witness must be in writing.
- b) A copy for posting at the Commission on Social Witness booth must be delivered to the booth in the exhibit area no later than 5:00 p.m., Thursday, so that proposals may be made available for viewing prior to the filing deadline.
- c) The copy to be filed must have attached signatures showing the requisite delegate support specified in

Bylaw Section 4.16(b)(2) and must be filed with the Commission on Social Witness in the General Assembly Office by no later than 5:00 p.m. Friday.

- d) The Commission on Social Witness may provide a summary of the Actions of Immediate Witness that meet the criteria for admission to the agenda during Friday morning's plenary and seek a sense of the meeting.
- e) Each sponsor of an Action of Immediate Witness determined by the Commission on Social Witness to be eligible to be considered for possible admission to the agenda under Bylaw Section 4.16(b) will have two minutes to speak in support of obtaining a vote supporting the admission of the action to the agenda.
- f) The sponsor will move admission at a Plenary Session scheduled before vote on the action is to occur and when called upon to do so by the Moderator.
- g) The motion to admit is not debatable and requires a two-thirds vote of support.
- h) A motion to amend an Action of Immediate Witness is not in order in the Plenary Session unless it first was presented to a mini-assembly, as described in Bylaw Section 4.16(b)(4).
- i) Twenty minutes will be allowed for debate, if needed, on each proposed Action of Immediate Witness. No amendment shall be in order unless there have been at least twelve minutes of debate, if that much is needed, on the merits of the proposed Action of Immediate Witness.
- j) Debate and voting on adoption of an Action of Immediate Witness will occur during Plenary on Sunday morning. Adoption must be by two-thirds vote, as specified in Bylaw Section 4.16(b)(5).

## **RULE 14. AMENDING THE RULES OF PROCEDURE**

These Rules of Procedure will be adopted by a two-thirds vote and may be amended, suspended, or repealed during the course of the Assembly only by a two-thirds vote, except for the preceding Rule 9, the amendment, suspension, or repeal of which requires a four-fifths vote.

## **RULE 15. ADJOURNMENT**

The final business session of the 2008 General Assembly will be adjourned no later than 5:30 p.m., Sunday, June 29.

# Proposed Congegational Study/Action Issues

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The proposed Congregational Study/Action Issues (CSAI) presented here were selected by certified congregations to be placed on the Agenda. The vote on the following CSAIs will be to determine if one shall be referred to congregations and districts for further review and study in the Statement of Conscience process, pursuant to Bylaw Section 4.12. A hearing on the selected CSAI will be held on Sunday at 1:30 p.m.

## **Title: “Ethical Eating: Food and Environmental Justice” Proposed CSAI-1 (2008-2012)**

1 **Issue:** Religious organizations throughout the world have discussed the production, distribution,  
2 and use of food. Some people enjoy many food choices while others remain hungry. The food  
3 industry produces wealth, but small farmers and farm workers are often poor. Food production  
4 and transportation contribute to many environmental problems.

5 **Background and Reasons for Study:** Congregations can develop effective strategies to address  
6 two of the world’s biggest problems: social inequality and environmental destruction. This  
7 Congregational Study/Action Issue is inspired by the work of the several Unitarian Universalist  
8 affiliate and associate organizations that work with congregations in support of environmental  
9 justice.

10 Hunger is both a community problem and an international problem that can be approached in a  
11 variety of ways. There is a need for political advocacy in support of government programs that  
12 try to feed the hungry. There is a need also for involvement with service programs that deliver  
13 food to individuals and families – for example, Meals on Wheels programs.

14 **Significance to Unitarian Universalism:** Unitarian Universalists have a vision of environmental  
15 justice. One of our principles acknowledges “the interdependent web.” Others affirm the  
16 importance of human rights. Together our principles form one holistic statement that helps to  
17 define liberal religion.

### **Possible Study Topics:**

- 18 • There are different religious teachings concerning the production, distribution, and use of  
19 food. Why is food so important in religion?
- 20 • There are environmental concerns and concerns about animal rights and human rights.  
21 What moral guidelines, if any, should govern food production?
- 22 • Some people have too much food and some have too little. How should congregations  
23 address issues like poverty and hunger, nutrition education, and health promotion?
- 24 • What guidelines, if any, govern the purchase and use of food and beverages in your  
25 congregation? Do you pause for a blessing when you serve food?  
26

### **Possible Actions:**

- 27 • Support sustainable agriculture and farmers’ markets. Encourage organic community  
28 gardening.
- 29 • Volunteer in support of community food pantries, Meals on Wheels programs, and similar  
30 projects that address the problem of hunger.  
31

## Proposed Congegational Study/Action Issues

- 32           • Become an advocate for social and economic justice. Support labor unions, farmers’  
33           cooperatives, “fair trade” associations, and other organizations that help the farmers and other  
34           workers who produce and distribute food in the global market.

**Related Prior Social Witness Statements:** Ending Hunger (1987 General Resolution); Environmental Justice (1994 General Resolution); Nutrition for a Healthy Start in Life (1994 General Resolution); Support of United Farm Workers (2005 Action of Immediate Witness).

**Clarifying Statement:** The first paragraph of Background and Reasons for Study has been amended from the original proposal in agreement with the proposing congregation, the previously cited UUSC, and the Commission on Social Witness to identify accurately the source of the work inspiring this proposal.

# **Proposed Congegational Study/Action Issues**

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## **Title: “Nuclear Disarmament” Proposed CSAI-2 (2008-2012)**

35 **Issue:** Should the Unitarian Universalist Association work with other faith communities to  
36 advocate a dramatic reduction in the world’s nuclear weapons inventories, primarily those  
37 of the United States and Russia, in favor of reinvigorated nuclear arms control agreements  
38 and principles, such as those embodied in the Nuclear Non-proliferation Treaty?

39 **Background and Reasons for Study:** Two hundred well-placed nuclear weapons could drive  
40 civilized society back to the Stone Age. Each of these weapons can kill more than 100,000 in  
41 populated and targeted areas. The Nunn-Lugar Act, funded by Congress in 1994, allows money  
42 to be spent to help Russia stabilize its large number of unsecured weapons materials facilities  
43 and to identify, destroy, and dispose of a portion of its nuclear weapons.

44 **Significance to Unitarian Universalism:** UUA principles stand “violated” by each of the more  
45 than 2,000 bombs that remain on hair-trigger alert in Russia and the United Sates and by the  
46 national policies that appear to provide in perpetuity for the maintenance of large numbers of  
47 nuclear weapons. Advocacy of a position against nuclear weaponry is highly consistent with  
48 UUA principles, which show support and respect for the interdependent web of all life and for  
49 the goal of world peace.

### **Possible Study Questions:**

- 51 • What is the Nuclear Non-proliferation Treaty, and what is the United States policy on  
52 nuclear weapons?
- 53 • At present, who are those engaged in nuclear proliferation, and what are the prospects of  
54 using diplomacy to reduce the threat of use of weapons of mass destruction?
- 55 • How much nuclear deterrence is enough; and how did we get to the point of having the  
56 level of nuclear bombs and weapons that we have?
- 57 • Could a mutual reduction be encouraged and negotiated? If so, by what factor might it be  
58 possible to reduce the “overkill” potential of the United States and Russian nuclear  
59 arsenals for mutually assured destruction?
- 60 • What actions might make nuclear weapons reduction possible politically, and how long  
61 would it take to accomplish such a reduction under different scenarios of funding and  
62 political support?
- 63 • What is the Nunn-Lugar Act, and what have its accomplishments been? What level of  
64 funding has been provided for this Act, and what can be accomplished with the amount  
65 currently requested and authorized?

### **Possible Actions:**

- 67 • Form a nuclear weapons study group and become familiar with reliable sources of  
68 information.
- 69 • Appoint study group members or experts to report to the congregation on the various  
70 study questions at congregational forums.

## Proposed Congegational Study/Action Issues

- 71
- 72
- 73
- 74
- 75
- 76
- Promote adoption at district meetings of non-proliferation and anti-nuclear arms control statements of policy and conscience.
  - Form a social action group to develop informed opinions to lobby politicians and to write letters to the editors of local papers (individually or on behalf of the social action group.)
  - Collaborate with district or area congregations in offering study opportunities and forums.

**Related Prior Social Witness Statements:** From 1961 to 1986 there were 27 Unitarian Universalist resolutions of various kinds that included a nuclear weapons component. Nineteen of these were specifically concerned with nuclear weapons. The most representative and recent resolutions are: Maintaining the SALT II and ABM Treaties (General Resolution 1986); Nuclear Free Zone (General Resolution 1985); Mutual Comprehensive Nuclear Test Ban (General Resolution 1985)

# Proposed Bylaw Amendments

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## Proposed Bylaw Amendments

*underlining = insertion; brackets = deletion*

Adoption requires a two-thirds vote.

The following proposed G-Rule change establishes the consolidation of the New Hampshire/Vermont and Northeast Districts as the Northern New England District.

This amendment was placed on the Agenda by the Board of Trustees.

Vote by the Board on the following amendment: For 24-0-0

77 **Rule G-12.2.1. Establishing Districts.**

- 78 (a) The districts shall be [twenty] nineteen in number and named Ballou Channing,  
79 Central Midwest, Clara Barton, Florida, Heartland, Joseph Priestley, Massachusetts Bay,  
80 Metropolitan New York, Mountain Desert, Mid-South, [**Northeast, New Hampshire**  
81 **Vermont**] Northern New England, Ohio Meadville, Pacific Central, Pacific Northwest,  
82 Pacific Southwest, Prairie Star, St. Lawrence, Southwestern, and Thomas Jefferson.



# Proposed Bylaw Amendments

The following proposed Bylaw changes reflect changes in Ministerial Fellowship Committee practices and Rules.

The following amendments were placed on the Agenda by the Board of Trustees.  
Vote by the Board on the following amendments: For 24-0-0

## 83 ARTICLE VII Committees Of The Board Of Trustees

### 84 Section 7.6. Ministerial Fellowship Committee.

85 The Ministerial Fellowship Committee shall consist of fourteen members as follows:

- 86 (a) Six members who are not ministers appointed by the Board;  
87 (b) Six members who are ministers in **[full and]** final fellowship with the Association,  
88 **[with at least one from each category of ministry including community ministry,]**  
89 appointed by the Board; and  
90 (c) Two members appointed by the Unitarian Universalist Ministers Association.

91 Two members of the committee, and only two, shall be trustees. The committee shall  
92 have jurisdiction over ministerial fellowship with the Association as provided in Article  
93 XI hereof. The Board of Trustees shall designate a person who is not a member of the  
94 committee to be its Executive Secretary and keep its records.

## 95 ARTICLE XI Ministry

### 96 Section C-11.1. Ministerial Fellowship.

97 Each member society has the exclusive right to call and ordain its own minister or  
98 ministers, but the Association has the exclusive right to admit ministers to ministerial  
99 fellowship with the Association. Fellowship may be for the purposes of parish, religious  
100 education and/or community ministry as determined by action of the Ministerial  
101 Fellowship Committee. No minister shall be required to subscribe to any particular creed,  
102 belief, or interpretation of religion in order to obtain and hold fellowship.

### 103 **Section 11.2. Ministerial Fellowship Committee.**

104 The Ministerial Fellowship Committee shall have exclusive jurisdiction over ministerial  
105 fellowship except as otherwise provided **[herein] in these bylaws.** It shall make rules  
106 governing ministerial fellowship, subject to the approval of the Board of Trustees.

### 107 **Section 11.3. Admission to Fellowship.**

108 A minister may be admitted to fellowship by the Ministerial Fellowship Committee, upon  
109 complying with the requirements of these Bylaws and the rules, **policies, procedures and**  
110 **requests** of the Committee. A minister who is admitted to fellowship shall be admitted to  
111 preliminary fellowship for a **[probationary]** period of **at least** three years, **be evaluated in**  
112 **ministry,** and may thereafter be admitted to final fellowship. **[Three years as an**  
113 **accredited director of religious education may be considered as satisfying the time**  
114 **requirement for granting of final fellowship as minister of religious education.]**

# Proposed Bylaw Amendments

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115 **[Section 11.4. Classes of Ministerial Fellowship.**

116 **The Ministerial Fellowship Committee shall adopt rules related to classes of ministerial**  
117 **fellowship which shall include full and associate fellowship.**

118 **(a) Ministers in full fellowship are those admitted to fellowship who are:**

119 **(1) engaged in full-time active ministerial service;**

120 **(2) actively seeking positions in such service and have recently so served; and**

121 **(3) retired from such service by reason of advanced age or illness.**

122 **(b) Ministers in associate fellowship are those in fellowship who are not currently in**  
123 **full fellowship.]**

124 **Section [11.5.] 11.4 Fellowship Records.**

125 The Executive Secretary of the Ministerial Fellowship Committee shall maintain up-to-  
126 date records of all ministers in fellowship with the Association. **[Such] These** records  
127 shall be available only to members of the Committee, persons designated by the  
128 Committee, and, in cases of appeals, the Board of Review.

129 **Section [11.6.] 11.5 [Suspension or] Termination of Fellowship and Administrative**  
130 **Suspension.**

131 The fellowship of a minister may be **[suspended or]** terminated by the Ministerial  
132 Fellowship Committee for unbecoming conduct, **incompetence** or other specified cause.  
133 Final fellowship may be **[suspended or]** terminated only after notice **by the Committee**  
134 and opportunity for a **[hearing] Fellowship Review** before the Committee. **[at which the**  
135 **minister shall have the right to be represented by counsel, to introduce evidence, to have**  
136 **any relevant and material evidence in the possession of the Association produced, and to**  
137 **cross-examine and rebut adverse evidence.] During an investigation or the pending of a**  
138 **complaint, the Ministerial Fellowship Committee may suspend a minister until a final**  
139 **determination can be made on the minister's fellowship status.**

140 **Section [11.7.] 11.6 Reinstatement [in] to Fellowship.**

141 The Ministerial Fellowship Committee may reinstate or readmit to fellowship a minister  
142 who has previously resigned from fellowship or whose fellowship has been suspended or  
143 terminated.

144 **Section [11.8.] 11.7 Appeal.**

145 A minister in final ministerial fellowship whose fellowship is terminated may appeal the  
146 determination of the Ministerial Fellowship Committee to the Board of Review. The  
147 Board of Review shall have exclusive jurisdiction to hear and decide such appeals. No  
148 other appeal shall be allowed from any decision of the Ministerial Fellowship Committee.

149 **Section [11.9.] 11.8 Procedure on Appeal.**

150 An appeal to the Board of Review [shall] may be heard by a panel of the Board selected  
151 as provided in its rules. The **Board of Review or its** panel hearing an appeal shall [not  
152 try the case de novo but shall only review the record made before the Ministerial  
153 Fellowship Committee, except that the Board of Review by rules may permit the  
154 introduction of newly discovered evidence.] **limit its review to an examination of the**  
155 **Ministerial Fellowship Committee's decision, and the information presented to the**  
156 **Committee, including the documents and other evidence compiled during the**  
157 **Fellowship Review, and the reasons articulated by the Ministerial Fellowship**  
158 **Committee for its decision terminating the minister's fellowship. If the minister**  
159 **requests consideration of newly discovered evidence, not previously presented to the**  
160 **Ministerial Fellowship Committee, then the matter shall be returned to the**  
161 **Ministerial Fellowship Committee for consideration of that evidence before the**  
162 **Board proceeds with the appeal.** These Bylaws and the rules of the Ministerial  
163 Fellowship Committee shall be binding upon the **Board of Review or its** panel. **The**  
164 **Ministerial Fellowship Committee's determination of fact and/or credibility will not**  
165 **be overturned unless no reasonable fact finder could have reached such**  
166 **determination, and disputes of fact are to be resolved in favor of the Ministerial**  
167 **Fellowship Committee's Review Team's determination.** [The panel shall uphold the  
168 decision of the Ministerial Fellowship Committee if it can be sustained by a  
169 reasonable view of the record.] The **Board of Review or its** panel may set aside the  
170 decision of the Fellowship Committee or the Religious Education Credentialing  
171 Committee only where necessary to correct or prevent manifest injustice. The **Board of**  
172 **Review or its** panel may remand the case in whole or in part to the Committee or take  
173 such other action as may be just. The [decision of the panel, which shall be the  
174 decision of the Board,] **Board of Review or its panel** shall set forth its finding and  
175 conclusions and [shall be served] **will serve** upon the affected minister and the  
176 Ministerial Fellowship Committee. The decision shall be entered in the appropriate  
177 records and shall be final and binding upon all parties. No appeal shall be allowed from  
178 the decision of the Board of Review. The Board of Review shall make rules to carry out  
179 the intent of this section.

# Proposed Business Resolution

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The following Business Resolution was placed on the agenda by the Board of Trustees. Adoption requires a two-thirds vote.

## Vote by the Board of Trustees on the proposed Business Resolution: For 24-0-0

180 WHEREAS the Unitarian Universalist Association Bylaws state that our Association  
181 promotes “the full participation of persons in all of its and their activities and in the full  
182 range of human endeavor without regard to . . . age”; and

183 WHEREAS statement #12, “Support, Integrate, and Retain youth and young adults to  
184 keep our congregations vibrant and growing” in the Open Space Technology Process at  
185 General Assembly 2007 received the largest number of votes, 773 votes (representing  
186 12.4 % of the votes cast); and

187 WHEREAS the future of our denomination benefits from the full participation of youth  
188 and young adults to enliven, grow and sustain our Unitarian Universalist movement,  
189 principles and ideals, including the use of the democratic process within our  
190 congregations and society at large; and

191 WHEREAS Youth and Young Adult empowerment is an attitudinal, structural and  
192 cultural process whereby young people gain the ability, authority and agency to make  
193 decisions and implement change in their own lives and the lives of other people to create  
194 intergenerational equity; and

195 WHEREAS unique opportunities at the congregational, district and continental level for  
196 youth and young adult self-direction create synergy for a larger youth and young adult  
197 identity and promote communication and connections between local youth and young  
198 adults across the continent;

199 THEREFORE BE IT RESOLVED that the 2008 General Assembly of the Unitarian  
200 Universalist Association urges the Unitarian Universalist Association, its congregations  
201 and district structures to:

- 202 1. Invite ministerial support to youth and young adults through inclusive worship  
203 intentional presence; and
- 204 2. Invest financial support in youth and young adult leadership bodies and programs  
205 when viable; and
- 206 3. Provide support for youth and young adult staff and volunteers to receive suitable  
207 training and resources, including self-directed anti-racism and anti-oppression  
208 trainings; and
- 209 4. Attend to the needs of youth and young adult constituents with marginalized  
210 identities by providing resources and opportunities within the congregation and at  
211 the district and continental levels.

# 2004 Statement of Conscience on Civil Liberties

## Civil Liberties

### 2004 Statement of Conscience

In 2004 the delegates of our General Assembly adopted this Statement of Conscience on Civil Liberties, making it UUA policy. We hope you will refer to this Statement of Conscience to ground and inspire our conversations on civil liberties at this General Assembly 2008 in Fort Lauderdale.

#### **Preamble:**

Liberty is at the core of our Unitarian Universalist faith. Civil liberties are at the heart of our American experiment in democracy. Those civil liberties guaranteed by the Bill of Rights, Amendments I through X to the Constitution of the United States of America, are as fundamental to our practice of democracy as freedom of conscience is to our actions of faith.

Civil liberties carry a history of conflict and struggle between rights for all and privilege for some, between individual liberty and general security, between personal need and the common good, between the aspiration to reason and tolerance and the inclination to scapegoat and punish. Our democracy has the ability to balance these competing claims. Democratic process is at the heart of Unitarian Universalism. Our Unitarian Universalist Principles are grounded in freedom, reason, and tolerance. Ours is a tradition that has sought to uphold the sanctity of the individual voice. We have affirmed that human beings need not adhere to the same beliefs or draw upon the same sources of meaning to discern the common good.

#### **Background:**

As Unitarian Universalists, we look to American history, the history of our faith movement, and our shared Principles and Purposes to help us determine the appropriate balance between freedom and security. Prophetic people of all faiths have been instrumental in defending liberty throughout history. We stand on the shoulders of those who have fought to uphold civil liberties. Civil liberties are also essential to the free expression and practice of our faith tradition and to the diversity of faith traditions in America. They are further essential to our ability as citizens to fully engage the political process and hold our leaders accountable.

Unitarian Universalists are gravely concerned with the current erosion of American civil liberties. Our criminal justice system has seen increases in police brutality, harsher sentencing, racial profiling, and a call by our leaders for quicker resort to the death penalty. The “War on Drugs” has given the United States the dubious distinction of having the highest incarceration rate among economically advanced nations. Federal funding for faith-based initiatives has threatened religious liberty by compromising the independence and equality of different religious groups.

The attacks of September 11, 2001, created a climate of fear that has escalated these threats to our liberties and made possible an ill-defined “War on Terrorism.” The message from our government is that the United States cannot be both safe and free. Building on a pre-September 11 current of diminished civil liberties, the USA PATRIOT Act was signed into law on October 26, 2001. This Act permits the unlimited detention and deportation of foreign nationals on the basis of suspicion and without due process of law. It redefines the scope of terrorism law to include domestic associations, rendering citizen organizations, including communities of faith, subject to secret surveillance and investigation. It allows the FBI to investigate American citizens without probable cause if the agents consider it for “intelligence purposes.” It permits law enforcement agencies to conduct secret searches, including phone and Internet surveillance, and grants access to medical, banking, employment, library, and other personal records with fewer considerations of due process.

## **2004 Statement of Conscience on Civil Liberties**

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Dissent has been branded as unpatriotic and tantamount to aiding and abetting terrorism. Emboldened by the passage of the USA PATRIOT Act, the administration of President George W. Bush has interrogated thousands of Arab and South Asian immigrants, incarcerated hundreds in the United States on minor immigration charges or material witness claims, and detained over 1,200 foreign nationals in Guantanamo Bay, Cuba, without due process or compliance with the Geneva Convention. Military tribunals have been empowered to convict suspected terrorists on the basis of hearsay and secret evidence and without independent judicial review.

Individuals have been denied the ability to travel by airplane because they are on a government no-fly list. All this has happened in an oppressive political climate in which Unitarian Universalists and others have too frequently failed to raise voices of reason and forbearance. This failure is evidenced by the hundreds of people who have been arrested and subjected to excessive force and the denial of due process for exercising their constitutionally protected freedoms through lawful protests, rallies, vigils, and signage. Because so many of our global neighbors look to the United States as a model of democracy, the erosion of American civil liberties gives permission to governments elsewhere to similarly erode civil liberties.

Freedom sacrificed for safety is no longer freedom. Americans discovered this in the aftermath of the Alien and Sedition Acts of 1798, the infamous Palmer raids of 1920, the internment of 120,000 Japanese Americans following the bombing of Pearl Harbor, and the McCarthy hearings of the 1950s. We are discovering it today.

### **Call To Action:**

As people of faith, and as Americans, we are called to action. We are called to reclaim our heritage as Unitarian Universalists and become vigilant stewards of our democracy. We are called as individuals, as congregations, and as an association of congregations to let our leaders know that some current policies are unacceptable. Therefore:

- We hold public officials accountable and insist that they refrain from supporting policies and legislation that further limit civil liberties.
- We demand that Attorney General John Ashcroft be held fully accountable for his advocacy of policies that have eroded civil liberties, including the refusal to provide constitutionally guaranteed legal representation to detained individuals, American citizens and non-citizens alike.
- We urge Congressional oversight committees publicly to monitor federal law enforcement and intelligence agencies, including the Foreign Intelligence Surveillance Court, to ensure that the excesses of the past do not become the norms of the future.
- We demand repeal of the USA PATRIOT Act and call upon local officials to adopt resolutions urging its repeal and declaring their intention not to enforce its onerous provisions.
- We oppose the proposed Domestic Security Enhancement Act (PATRIOT II), whether proposed as a separate legislative act or as parts of other legislation.
- We oppose implementation of the “total information awareness” data-mining program of the Department of Defense; efforts to revive the Terrorism Information and Prevention System (“TIPS”) program of the Department of Justice, which sought to recruit Americans to spy on other Americans; and profiling based on nationality, ethnicity, or religion.
- We oppose nominees to the federal appeals courts or the Supreme Court whose records demonstrate insensitivity to the protection of civil liberties.

## 2004 Statement of Conscience on Civil Liberties

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- We affirm the right of foreign nationals to due process and the presumption of innocence, and we oppose unwarranted tracking and reporting requirements that abridge those rights.
- We appeal to public officials and the media to support constitutional protections enshrined in the Bill of Rights. We encourage adult education classes focused on the guarantees of the Bill of Rights and urge public and private schools to include this focus in their regular curricula.
- We support the civil liberties activity of such organizations as the American Civil Liberties Union, Americans United for Separation of Church and State, Amnesty International USA, Bill of Rights Defense Committee, Center for Public Integrity, The Electronic Frontier Foundation, Human Rights First, The Interfaith Alliance, People for the American Way, the Unitarian Universalist Service Committee, and the Unitarian Universalist United Nations Office.

### **Conclusion:**

Nearly every generation faces grave challenges to the liberties for which so many men and women have fought—the liberties for which many of our ancestors placed themselves in peril so that future generations could live in freedom. Balancing freedom and security is our challenge. Let us heed the words of Benjamin Franklin engraved on the base of the Statue of Liberty, “They that give up essential liberty to obtain a little temporary safety deserve neither liberty nor safety.”

The ultimate test of democracy is the will to protect the rights of whomever we deem “the other.” It is what matters most in a nation struggling to realize the promise of liberty and justice for all. It is a matter of conscience and faith.

*Background: This Unitarian Universalist Association Statement of Conscience (SOC) builds upon previous social witness statements on civil liberties adopted in 1963 (Support for the Bill of Rights) and in 2002 (Support for the International Criminal Court). In June 2002, the General Assembly of the UUA selected “Civil Liberties” as the issue suggested to congregations for two years of study, action, and reflection. The Commission on Social Witness (CSW) received initial reports from congregations and districts in March 2003. In June 2003, the CSW held a workshop on this issue at General Assembly. A draft Statement of Conscience was distributed to all congregations and districts for comment in the fall of 2003. Comments were reviewed by the CSW at its March 2004 meeting. A mini-assembly was held on Friday, June 25, 2004, for amendments – many of which were incorporated into the final version. Delegates of the 2004 General Assembly voted, by overwhelming majority, to adopt this SOC. The text of other UUA Statements of Conscience can be found at the UUA website ([www.uua.org/actions](http://www.uua.org/actions)) and the CSW website ([www.uua.org/csw](http://www.uua.org/csw)).*

# UUA BYLAWS

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*As amended through July 1, 2007*

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## ARTICLE I Name

### Section C-1.1. Name.

The name of this Association shall be Unitarian Universalist Association. It is the successor to the American Unitarian Association, which was founded in 1825 and incorporated in 1847, and the Universalist Church of America, which was founded in 1793 and incorporated in 1866.

## ARTICLE II Principles and Purposes

### Section C-2.1. Principles.

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote

- The inherent worth and dignity of every person;
  - Justice, equity and compassion in human relations;
  - Acceptance of one another and encouragement to spiritual growth in our congregations;
  - A free and responsible search for truth and meaning;
  - The right of conscience and the use of the democratic process within our congregations and in society at large;
  - The goal of world community with peace, liberty and justice for all;
  - Respect for the interdependent web of all existence of which we are a part.
- The living tradition which we share draws from many sources:
- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
  - Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion and the transforming power of love;
  - Wisdom from the world's religions which inspires us in our ethical and spiritual life;
  - Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
  - Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;
  - Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

Grateful for the religious pluralism which enriches and ennobles our faith, we are inspired to deepen our understanding and expand our vision. As free congregations we enter into this covenant, promising to one another our mutual trust and support.

### Section C-2.2. Purposes.

The Unitarian Universalist Association shall devote its resources to and exercise its corporate powers for religious, educational and humanitarian purposes. The primary purpose of the Association is to serve the needs of its member congregations, organize new congregations, extend and strengthen Unitarian Universalist institutions and implement its principles.

### Section C-2.3. Non-discrimination.

The Association declares and affirms its special responsibility, and that of its member congregations and organizations, to promote the full participation of persons in all of its and their activities and in the full range of human endeavor without regard to race, ethnicity, gender, disability, affectional or sexual orientation, age, language, citizenship status, economic status, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

### Section C-2.4. Freedom of Belief.

Nothing herein shall be deemed to infringe upon the individual freedom of belief which is inherent in the Universalist and Unitarian heritages or to conflict with any statement of purpose, covenant, or bond of union used by any congregation unless such is used as a creedal test.

## ARTICLE III Membership

### Section C-3.1. Member Congregations.

The Unitarian Universalist Association is a voluntary association of autonomous, self-governing local churches and fellowships, referred to herein as member congregations, which have freely chosen to pursue common goals together.

### Section C-3.2. Congregational Polity.

Nothing in these Bylaws shall be construed as infringing upon the congregational polity or internal self-government of member congregations, including the exclusive right of each such congregation to call and ordain its own minister or ministers, and to control its own property and funds. Any action by a member congregation called for by these Bylaws shall be deemed to have been taken if certified by an authorized officer of the congregation as having been duly and regularly taken in accordance with its own procedures and the laws which govern it.

### \*Section C-3.3. Admission to Membership.

A church or fellowship may become a member congregation upon acceptance by the Board of Trustees of the Association of its written application for membership in which it subscribes to the principles of and pledges to support the Association. The Board of Trustees shall adopt rules to carry out the intent of this Section.

### Section 3.4. Church of the Larger Fellowship.

The Church of the Larger Fellowship, Unitarian Universalist, shall be a member congregation which is not considered to be located in any particular district.

### \*Section C-3.5. Certification of Membership.

A member congregation shall be recognized as certified during the fiscal year of the Association in which it becomes a member and during each subsequent fiscal year in which it established that during the immediately preceding fiscal year it:

- (a) conducted regular religious services;
- (b) held at least one business meeting of its members, elected its own officers and maintained adequate records of membership; and
- (c) made a financial contribution to the Association.

Member congregations must furnish the Association with a report of their activities showing compliance with subsection (a) and (b) above.

Compliance with subsection (c) above shall be determined by appropriate financial records of the Association. A member congregation shall also be considered to be certified for that part of any particular current fiscal year which precedes the deadline established by the Board of Trustees for submitting proof of compliance with subsection (a) and (b) above if during the next preceding fiscal year such a congregation made a financial contribution to the Association and filed the report required by this section during that year.

A member congregation which has not been certified for three consecutive fiscal years shall be deemed inactive and placed in an "inactive congregation" category.

The Board of Trustees shall make rules to carry out the intent of this section and shall determine which member congregations meet the requirements set forth herein for any fiscal year of the Association.

121 **Section C-3.6. Termination of Membership.**

122 A church or fellowship upon written notification to the Association  
123 may withdraw from the Association at any time. The Board of  
124 Trustees may terminate the membership of any congregation that,  
125 pursuant to the provisions of Section C-3.5, has been placed in an  
126 "inactive congregation" category maintained by the Association but  
127 shall do so only after consultation with:

- 128 (a) the local congregation in question, whenever possible;
- 129 (b) the President of the district in which the congregation is  
130 located or such other authorized official as the district  
131 designates in writing to the Association; and
- 132 (c) the trustee representing the district in which the  
133 congregation is located.

134 **\*Section C-3.7. Associate Member Qualifications.**

135 The Board of Trustees may admit to associate membership in the  
136 Association any major organization whose membership or  
137 constituency consists of individuals located throughout the  
138 Association and whose purposes and programs it finds to be  
139 auxiliary to and supportive of the principles of the Association and  
140 which pledges itself to support the Association. The Board of  
141 Trustees may terminate such associate membership upon a  
142 finding that the organization no longer meets the foregoing  
143 qualifications.

144 The Board of Trustees may adopt rules governing the  
145 requirements for admission to and retention of associate  
146 membership. An associate member organization shall be  
147 recognized as certified during the fiscal year in which it becomes a  
148 member, and during each subsequent fiscal year if it has made a  
149 financial contribution to the Association during the immediately  
150 preceding fiscal year. The Association shall neither exercise  
151 control over nor assume responsibility for the programs, activities  
152 or finances of any associate member.

153 **\*Section C-3.8. Independent Affiliate Organizations.**

154 The Board of Trustees may admit to affiliated status those  
155 independently constituted and operated organizations whose  
156 purposes and intentions it finds to be in sympathy with the  
157 principles of the Association, and may terminate such status upon  
158 finding that the organization no longer meets the foregoing  
159 qualifications or is not in compliance with the rules relating to such  
160 organizations. The status granted is that of independent affiliate.  
161 The Board of Trustees shall adopt rules governing the  
162 requirements for admission to and retention of affiliated status.  
163 The requirements shall include financial support of the Association  
164 by payment of an annual contribution. The Association shall  
165 neither exercise control over nor assume responsibility for the  
166 programs, activities, or finances of any independent affiliate.

167 **Section C-3.9. Autonomy of Associate Member  
168 Organizations and Independent Affiliate  
169 Organizations.**

170 Nothing in these Bylaws shall be construed as infringing upon the  
171 control of associate member organizations and independent  
172 affiliate organizations by their own membership.

173 **Section C-3.10 Members of Member Congregations.**

174 For the purposes of these Bylaws, a member of a member  
175 congregation is any individual who pursuant to its procedures has  
176 full or partial voting rights at business meetings of the  
177 congregation and who is certified as such by an authorized officer  
178 of the congregation.

179 **ARTICLE IV General Assembly**

180 **Section C-4.1. Meetings of the Association.**

181 Each meeting of the Association for the conduct of business shall  
182 be called a General Assembly.

183 **Section C-4.2. Powers and Duties.**

184 General Assemblies shall make overall policy for carrying out the  
185 purposes of the Association and shall direct and control its affairs.

186 **Section 4.3. Regular General Assembly.**

187 A regular General Assembly shall be held at such time during each  
188 fiscal year of the Association as the Board of Trustees shall  
189 determine.

190 **Section 4.4. Special General Assembly.**

191 A special General Assembly may be called by the Board of  
192 Trustees at any time, and shall be called upon petition of not less  
193 than fifty certified member congregations by action of the governing  
194 boards or their congregations. No more than twenty of the fifty  
195 congregations may be from the same district.

196 **Section 4.5. Place of Meeting.**

197 Each regular or special General Assembly shall be held at such  
198 place in the United States or Canada as the Board of Trustees  
199 shall determine.

200 **\*Section 4.6. Notice of Meetings.**

201 Notice of each regular and special General Assembly shall be  
202 given not less than sixty days before the date thereof in such form  
203 and manner as the Board of Trustees shall determine. Such notice  
204 shall state the place, date, and hour of the meeting. Notice of each  
205 special General Assembly shall indicate at whose direction it is  
206 being called.

207 **\*Section C-4.7. Voting.**

208 Voting at each regular and special General Assembly shall be by  
209 accredited delegates from certified member congregations, certified  
210 associate member organizations, and trustees.

211 Each delegate and trustee shall have only one vote, even if present  
212 in more than one capacity. Proxy voting is prohibited except when  
213 the amendment being processed is an amendment of the articles of  
214 organization.

215 **Section 4.8. Delegates.**

216 (a) Member Delegates. Each certified member congregation is  
217 entitled to be represented at each General Assembly by  
218 delegates who are members of such congregation, selected  
219 in accordance with its bylaws or procedures. The Church of  
220 the Larger Fellowship is entitled to 22 such delegates. Other  
221 certified member congregations are entitled to that number  
222 of such delegates determined as follows: the number of  
223 delegates of a certified member congregation shall be equal  
224 to the number of members of the congregation divided by  
225 fifty, plus one delegate for any fraction remaining; provided  
226 that each certified member congregation shall be entitled to  
227 at least two delegates.

228	Membership of	Member
229	Member Congregation	Delegates
230	1-100	2
231	101-150	3
232	151-200	4
233	201-250	5
234	251-300	6
235	301-350	7
236	351-400	8
237	401-450	9
238	451-500	10
239	Over 500	One for each additional 50
240		members or fraction thereof.

241 The number of members of a certified member congregation  
242 which is a member of more than one denomination shall be  
243 determined for the purposes of this section either (i) by  
244 dividing the number of members of the federated church by  
245 the number of denominations included in the federation, or,  
246 at the option of the federated church, (ii) by reporting the

247 actual number of members who identify themselves as  
248 Unitarian Universalists.

249 (b) Minister Delegates and Religious Education Director  
250 Delegates. Each certified member congregation is also  
251 entitled to be represented at each General Assembly by the  
252 ordained minister or ministers in full or associate ministerial  
253 fellowship with the Association settled in such congregation,  
254 and by the director or directors of religious education having  
255 achieved Credentialed Religious Education – Masters Level  
256 status by the Association and employed in such  
257 congregation. In addition, each certified member  
258 congregation is also entitled to be represented at each  
259 General Assembly by any minister emeritus or minister  
260 emerita of such congregation in ministerial fellowship with the  
261 Association and by any director of religious education  
262 emeritus or emerita having achieved Credentialed Religious  
263 Education – Masters Level status by the Association  
264 designated as such by a vote at a meeting of the member  
265 congregation not less than six months prior to the General  
266 Assembly, provided that any such minister has been settled  
267 previously in such congregation, and any such director of  
268 religious education who has been previously employed in  
269 such congregation.

270 (c) Associate Member Delegates. Each certified associate  
271 member organization is entitled to be represented at each  
272 General Assembly by two delegates who are members of a  
273 certified congregation.

#### 274 \*Section C-4.9. Accreditation of Delegates.

275 The Board of Trustees shall make rules for the accreditation of  
276 delegates and voting procedures. Such rules may include the  
277 requirements of payment of a registration fee, a travel fund fee, or  
278 both, in order to vote at a General Assembly, except that these  
279 requirements shall not apply to the right to cast a ballot for any  
280 elective position at large.

#### 281 Section 4.10. Quorum.

282 Not less than 300 accredited delegates representing not less than  
283 100 certified member congregations located in not less than 10  
284 states or provinces shall constitute a quorum at any regular or  
285 special General Assembly.

#### 286 Section 4.11. Tentative Agenda for Regular General 287 Assemblies.

288 The General Assembly Planning Committee shall prepare a  
289 Tentative Agenda for each regular General Assembly which shall  
290 include:

- 291 (a) reports and other matters required by these Bylaws to be  
292 submitted to the General Assembly;
- 293 (b) proposed amendments to these Bylaws which are submitted  
294 as prescribed in Article XIV, Section 14.2;
- 295 (c) items referred by the preceding General Assembly;
- 296 (d) Business Resolutions and proposed amendments to Bylaws  
297 and Rules submitted by the Commission on Appraisal;
- 298 (e) all proposed amendments to Rules and all Business  
299 Resolutions as defined in Rule G-4.18.2, submitted by:
- 300 (1) the Board of Trustees or the Executive Committee;
- 301 (2) not less than fifteen certified member congregations  
302 by action of their governing boards or their  
303 congregations; or
- 304 (3) a petition by not less than 250 members of certified  
305 member congregations with no more than 10  
306 members of any one member congregation counted  
307 as part of the 250;
- 308 (f) proposed amendments to Rules and Business Resolutions  
309 submitted by a district by official action at a duly called

310 meeting at which a quorum is present but not in excess of  
311 three Business Resolutions per district; and

312 (g) Proposed Congregational Study/Action Issues submitted by  
313 the Commission on Social Witness pursuant to Section  
314 4.12(a).

315 Resolutions submitted under (d), (e)(2), (e)(3) and (f) must be  
316 received by the Planning Committee by February 1 whenever the  
317 regular General Assembly opens in June. If the General Assembly  
318 opens in a month other than June, the Business Resolutions  
319 submitted under (d), (e)(2), (e)(3) and (f) must be received no later  
320 than 110 days before the date set for the opening of that General  
321 Assembly. The UUA Statements of Conscience process  
322 deadlines are established by Sections 4.12(a) and (c) and by the  
323 Board of Trustees pursuant to Section 4.13 whenever one or more  
324 regular General Assembly is scheduled to begin in a month other  
325 than June. The Planning Committee shall include on the Tentative  
326 Agenda all items so submitted. It may submit alternative versions  
327 of Business Resolutions in addition to the original ones submitted if  
328 in its judgment such alternatives clarify the resolutions and may  
329 make such changes in the Business Resolutions as are necessary  
330 to make each conform to a standard format. It may also submit  
331 one or more alternative versions for the purpose of combining two  
332 or more Business Resolutions. Adoption of Business Resolutions  
333 by a General Assembly shall be by two-thirds vote. The Tentative  
334 Agenda shall be mailed to each member congregation, associate  
335 member organization and trustee by March 1 if the General  
336 Assembly opens in June, otherwise, not less than 90 days before  
337 the opening of the General Assembly.

#### 338 \*Section 4.12. UUA Statements of Conscience.

339 The purpose of the Congregational Study/Action Process is to provide  
340 the member congregations of the Association with an opportunity to  
341 mobilize energy, ideas, and resources around a common issue. The  
342 end result will be a deeper understanding of our religious position on  
343 the issue, a clear statement of Association policy as expressed in a  
344 Statement of Conscience, and a greater capacity for the  
345 congregations to take effective action. The process for adoption of  
346 UUA Statements of Conscience shall be as follows:

#### 347 (a) First Cycle Year

348 (1) Each member congregation, district, and sponsored  
349 organization (as designated by the Board of Trustees),  
350 may submit to the Commission on Social Witness by  
351 October 1 in the year preceding a General Assembly one  
352 proposed Congregational Study/Action Issue, such  
353 proposed Congregational Study/Action Issue to be  
354 approved at a duly called meeting of its members or its  
355 governing board at which a quorum is present. This  
356 commences the process of a four year UUA Statement of  
357 Conscience cycle ("the Cycle"). A Cycle year ends at the  
358 close of General Assembly.

359 (2) The Commission on Social Witness shall by November 1  
360 of that year submit to the Planning Committee for  
361 inclusion on the Tentative Agenda of the regular General  
362 Assembly not more than ten proposed Congregational  
363 Study/Action Issues, each of which shall be based in  
364 whole or in part on the issues submitted to it as described  
365 in the previous subsection. The Commission on Social  
366 Witness shall verify with the proposing congregation,  
367 district, or sponsored organization that the proposed  
368 Study/Action Issue reflects the intent of the proposer prior  
369 to being included in the poll ballot. The ten proposed  
370 Congregational Study/Action Issues shall be included for  
371 approval by the congregations on the Congregational Poll  
372 ballot, such ballot to be available and congregations  
373 notified of its availability by November 15 of the same

374	year. Congregational Poll ballots concerning the	430 (c) Third Cycle Year
375	proposed Congregational Study/Action Issue shall be due	
376	by February 1 of the following year (the first Cycle year).	431
		432
377	(3) For the proposed Congregational Study/Action Issue to be	433
378	placed on the Final Agenda of the General Assembly,	434
379	twenty-five percent (25%) of all certified congregations	435
380	must participate in the ballot vote concerning the	
381	proposed Congregational Study/Action Issues.	436
		437
382	(4) The proposed Congregational Study/Action Issue shall be	438
383	ranked in the order of the votes received in the	439
384	Congregational Poll. The Study/Action Issues receiving	440
385	the most votes (not to exceed five in number) shall be	441
386	submitted to the General Assembly as follows:	
		442
387	(i) Each of the Proposed Congregational Study/Action	443
388	Issues shall be presented to the General Assembly by	444
389	a delegate, and one such proposed Congregational	445
390	Study/Action Issue shall be referred for study by virtue	446
391	of having received the highest number of votes	447
392	among all proposed Congregational Study/Action	448
393	votes cast by the General Assembly, provided,	449
394	however, that if no proposed Congregational	450
395	Study/Action Issue receives a majority of the votes	451
396	cast, then a second vote shall be taken between the	452
397	two issues receiving the highest number of votes cast	453
398	in the initial election.	454
		455
399	(ii) After one Congregational Study/Action Issue has	456
400	been referred for study in accordance with (i) above,	457
401	the Advocacy and Witness staff shall conduct a	458
402	workshop to discuss processes for study and action	459
403	on the selected issue. By November 1 following the	
404	General Assembly, the Advocacy and Witness staff	460
405	shall have developed a resource guide pertaining to	461
406	the Congregational Study/Action Issue selected by the	462
407	General Assembly. The resource guide shall be	463
408	made available and congregations notified of its	464
409	availability.	
		465 (d) Fourth Cycle Year
410	(5) If a UUA Statement of Conscience has been adopted in	466
411	the previous year, the regular meeting of the General	467
412	Assembly shall also conduct workshops on the	468
413	implementation of such UUA Statement of Conscience.	469
		470
414	(6) If no proposed Congregation Study/Action Issues are on	471
415	the Final Agenda in the first Cycle year, or if no	
416	Congregational Study/Action Issue is referred for study by	472
417	the General Assembly, then following the regular meeting	473
418	of the General Assembly, the Cycle shall begin again as	474
419	set forth in this subsection.	475
		476
420 (b) Second Cycle Year		477
		478
421	(1) Member congregations and the districts shall submit by	479
422	not later than March 1 of the second Cycle year	480
423	comments regarding the Congregational Study/Action	481
424	Issue and the related resource guide to the Commission	482
425	on Social Witness.	483
		484
426	(2) During the meeting of the General Assembly in the	485
427	second Cycle year the Commission on Social Witness	486
428	shall conduct workshops on the Congregational	487
429	Study/Action Issue.	488

489 Final Agenda with a proposal to drop such Congregational  
490 Study/Action Issue.

491 (3) Following the regular meeting of the General Assembly in  
492 the fourth Cycle year, the Cycle shall begin again as set  
493 forth in Section 4.12(a) above.

494 (e) The Cycle may begin again, as set forth in Section 4.12(a), only  
495 after the General Assembly in the second Cycle year of a  
496 Congregational Study/Action Issue, and as provided in  
497 Sections 4.12(a)(6) and 4.12(d)(3).

498 (f) The Study/Action Issue for Social Justice selected by the  
499 General Assembly in 2005 shall be considered for adoption as  
500 a UUA Statement of Conscience pursuant to the Bylaws and  
501 Rules of the Association in existence prior to the 2006 General  
502 Assembly. This subsection (f) will automatically be deleted  
503 from the Bylaws following the 2008 General Assembly.

#### 504 **Section 4.13. Revision of UUA Statements of** 505 **Conscience Process Schedule.**

506 If the Board of Trustees votes to schedule one or more regular  
507 General Assemblies to begin in a month other than June, the  
508 Board of Trustees shall forthwith revise the UUA Statements of  
509 Conscience process schedule set forth in Section 4.12 accordingly  
510 and shall immediately notify the member congregations, the  
511 districts and the Commission on Social Witness of the revised  
512 schedule in writing.

#### 513 **Section 4.14. Final Agenda for Regular General** 514 **Assemblies.**

515 The Planning Committee shall prepare a Final Agenda for each  
516 General Assembly which shall include:

517 (a) all reports and other matters required by these Bylaws to be  
518 submitted to the General Assembly and all proposed  
519 amendments to Bylaws and Rules appearing on the  
520 Tentative Agenda that meet the requirements of Rule G-  
521 4.18.3;

522 (b) those Business Resolutions, including alternative versions,  
523 on the Tentative Agenda which meet the requirements of  
524 Rule G-4.18.3;

525 (c) Business Resolutions, amendments to Rules or Bylaws or  
526 other items submitted by the Planning Committee, the Board  
527 of Trustees or the Executive Committee, which did not  
528 originally appear on the Tentative Agenda, provided,  
529 however, that any such items appear on the Final Agenda  
530 accompanied by an explanation for the delayed submission;

531 (d) additional proposed amendments to Bylaws submitted by the  
532 Commission on Appraisal;

533 (e) those proposed Congregational Study/Action Issues on the  
534 Tentative Agenda which meet the requirements of Rule G-  
535 4.18.3, and if applicable pursuant to Sections 4.12(a); and

536 (f) the UUA Statement of Conscience submitted by the  
537 Commission on Social Witness pursuant to Section 4.12 (c)  
538 and (d), if applicable.

539 The Planning Committee shall mail the Final Agenda to each  
540 member congregation, associate member organization and trustee  
541 not less than 30 days before the General Assembly.

#### 542 **Section 4.15. Agenda for Special General Assemblies.**

543 The Board of Trustees shall prepare the agenda for each special  
544 General Assembly which shall include resolutions and proposed  
545 amendments to Rules submitted by:

546 (a) the Board of Trustees;

547 (b) the petition, if any, which calls the special General  
548 Assembly; or

549 (c) not less than 50 certified member congregations by action of  
550 their governing boards or their congregations, with no more  
551 than 20 of the 50 congregations from the same district.

552 The agenda shall be mailed to each member congregation,  
553 associate member organization and trustee not less than 30 days  
554 before the General Assembly.

#### 555 **\*Section 4.16. Additions to the Agenda of Regular** 556 **General Assemblies.**

557 (a) Non-substantive items related to greetings and similar  
558 matters may be admitted to the agenda by a regular General  
559 Assembly.

560 (b) Not more than six General Assembly Actions of Immediate  
561 Witness, (year) may be admitted to the agenda of a regular  
562 General Assembly and acted upon.

563 (1) A General Assembly Action of Immediate Witness,  
564 (year) is one concerned with a significant action,  
565 event or development the timing or specificity of which  
566 makes it inappropriate to be addressed by a UUA  
567 Statement of Conscience pursuant to the Study/Action  
568 process.

569 (2) The petition to admit such resolutions to the agenda  
570 must be signed by 150 delegates from at least 25  
571 congregations in at least five districts. If six petitions  
572 or fewer are received, all petitions received that have  
573 the requisite level of delegate and congregation  
574 support are eligible to be considered for possible  
575 admission to the Agenda. In the event more than six  
576 petitions are submitted that satisfy the sponsorship  
577 requirement, the Commission on Social Witness shall  
578 select six from among those which meet the criteria  
579 for a General Assembly Action of Immediate Witness,  
580 (year) and shall submit those six actions to the  
581 Agenda of the General Assembly (along with a  
582 tentative designation of scope, i.e., U.S. or  
583 Continental) for possible admission.

584 (3) The motion to admit each General Assembly (U.S. or  
585 Continental) Action of Immediate Witness, (year) ruled  
586 eligible is not debatable, but an opportunity for a two-  
587 minute statement of advocacy to the General  
588 Assembly for each eligible action by one of its  
589 sponsors prior to any such motion shall be provided.  
590 Admission of a General Assembly (U.S. or  
591 Continental) Action of Immediate Witness, (year) shall  
592 be by a two-thirds vote.

593 (4) During the General Assembly, a mini-assembly shall  
594 be held during which each admitted action shall be  
595 discussed and amendments shall be accepted in  
596 writing. All such amendments shall be made available  
597 in writing to the General Assembly. The Commission  
598 on Social Witness shall finalize each General  
599 Assembly (U.S. or Continental) Action of Immediate  
600 Witness, (year), and the chairperson of the  
601 Commission on Social Witness, in consultation with  
602 the moderator of the General Assembly, the  
603 parliamentarian and legal counsel, shall prioritize  
604 unincorporated amendments for consideration by the  
605 General Assembly.

606 (5) Adoption of a General Assembly (U.S. or Continental)  
607 Action of Immediate Witness, (year) shall be by a two-  
608 thirds vote.

609 (6) Actions submitted pursuant to this Section 4.16(b) must  
610 be in writing and filed with the Chair of the Commission  
611 on Social Witness or the Commission's designee by  
612 the deadline established by the Commission and  
613 announced at the opening session of the Assembly.

614 (c) Responsive Resolutions may be admitted to the agenda of a  
615 regular General Assembly and acted upon.

616 (1) A Responsive Resolution is a resolution made in  
617 response to a substantive portion of a report by an  
618 officer or committee reporting to a regular General  
619 Assembly.

620 (2) Adoption of a Responsive Resolution shall be by two-  
621 thirds vote.

622 **Section 4.17. Items Admitted to Special General**  
623 **Assembly Agenda.**

624 Except for non-substantive items related to greetings and similar  
625 matters, no item not on the agenda for a Special General Assembly  
626 shall be admitted to the agenda of that Assembly.

627 **\*Section 4.18. Agenda Rules.**

628 General Assemblies shall adopt rules relating to the agenda.

629 **\*Section 4.19. Rules of Procedure.**

630 Rules of procedure for the conduct of the meeting shall be adopted  
631 at each General Assembly.

632 **ARTICLE V Committees of the Association**

633 **Section 5.1. Committees of the Association.**

634 The standing committees of the Association shall be:

635 (a) the Nominating Committee;

636 (b) the General Assembly Planning Committee;

637 (c) the Commission on Appraisal;

638 (d) the Commission on Social Witness; and

639 (e) the Board of Review.

640 **Section 5.2. Election and Terms of Office.**

641 Elected members of all Section 5.1 committees shall take office at  
642 the close of the General Assembly at which they are elected and  
643 shall serve until their successors are elected and qualified except  
644 as otherwise provided herein.

645 One-half as nearly as possible of the elected members of the  
646 General Assembly Planning Committee and the Commission on  
647 Social Witness shall be elected at the regular General Assembly  
648 held in each odd-numbered year. The elected members of the  
649 General Assembly Planning Committee and the Commission on  
650 Social Witness shall serve for terms of four years. One-third of  
651 the members of the Nominating Committee and the Commission  
652 on Appraisal shall be elected at the regular General Assembly  
653 held in each odd-numbered year. The elected members of the  
654 Nominating Committee and the Commission on Appraisal shall  
655 serve for single terms of six years. Any member of the  
656 Nominating Committee or the Commission on Appraisal in office  
657 for a period of more than three years shall be deemed to have  
658 completed a six-year term for the purposes of re-election.

659 Notwithstanding anything to the contrary contained in this Section  
660 5.2 or Section 5.6, the following provisions shall be applicable to  
661 elections of members of the Nominating Committee. At the 1997  
662 regular General Assembly, five members of the Nominating  
663 Committee shall be elected, three of whom shall be elected for six-  
664 year terms and two for four-year terms. The Nominating  
665 Committee shall propose at least three candidates for six-year  
666 terms and at least two candidates for four-year terms. At the 1999  
667 regular General Assembly, four members of the Nominating  
668 Committee shall be elected, three of whom shall be elected for six-  
669 year terms and one for a four-year term. The Nominating  
670 Committee shall propose at least three candidates for six-year  
671 terms and at least one candidate for a four-year term. At the 2001  
672 regular General Assembly, two members of the Nominating  
673 Committee shall be elected for six-year terms. The Nominating  
674 Committee shall propose at least two candidates for six-year terms.  
675 At the 2003 regular General Assembly, four members of the

676 Nominating Committee shall be elected, three of whom shall be  
677 elected for six-year terms and one for a four-year term. The  
678 Nominating Committee shall propose at least three candidates for  
679 six-year terms and at least one candidate for a four-year term. The  
680 provisions of this paragraph shall expire immediately following the  
681 2003 regular General Assembly.

682 **Section 5.3. Qualifications of Committee Members.**

683 In order to qualify to be appointed or to continue as a member of a  
684 standing committee of the Association, a person must be a  
685 member of a member congregation.

686 **Section 5.4. Removal of Committee Member.**

687 A member of any standing committee of the Association may be  
688 removed by a three-fourths vote of the Board of Trustees at a  
689 meeting at which not less than three-fourths of the Board is  
690 present, if in the opinion of the Board the member is incapacitated  
691 or otherwise unable to carry out the duties of the office.

692 **Section 5.5. Vacancies.**

693 A vacancy created by the death, disqualification, resignation, or  
694 removal of an elected member of a standing committee of the  
695 Association shall be filled by the Board of Trustees until the next  
696 regular General Assembly held in an odd-numbered year. The  
697 vacancy shall then be filled by election for the balance of the  
698 unexpired term, if any.

699 **Section 5.6. Nominating Committee.**

700 The Nominating Committee shall consist of nine elected members.  
701 A member shall not during the term of office hold any salaried  
702 position in the Association, and shall not be eligible for re-election  
703 to the Nominating Committee until after an interim of four years.  
704 The Nominating Committee shall submit nominations for certain  
705 elective positions of the Association, as provided in Article IX.

706 **Section 5.7. General Assembly Planning Committee.**

707 The General Assembly Planning Committee shall consist of eight  
708 elected members and two members appointed by the Board of  
709 Trustees at its first meeting following the regular General  
710 Assembly in each odd-numbered year. No elected member shall  
711 serve on the Committee for more than two four-year terms in  
712 succession. The appointed members shall serve for terms of two  
713 years and until their successors are appointed and qualified. The  
714 Committee shall prepare the agenda for each regular General  
715 Assembly and shall be responsible for arrangements for programs  
716 and meetings to be held in connection therewith. It may establish  
717 subcommittees of its members and may delegate part or all of its  
718 powers to them.

719 **Section 5.8. Commission on Appraisal.**

720 The Commission on Appraisal shall consist of nine elected  
721 members. A member shall not during the term of office serve as a  
722 trustee or officer or hold a salaried position in the Association. The  
723 Commission on Appraisal shall:

724 (a) review any function or activity of the Association which in its  
725 judgment will benefit from an independent review and report  
726 its conclusions to a regular General Assembly;

727 (b) study and suggest approaches to issues which may be of  
728 concern to the Association; and

729 (c) report to a regular General Assembly at least once every four  
730 years on the program and accomplishments of the  
731 Association.

732 **Section 5.9. Commission on Social Witness.**

733 The Commission on Social Witness shall consist of three  
734 members elected by the General Assembly and two members  
735 appointed by the Board of Trustees. The election and appointment  
736 of members shall occur only at regular General Assemblies held in  
737 odd numbered years.



- 738 (a) Each appointment and election of a member to the  
739 Commission will be for a term of four years;
- 740 (b) One member shall be appointed each odd-numbered year;  
741 and
- 742 (c) No fewer than one nor more than two members shall be  
743 elected each odd-numbered year, as is required to insure a  
744 full complement of elected members.

745 No member shall serve on the Commission for more than two four-  
746 year terms in succession. In the case of a vacancy in an appointed  
747 position by reason of death, disqualification, resignation or removal,  
748 the vacancy shall be filled at any time for the remainder of the term  
749 by appointment by the Board of Trustees for the balance of the  
750 term. The duties of the Commission are described in Section 4.12  
751 and Section 4.16 of the Bylaws and Rules G-4.12.1, G-4.12.2, and  
752 G-4.18.2.

### 753 **Section 5.10. Board of Review.**

- 754 (a) Members. The Board of Review shall consist of eight  
755 members as follows:
- 756 (1) Three members who are ministers, each of whom at the  
757 time of election is in final ministerial fellowship with the  
758 Association and has held such fellowship continuously  
759 for the preceding seven years; and
- 760 (2) One member who is a credentialed religious educator-  
761 masters level; and
- 762 (3) Four members who are not ministers or credentialed  
763 religious educators, each of whom at the time of  
764 election is a member of a certified member  
765 congregation and has been a member of one or more  
766 such congregations for not less than three years as an  
767 officer or a member of the governing bodies of one or  
768 more such congregations.
- 769 (b) Election and Term. At each regular General Assembly held  
770 in an odd-numbered year one person who is neither a  
771 minister nor a credentialed religious educator shall be elected  
772 and shall serve for a term of eight years and until a successor  
773 is elected and qualified. At each regular General Assembly  
774 held in an odd-numbered year there shall be elected either a  
775 minister, as described in subsection (a)(1) above, or a  
776 credentialed religious educator-masters level as described in  
777 section (a)(2) above, who shall serve for a term of eight years  
778 and until a successor is elected and qualified. In the first  
779 election in an odd-numbered year following the adoption of  
780 the amendment to this subsection (b) as stated above, the  
781 election shall be of a credentialed religious educator, and this  
782 sentence shall thereafter be deleted from this subsection.
- 783 (c) Qualifications. No member of the Board of Review shall  
784 during the term of office be a member of the Ministerial  
785 Fellowship Committee, the Religious Education Credentialing  
786 Committee, or hold any salaried position in the Association.
- 787 (d) Removal. A member of the Board of Review may be  
788 removed without hearing by the vote of six other members.

### 789 **Section 5.11. Additional Committees.**

790 Additional committees may be created by any General Assembly  
791 by adoption of a resolution which shall state the membership,  
792 terms, qualification, method of selection, and duties thereof.

### 793 **Section 5.12. Presiding Officer.**

794 Each committee shall elect a presiding officer from among its  
795 members at its first meeting following the regular General  
796 Assembly in each odd-numbered year. In the absence of such  
797 election the Board of Trustees may designate a temporary  
798 presiding officer from among members of the committee.

### 799 **Section 5.13. Time and Place of Meetings.**

800 Each committee shall hold meetings at such times and places as it  
801 may determine.

### 802 **Section 5.14. Call and Notice of Meetings.**

803 Meetings of committees may be called by the presiding officer and  
804 shall be called by the presiding officer at the request of a majority  
805 of the members of the entire committee. Notice of committee  
806 meetings shall be given in writing not less than ten nor more than  
807 sixty days before the meeting and shall state the time and place of  
808 the meeting.

## 809 **ARTICLE VI Board of Trustees**

### 810 **Section C-6.1. Responsibility.**

811 The Board of Trustees shall conduct the affairs of the Association  
812 and, subject to these Bylaws, shall carry out the Association's  
813 policies and directives as provided by law.

### 814 **Section 6.2. Powers.**

815 The Board of Trustees shall act for the Association between  
816 General Assemblies.

### 817 **Section 6.3. Membership.**

818 The Board of Trustees shall consist of:

- 819 (a) the President, without vote, the Moderator and the Financial  
820 Advisor;
- 821 (b) Three trustees elected at large, and a youth trustee at large;
- 822 (c) one trustee representing each district.

### 823 **\*Section 6.4. Election of Trustees.**

824 The youth trustee at large and one-half of the other number of  
825 trustees at large shall be elected at the regular General Assembly  
826 held in each odd-numbered year. One-half, as nearly as possible,  
827 of the trustees representing districts shall be elected prior to each  
828 such General Assembly. The Board of Trustees shall divide the  
829 districts into two groups for purposes of electing trustees.

### 830 **Section 6.5. Term.**

831 Trustees shall take office immediately after the close of the  
832 General Assembly at or prior to which they are elected and, with the  
833 exception of the youth trustee at large, shall serve for terms of four  
834 years or until their successors are elected and qualified. The youth  
835 trustee at large shall serve for a term of two years or until his or her  
836 successor is elected and qualified. Any partial term of more than  
837 two years shall be considered a full term for purposes of this  
838 section. No trustee may serve more than two successive full terms.  
839 However, a trustee may at any time become one of the  
840 elected officers of the Association and serve as long in that office  
841 as if such trustee had not previously been a trustee. No person  
842 who has served as elected officer for a full term shall thereafter be  
843 elected a trustee without an interim of four years.

### 844 **\*Section 6.6. Qualifications of Trustees.**

845 Each elected trustee shall be a member of a member congregation.  
846 An elected trustee representing a district shall reside in that district  
847 and shall be a member of a member congregation located in the  
848 district. A trustee who ceases to meet these qualifications shall  
849 be disqualified and the office declared vacant. The youth trustee at  
850 large shall be an individual aged 14 to 20 inclusive years at the time  
851 of election. Not more than one trustee shall be a member of the  
852 same member congregation. If a trustee becomes a member of a  
853 member congregation in which another trustee is already a  
854 member, such trustee shall be disqualified and the office declared  
855 vacant. The Board of Trustees shall adopt rules for the application  
856 of this section to persons holding membership in more than one  
857 member congregation.

858 Notwithstanding anything else to the contrary contained in these  
859 Bylaws, each of the trustees currently representing the Prairie Star  
860 district and the St. Lawrence district shall be deemed to qualify as a  
861 trustee under this Section until the earlier to occur of the expiration  
862 of his or her current term or his or her resignation. The foregoing  
863 sentence and this sentence shall automatically expire and be  
864 deleted from these Bylaws when both trustees currently

865 representing the Prairie Star district and the St. Lawrence district no  
866 longer qualify as trustees, by reason of expiration of term or  
867 vacancy created as referred to in Section 6.8(b).

**868 Section 6.7. Resignation and Removal of Trustees.**

869 A trustee may at any time resign by giving written notice to the  
870 Board of Trustees. Such resignation shall take effect at the time  
871 specified therein, or, if no time is specified, then on delivery. A  
872 trustee may be removed by a three-fourths vote of the entire Board  
873 at a meeting at which not less than three-fourths of the entire  
874 Board is present if in the opinion of the Board such trustee is  
875 incapacitated or otherwise unable to carry out the duties of the  
876 office.

**877 Section 6.8. Vacancies.**

878 (a) Trustee at Large. A vacancy created by the death,  
879 disqualification, resignation, or removal of a trustee at large  
880 shall be filled by majority vote of the remaining trustees until  
881 the next regular General Assembly at which an election can  
882 be held. The vacancy shall then be filled by election for the  
883 balance of the unexpired term, if any.

884 (b) Trustee Representing District. A vacancy created by death,  
885 disqualification, resignation, or removal of a trustee  
886 representing a district or by the creation of a new district  
887 entitled to be represented by a trustee shall be governed by  
888 the bylaws of the district and Section 9.11 of these Bylaws  
889 subject to the following limitations:

890 (1) If fewer than two regular General Assemblies have  
891 met and adjourned since the General Assembly at  
892 which the trustee took office, the governing body of  
893 the district shall make an interim appointment until the  
894 position is filled by a special election within one year  
895 from the date the vacancy occurs;

896 (2) If the vacancy occurs at any other point in the term,  
897 either the governing body of the district shall fill the  
898 vacancy for the remainder of the term or the District  
899 shall provide for an interim appointment by its  
900 governing body until the position is filled by a special  
901 election.

902 An invalid election does not create a vacancy for purposes of this  
903 section.

**904 Section 6.9. Place of Meeting.**

905 The Board of Trustees shall hold its meetings at such places as  
906 the Board may determine.

**907 Section 6.10. Regular Meetings.**

908 Regular meetings of the Board of Trustees shall be held at such  
909 times as the Board may determine. No fewer than three regular  
910 meetings of the Board shall be held during each fiscal year of the  
911 Association.

**912 Section 6.11. Special Meetings.**

913 Special meetings of the Board of Trustees may be called by the  
914 Moderator or President, and shall be called by the Moderator at the  
915 request of eight trustees. Notice of special meetings shall be given  
916 in writing not less than five nor more than sixty days before the  
917 meeting and shall state the agenda, time and place of the meeting.

**918 Section 6.12. Waiver of Notice.**

919 Notice of a meeting need not be given to any trustee who submits a  
920 signed waiver of notice whether before or after the meeting, or who  
921 attends the meeting without protesting, prior thereto or at its  
922 commencement, the lack of notice.

**923 Section 6.13. Quorum.**

924 A majority plus one of the entire voting membership of the Board of  
925 Trustees shall constitute a quorum for the transaction of business.

**926 Section 6.14. Compensation.**

927 Except for the President, members of the Board of Trustees shall  
928 not receive compensation for their services but shall be reimbursed

929 as determined by the Board of Trustees for the expenses  
930 reasonably incurred by them in the performance of their duties.

**931 Section 6.15. Annual Report.**

932 The Secretary shall on behalf of the Board of Trustees present an  
933 annual report of its activities to the member congregations and at  
934 each regular General Assembly.

**935 ARTICLE VII**  
**936 Committees of the Board of Trustees**

**937 Section 7.1. Committees of the Board of Trustees.**

938 The standing committees of the Board of Trustees shall be:

- 939 (a) the Executive Committee;
- 940 (b) the Ministerial Fellowship Committee;
- 941 (c) the Finance Committee;
- 942 (d) the Investment Committee;
- 943 (e) the Religious Education Credentialing Committee; and
- 944 (f) the Audit Committee.

**945 Section 7.2. Appointment and Term of Office.**

946 Members of the Executive Committee, Finance Committee,  
947 Investment Committee, Religious Education Credentialing  
948 Committee, and board-appointed members of the Ministerial  
949 Fellowship Committee and Audit Committee shall be appointed by  
950 the Board at its first meeting following the regular General  
951 Assembly in each odd-numbered year except as otherwise  
952 provided herein. Members of such committees shall serve for  
953 terms of two years and until their successors are appointed and  
954 qualified.

**955 Section 7.3. Removal of Committee Member.**

956 Standing committee members appointed by the Board of Trustees  
957 serve at the pleasure of the Board and may be removed by it at any  
958 time.

**959 Section 7.4. Vacancies.**

960 A vacancy on any committee of the Board among members  
961 appointed by the Board of Trustees shall be filled by it.

**962 Section 7.5. Executive Committee.**

963 The Executive Committee shall consist of the Moderator, the First  
964 Vice Moderator, the Secretary, the Financial Advisor, and the Chair  
965 of the Finance Committee. The position on the committee  
966 occupied by the First Vice Moderator shall be filled by the Second  
967 Vice Moderator at any meeting of the committee from which the  
968 First Vice Moderator is absent or at which the First Vice Moderator  
969 is presiding in the absence of the Moderator. The position on the  
970 committee occupied by the Secretary shall be filled by the  
971 Assistant Secretary at any meeting of the committee from which  
972 the Secretary is absent. The Executive Committee shall conduct  
973 the current and ordinary business of the Association between  
974 meetings of the Board of Trustees. If between meetings of the  
975 Board of Trustees, matters arise which (1) in the opinion of the  
976 Executive Committee are not current and ordinary business but in  
977 the best interests of the Association must nevertheless be acted  
978 upon, or (2) the Executive Committee has been authorized by the  
979 Board to be acted upon, then the Executive Committee may act  
980 thereon for the Board of Trustees, but only if four or more  
981 members vote the action.

**982 Section 7.6. Ministerial Fellowship Committee.**

983 The Ministerial Fellowship Committee shall consist of fourteen  
984 members as follows:

- 985 (a) six members who are not ministers appointed by the Board;
- 986 (b) six members who are ministers in final fellowship with the  
987 Association, with at least one from each category of ministry  
988 including community ministry, appointed by the Board; and

989 (c) two members appointed by the Unitarian Universalist  
990 Ministers Association.

991 Two members of the committee, and only two, shall be trustees.  
992 The committee shall have jurisdiction over ministerial fellowship  
993 with the Association as provided in Article XI hereof. The Board of  
994 Trustees shall designate a person who is not a member of the  
995 committee to be its Executive Secretary and keep its records.

996 **Section 7.7. Finance Committee.**

997 The Finance Committee shall consist of the Financial Advisor, the  
998 Treasurer, five trustees who shall not be members of the  
999 Investment Committee, and the Moderator without vote. The duties  
1000 of the Finance Committee are set forth in Article X.

1001 **Section 7.8. Investment Committee.**

1002 The Investment Committee shall consist of the Financial Advisor,  
1003 the Treasurer, and five other persons, at least one of whom shall  
1004 be a trustee and none of whom shall be members of the Finance  
1005 Committee. The duties of the Investment Committee are set forth  
1006 in Article X.

1007 **Section 7.9. Additional Committees.**

1008 The Board of Trustees may appoint additional committees to serve  
1009 at its pleasure and shall determine the membership, qualifications,  
1010 and duties thereof.

1011 **Section 7.10. Presiding Officer.**

1012 The Board of Trustees shall appoint one member of each standing  
1013 committee of the Board to be its presiding officer.

1014 **Section 7.11. Time and Place of Meetings.**

1015 Each standing committee of the Board shall hold meetings at such  
1016 times and places as it may determine.

1017 **Section 7.12. Call and Notice of Meetings.**

1018 Meetings of standing committees of the Board may be called by the  
1019 presiding officer and shall be called by the presiding officer at the  
1020 request of a majority of the members of the entire committee.  
1021 Unless the Board of Trustees otherwise provides, notice of  
1022 meetings of each standing committee shall be given in such a  
1023 manner and within such time as the standing committee  
1024 determines.

1025 **Section 7.13. Religious Education Credentialing  
1026 Committee.**

1027 The Religious Education Credentialing Committee shall consist of  
1028 seven members as follows:

- 1029 (a) three members, none of whom is a parish minister,  
1030 minister of religious education, community minister, a  
1031 credentialed religious educator, or a director of religious  
1032 education, appointed by the Board;
- 1033 (b) one member who is a parish minister or community  
1034 minister, appointed by the Board;
- 1035 (c) one member who is a minister of religious education,  
1036 appointed by the Board;
- 1037 (d) one member who is a credentialed religious educator-  
1038 masters level, appointed by the Board; and
- 1039 (e) one member nominated by the Board of the Liberal  
1040 Religious Educators Association and appointed by the  
1041 Board of Trustees.

1042 The Committee shall have jurisdiction over religious education  
1043 credentialing with the Association as provided in Article XII  
1044 thereof. The Board of Trustees shall designate a person who  
1045 is not a member of the committee to be its Executive  
1046 Secretary and keep its records.

1047 **Section 7.14. Audit Committee.**

1048 The Audit Committee shall consist of five members as follows:

1049 a. three persons appointed by the Board, none of whom are  
1050 members of the Board or hold a salaried position with the  
1051 Association;

1052 b. the Financial Advisor; and

1053 c. a member of the Finance Committee, who shall be  
1054 appointed by the Board.

1055 No member of the Audit Committee shall serve for more than  
1056 four terms on the Audit Committee.

1057 The duties of the Audit Committee are set forth in Article X.

1058

1059 **ARTICLE VIII Officers of the Association**

1060 **\*Section 8.1. Officers Enumerated.**

1061 (a) Elected Officers. The elected officers of the Association shall  
1062 be a Moderator, a President, and a Financial Advisor.

1063 (b) Appointed Non-salaried Officers. The appointed non-  
1064 salaried officers of the Association shall include one or more  
1065 Vice Moderators, a Secretary, and a Recording Secretary  
1066 and may include such other officers as the Board of  
1067 Trustees may appoint.

1068 (c) Appointed Salaried Officers. The appointed salaried officers  
1069 of the Association shall include a Treasurer, and may  
1070 include one or more vice presidents, assistant treasurers,  
1071 and such other officers as the Board of Trustees may  
1072 determine.

1073 **Section C-8.2. Control by Board of Trustees.**

1074 All officers shall be subject to the direction and control of the Board  
1075 of Trustees. All appointed officers shall be appointed by the Board  
1076 of Trustees and shall serve at its pleasure.

1077 **Section 8.3. Term of Office.**

1078 (a) Elected Officers. The elected officers shall be elected at a  
1079 regular General Assembly in an odd-numbered year and  
1080 shall take office immediately after the close of such General  
1081 Assembly.

1082 (1) President. The President shall serve for a term of four  
1083 years and until his or her successor is elected and  
1084 qualified. No President shall serve more than two  
1085 successive terms; and any partial term of more than  
1086 two years served by reason of appointment and/or  
1087 election to office pursuant to subsection 8.7(a) below  
1088 shall be considered a full term for purposes of this  
1089 subsection.

1090 (2) Moderator and Financial Advisor. The Moderator and  
1091 Financial Advisor shall each serve for a term of four  
1092 years and until his or her successor is elected and  
1093 qualified. No Moderator or Financial Advisor shall  
1094 serve more than two successive full terms; and any  
1095 partial term of more than two years served by reason  
1096 of appointment and/or election to office pursuant to  
1097 subsection 8.7(a) below shall be considered a full  
1098 term for purposes of this subsection.

1099 (b) Appointed Non-salaried Officers. The appointed non-  
1100 salaried officers shall serve for one or more terms of two  
1101 years and until their successors are appointed and qualified.

1102 **Section 8.4. Qualification of Officers.**

1103 Each officer of the Association shall be a member of a member  
1104 congregation. If an officer ceases to be a member of any member  
1105 congregation, such officer shall be disqualified and the office  
1106 declared vacant.

1107 **Section 8.5. Removal of Officers.**

1108 (a) Elected Officers. An elected officer may be removed by a  
1109 three-fourths vote of the entire Board of Trustees at a  
1110 meeting at which not less than three-fourths of the entire  
1111 Board is present if in the opinion of the Board such officer is  
1112 incapacitated or unable to carry out the duties of the office.  
1113 The President may also be removed by such a vote of the  
1114 Board if it determines that such removal is in the best  
1115 interests of the Association.

1116 (b) Appointed Officers. An appointed officer may be removed  
1117 by the Board of Trustees at any time.

1118 **Section 8.6. Resignation.**

1119 An officer may resign at any time by giving written notice to the  
1120 Moderator, who shall immediately forward copies to the Board of  
1121 Trustees. Any such resignation shall take effect at the time  
1122 specified therein, or, if no time is specified, then upon delivery.

1123 **Section 8.7. Vacancies.**

1124 (a) Elected Officers. A vacancy created by the death,  
1125 disqualification, resignation, or removal of an elected officer  
1126 shall be filled by the Board of Trustees until the next regular  
1127 General Assembly at which an election can be held. The  
1128 vacancy shall then be filled by election for the balance of the  
1129 unexpired term, if any.

1130 (b) Appointed Non-salaried Officers. A vacancy created by the  
1131 death, disqualification, resignation, or removal of an  
1132 appointed non-salaried officer may be filled by the Board of  
1133 Trustees for the balance of the unexpired term.

1134 **Section 8.8. Moderator.**

1135 The Moderator shall preside at General Assemblies and meetings  
1136 of the Board of Trustees and the Executive Committee. The  
1137 Moderator shall represent the Association on special occasions  
1138 and shall assist in promoting its welfare. The Moderator shall serve  
1139 as Chief Governance Officer of the Association.

1140 **Section 8.9. President.**

1141 The President shall be the chief executive officer of the Association  
1142 and shall be a member, ex-officio, without vote, of all standing  
1143 committees of the Association, except the Nominating Committee  
1144 and the Board of Review, and of all standing committees of the  
1145 Board except the Ministerial Fellowship Committee and the  
1146 Religious Education Credentialing Committee.

1147 **Section 8.10. Financial Advisor.**

1148 The duties of the Financial Advisor are set forth in Article X.

1149 **\*Section 8.11. Executive Vice President.**

1150 In the event an Executive Vice President should be appointed, the  
1151 Board of Trustees shall describe his or her duties.

1152 **Section 8.12. Vice Moderators.**

1153 The Vice Moderator or Moderators shall be elected from among the  
1154 members of the Board of Trustees by its members. In the absence  
1155 of the Moderator a Vice Moderator shall preside at meetings and  
1156 perform the duties of the Moderator. A Vice Moderator shall  
1157 perform such other duties as may be assigned by the Board. In  
1158 the event that more than one Vice Moderator is elected, one of the  
1159 Vice Moderators shall be designated First Vice Moderator.

1160 **Section 8.13. Vice Presidents.**

1161 Any Vice President appointed shall have such powers and shall  
1162 perform such duties as may be assigned by the Board of Trustees  
1163 or as assigned by the President in conformity with any provisions  
1164 of the Board appointment.

1165 **Section 8.14. Secretary.**

1166 The Secretary shall be appointed from among the members of the  
1167 Board of Trustees and shall perform all duties usually pertaining to  
1168 the office, except those of a Clerk under Massachusetts law. The

1169 Secretary shall represent the Association on special occasions and  
1170 shall assist in promoting the welfare of the Association.

1171 **Section 8.15. Treasurer.**

1172 The duties of the Treasurer are set forth in Article X.

1173 **Section 8.16. Recording Secretary.**

1174 The Recording Secretary shall at all times be a resident of the  
1175 Commonwealth of Massachusetts and upon being appointed shall  
1176 be sworn to the faithful performance of the duties of the office. If  
1177 the Recording Secretary ceases to be a resident of the  
1178 Commonwealth of Massachusetts, such person shall be  
1179 disqualified and the office declared vacant. The Recording  
1180 Secretary shall keep an accurate record of all meetings of the  
1181 Association and the Board of Trustees, shall perform such other  
1182 duties as may be assigned by the Board, and shall perform the  
1183 duties of a Clerk under Massachusetts law.

1184 **Section 8.17. Other Appointed Officers.**

1185 The Board of Trustees may appoint such other officers as it deems  
1186 necessary and shall fix their powers and duties.

1187 **Section 8.18. Compensation.**

1188 The Moderator, the Financial Advisor, and the appointed non-  
1189 salaried officers shall not receive compensation for their services  
1190 but shall be reimbursed as determined by the Board of Trustees for  
1191 expenses reasonably incurred by them in the performance of their  
1192 duties.

1193 **Section 8.19. Reports by Officers.**

1194 The Moderator, the President, the Financial Advisor, and the  
1195 Treasurer shall each make an annual report to the member  
1196 congregations and to each regular General Assembly.

1197 **ARTICLE IX Nominations and Elections**

1198 **Section 9.1. Elective Positions.**

1199 The elective positions of the Association include the elective  
1200 positions at large and those trustee positions where the election  
1201 occurs at the district level. The elective positions at large of the  
1202 Association are those of the elected officers, those trustees not  
1203 elected at the district level, and the elected members of the  
1204 standing committees of the Association. No person shall hold  
1205 more than one elective position at a time whether by election or  
1206 appointment. Ex officio positions for the purposes of this Bylaw  
1207 provision shall be deemed part of the elected position from which  
1208 the ex officio position is derived.

1209 **Section 9.2. Nomination Procedures.**

1210 The nomination procedures set forth in these Bylaws and the  
1211 Rules adopted hereunder are exclusive, and no person who is not  
1212 nominated in accordance with such procedures can be elected to  
1213 any elective position.

1214 **Section 9.3. Notice by Nominating Committee.**

1215 On or before August 1 of each even-numbered year, the  
1216 Nominating Committee shall notify all certified member  
1217 congregations in writing of the elective positions at large and  
1218 vacancies to be filled at the next regular General Assembly.

1219 **Section 9.4. Nomination by Nominating Committee.**

1220 The Nominating Committee shall submit one or more nominations  
1221 for each elective position at large to be filled, except Moderator and  
1222 President, including those to fill any vacancies occurring prior to  
1223 October 1 of the year before the election. Only one person from  
1224 any one member congregation shall be thus nominated to serve on  
1225 the Nominating Committee. The report of the Nominating  
1226 Committee shall be filed with the Secretary of the Association and  
1227 be mailed to all certified member congregations, associate member  
1228 organizations, and trustees on or before December 10 of each  
1229 even-numbered year.

1230 **Section 9.5. Nomination by Petition.**

1231 (a) For Moderator and President. A nomination for the office of  
1232 Moderator or President, or to fill a vacancy in an unexpired  
1233 term occurring prior to December 1 of the year before the  
1234 election shall be by petition signed by no fewer than twenty-  
1235 five certified member congregations, including no fewer than  
1236 five certified member congregations located in each of no  
1237 fewer than five different districts. A certified member  
1238 congregation may authorize the signing of a petition only by  
1239 vote of its governing board or by vote at a duly called meeting  
1240 of its members. Such a petition shall be filed with the  
1241 Secretary of the Association, only in such form as the  
1242 Secretary may prescribe, not later than February 1 of the  
1243 year of the election and not earlier than the preceding March  
1244 1. If no valid and timely nomination is made by certified  
1245 member congregations, the Board of Trustees shall  
1246 nominate one or more candidates for the office.

1247 (b) For Other Elective Positions at Large. A nomination for any  
1248 other elective position at large or to fill a vacancy in an  
1249 unexpired term occurring prior to December 1 of the year  
1250 before the election may be by petition signed by not less  
1251 than fifty members of certified member congregations, with  
1252 no more than ten signatures of members of any one  
1253 congregation counted toward the required fifty. A separate  
1254 petition, in form prescribed by the Secretary, shall be filed for  
1255 each nomination not later than February 1 of the year of the  
1256 election and not earlier than the preceding October 1.  
1257 Nominations for youth trustee at large shall be so designated.

1258 **Section 9.6. Qualifications of Nominees.**

1259 Each person nominated for an elective position at large shall be a  
1260 member of a member congregation. No person shall be nominated  
1261 for more than one such elective position. If a person is nominated  
1262 for more than one such elective position, the Secretary of the  
1263 Association shall so notify such person in writing and such person  
1264 shall have twenty days from the date of the notice to select one  
1265 nomination which is acceptable. In the absence of a timely  
1266 selection, all such nominations shall be void and the person shall  
1267 be so notified in writing by the Secretary.

1268 **Section 9.7. Vacancy in Nominations.**

1269 If all persons nominated for an elective position at large die, decline  
1270 to serve or are disqualified after the time has expired for making  
1271 any further nominations, or if no valid and timely nomination is  
1272 made, the position shall be filled after the final adjournment of the  
1273 regular General Assembly at which the election would have been  
1274 held in the same manner as if the position had been filled by  
1275 election and had then become vacant.

1276 **Section 9.8. Supervision of Elections.**

1277 The Secretary shall supervise all elections for elective positions at  
1278 large. The Secretary may appoint a committee of tellers to count  
1279 ballots and perform other routine duties. The Secretary shall  
1280 decide any question arising during such an election concerning:

- 1281 (a) the interpretation of any provision of these Bylaws or of  
1282 Rules made hereunder relating to election procedures;
- 1283 (b) any procedural problem relating to the election which is not  
1284 covered by these Bylaws or by the Rules; or
- 1285 (c) the interpretation of the intent of a voter in marking the ballot.

1286 The Secretary's decision shall be final. The Secretary shall remain  
1287 neutral in the election and shall not engage in electioneering,  
1288 except for advocacy of his or her own candidacy for offices for  
1289 which he or she is nominated.

1290 **Section 9.9. Conduct of Elections at Large.**

1291 (a) Election by Ballot. Voting shall be by written ballot, except  
1292 that if only one person has been validly nominated for each  
1293 elective position at large the persons so nominated shall be  
1294 declared elected and no ballots shall be required.

1295 (b) Persons Entitled to Vote. Ballots shall be cast only by  
1296 accredited delegates from certified member congregations  
1297 and certified associate member organizations to the regular  
1298 General Assembly at which the election is held and by  
1299 trustees. No person shall cast more than one ballot.

1300 (c) Absentee Voting. Those entitled to cast ballots in an election  
1301 may cast their ballots by mail. Absentee ballots shall be  
1302 mailed at least forty five days prior to the General Assembly at  
1303 which the election is being held. An absentee ballot must be  
1304 received by the Secretary not less than seven calendar days  
1305 before the General Assembly in order to be counted.

1306 **\*Section 9.10. Counting of Ballots.**

1307 (a) For President. If there are no more than two duly nominated  
1308 candidates for President, the candidate receiving the greater  
1309 number of votes is elected. If there are more than two duly  
1310 nominated candidates for President, the ballot shall be  
1311 designed to permit the designation of first, second, third, etc.  
1312 choice. If no candidate receives a majority of the first-choice  
1313 votes cast, the candidate receiving the lowest first choice  
1314 vote shall be eliminated and the ballots cast for such  
1315 candidate shall be redistributed in accordance with the  
1316 second choice indicated thereon. This process shall be  
1317 repeated until one candidate receives a majority of all votes  
1318 cast or until only two candidates remain, at which time the  
1319 one receiving the greater number of votes is elected.

1320 (b) For Other Elective Positions at Large. If there is one elective  
1321 position at large to be filled, the candidate receiving the  
1322 greatest number of votes is elected. If there is more than  
1323 one such elective position of the same kind to be filled, the  
1324 candidates respectively receiving the greatest number of  
1325 votes are elected.

1326 **Section 9.11. Nominations and Elections of Trustees  
Representing Districts.**

1327  
1328 (a) District Bylaws. Each district shall in its bylaws set forth the  
1329 method by which the certified member congregations of the  
1330 Association within that district shall nominate and elect a  
1331 trustee. Where two or more districts are required to share a  
1332 single trustee, each such district shall adopt compatible  
1333 bylaw provisions. In the absence of valid district bylaw  
1334 provisions, the trustee representing that district or group of  
1335 districts shall be elected in accordance with the Bylaws and  
1336 Rules\_of the Association.

1337 (b) Time of Election. The election of a district trustee, except an  
1338 election to fill a vacancy pursuant to Section 6.8(b), shall be  
1339 held not less than 45 nor more than 300 days before the  
1340 regular General Assembly following which such trustee is to  
1341 take office.

1342 (c) Method of Nominations. The district bylaws shall provide  
1343 that nominations may be made by a specific number of  
1344 certified member congregations.

1345 (d) Method of Election. If a district's bylaws do not include a  
1346 provision for the election of the trustee representing that  
1347 district or the group of districts of which that district is a part,  
1348 the trustee for that district or the group of districts of which  
1349 that district is a part shall be elected using one of the  
1350 following methods:

- 1351 (1) at large within the district, with each member of a  
1352 certified member congregation casting a ballot by mail;
- 1353 (2) by delegates at a district meeting at which each  
1354 certified member congregation is entitled to the same  
1355 number of voting delegates as specified in Section  
1356 4.8(a) of these Bylaws, with absentee ballots by the  
1357 delegates permitted;
- 1358 (3) by each certified member congregation, acting at a  
1359 legal meeting of such congregation, casting that

1360 number of votes equal to the number of delegates  
1361 specified in Section 4.8(a) of these Bylaws, allocated  
1362 among the candidates as it shall determine;

1363 (4) by delegates at a district meeting at which each  
1364 certified member congregation is entitled to the same  
1365 number and kind of voting delegates as specified in  
1366 Section 4.8(a) and (b) of these Bylaws with absentee  
1367 ballots by the delegates permitted; or

1368 (5) by each certified member congregation, acting at a  
1369 legal meeting of such congregation, casting that  
1370 number of votes equal to the number of delegates  
1371 specified in Section 4.8(a) of these Bylaws, with the  
1372 votes of the congregation allocated among the  
1373 candidates as it shall determine and by each minister  
1374 and Director of Religious Education, who meets the  
1375 criteria for delegate status set forth in Section 4.8(b)  
1376 of these Bylaws, casting a vote.

1377 (e) Certification of Election. The secretary of the district or such  
1378 other district officer as may be designated in the district  
1379 bylaws shall certify the results of the election to the  
1380 Secretary of the Association as soon as they are available.  
1381 Such certificate shall be conclusive that the person so  
1382 certified has been duly elected if the district has adopted  
1383 bylaws conforming to the requirements of this section. A  
1384 trustee elected to fill a vacancy shall take office immediately  
1385 upon such certification.

1386 (f) Invalid Election. If the procedures for the nomination or  
1387 election of a district trustee violate the provisions of these  
1388 Bylaws, the election shall be invalid and a new election shall  
1389 be held not more than twelve months after the invalid  
1390 election.

1391 **\*Section 9.12. Rules for Nominations and Elections.**  
1392 Rules relating to nomination and election procedures shall be  
1393 adopted by a General Assembly. Such rules shall be applicable to  
1394 elections held after the close of the General Assembly at which  
1395 they are adopted.

## 1396 **ARTICLE X Finance and Contracts**

### 1397 **\*Section 10.1. Annual Budget.**

1398 The annual budget of the Association shall be adopted and may  
1399 subsequently be amended by the Board of Trustees. A budget or  
1400 budgets for the coming year or years shall be presented to each  
1401 regular General Assembly for its consideration and such  
1402 recommendation of financial priorities as the General Assembly  
1403 may wish to make.

### 1404 **Section 10.2. Duties of Finance Committee.**

1405 The Finance Committee shall submit proposed annual budgets for  
1406 the Association to the Board of Trustees and make  
1407 recommendations to the Board with respect to major financial  
1408 policies of the Association other than those pertaining to  
1409 investments. It shall review the use made of specific funds held by  
1410 the Association and shall also recommend long-range financial  
1411 plans.

### 1412 **Section 10.3. Duties of Financial Advisor.**

1413 The Financial Advisor shall advise the President and the Board of  
1414 Trustees on financial policy and shall assist the Board in long-  
1415 range planning by reviewing the sources of funds, the application  
1416 of funds designated for specific purposes, the balance between  
1417 foreseeable income and proposed expenditures, and the overall  
1418 financial welfare of the Association. From time to time the  
1419 Financial Advisor shall report to the President and the Board  
1420 findings and recommendations respecting the current financial  
1421 affairs of the Association and long-range planning.

### 1422 **Section 10.4 Duties of Treasurer and Assistant** 1423 **Treasurers.**

1424 The Treasurer shall have custody of the corporate seal and the  
1425 funds and other properties of the Association and shall have the  
1426 usual duties of the Treasurer of a corporation. The Treasurer or  
1427 the Board of Trustees may from time to time delegate or assign to  
1428 each Assistant Treasurer specified duties and authority; and any  
1429 person, firm, organization or corporation dealing with the  
1430 Association may assume that any act performed by an Assistant  
1431 Treasurer, including the execution, sealing and delivery of any  
1432 document, has been performed pursuant to an effective delegation  
1433 or assignment of authority as aforesaid, and the Association shall  
1434 be bound accordingly.

### 1435 **Section C-10.5. Raising of Funds.**

1436 The Association shall raise capital and operating funds to carry out  
1437 its purposes. It may also raise capital and operating funds for  
1438 associate member organizations and independent affiliate  
1439 organizations.

### 1440 **Section C-10.6. Funds Held for Others.**

1441 With the approval of the Board of Trustees, the Association may  
1442 hold for investment and distribution funds belonging to or given for  
1443 the benefit of a member congregation, associate member  
1444 organization, independent affiliate organization, or other  
1445 organizations. Such funds may be invested in the General  
1446 Investment Fund of the Association unless they are subject to  
1447 specific restrictions which require some other form of investment.

### 1448 **Section C-10.7. Responsibility for Investments.**

1449 (a) Board of Trustees. The Board of Trustees shall have  
1450 ultimate responsibility for investing the funds belonging to or  
1451 held by the Association.

1452 (b) Investment Committee. The Investment Committee shall  
1453 supervise the investments of the Association subject to  
1454 control by the Board of Trustees.

### 1455 **\*Section 10.8. Contracts and Securities.**

1456 The President, Secretary, Recording Secretary, Treasurer, and  
1457 Assistant Treasurer may sign and attest deeds, mortgages,  
1458 contracts, and other documents to which the Association is a party.

### 1459 **Section C-10.9. Pension System.**

1460 The Association shall establish and maintain a pension system for  
1461 ministers in full fellowship with the Association.

### 1462 **Section 10.10. Fiscal Year.**

1463 The fiscal year of the Association shall be from July 1 to June 30.

### 1464 **Section C-10.11. Corporate Seal.**

1465 The seal of the Association shall be in such form as the Board of  
1466 Trustees shall approve.

### 1467 **Section 10.12. Indemnification of Trustees, Officers,** 1468 **Employees, and Volunteers.**

1469 The Association, to the extent legally permissible, shall indemnify  
1470 any trustee, officer, employee of the Association or volunteer  
1471 elected by a General Assembly or appointed by the Board of  
1472 Trustees of the Association to serve the Association, or persons  
1473 formerly holding such positions, against all liabilities and expenses  
1474 (including court costs, attorney's fees, and the amount of any  
1475 judgment or reasonable settlement, fines and penalties) actually  
1476 and necessarily incurred by any such person, subsequent to the  
1477 adoption hereof, in connection with the defense of any claim  
1478 asserted or threatened to be asserted against any such person, or  
1479 any action, suit or proceeding in which any such person may be  
1480 involved as a party, by reason of being or having been such  
1481 trustee, officer, employee or volunteer or by reason of any action  
1482 alleged to have been taken or omitted by any such person as such  
1483 trustee, officer, employee or volunteer, except with respect to any  
1484 matter as to which he or she shall have been adjudicated in any

1485 proceeding not to have acted in good faith in the reasonable belief  
1486 that his or her action was in the best interests of the Association  
1487 provided, however, that as to any matter disposed of by a  
1488 compromise payment by such person, pursuant to a consent  
1489 decree or otherwise, no indemnification either for said payment or  
1490 for any other expenses shall be provided unless such compromise  
1491 and indemnification therefore shall be approved:

1492 (a) by a majority vote of a quorum consisting of disinterested  
1493 trustees;

1494 (b) if such quorum cannot be obtained, then by a majority vote of  
1495 a committee of the Board of Trustees consisting of all the  
1496 disinterested trustees;

1497 (c) if there are not two or more disinterested trustees in office,  
1498 then by a majority of the trustees then in office, provided they  
1499 have obtained a written finding by independent legal counsel  
1500 appointed by a majority of the trustees to the effect that,  
1501 based upon a reasonable investigation of the relevant facts  
1502 as described such opinion, the person to be indemnified  
1503 appears to have acted in good faith and in the reasonable  
1504 belief that his or her action was in the best interests of the  
1505 Association;

1506 (d) if not resolved by (a), (b) or (c), above, by a court of  
1507 competent jurisdiction.

1508 If authorized in the same manner specified above for compromise  
1509 payments, expenses, including attorney's fees actually and  
1510 necessarily incurred by any such person in connection with the  
1511 defense or disposition of any such action, suit or other proceeding  
1512 may be paid from time to time by the Association in advance of the  
1513 final disposition thereof upon receipt of (a) an affidavit of such  
1514 individual of his or her good faith belief that he or she has met the  
1515 standard of conduct necessary for indemnification under this  
1516 Section and (b) an undertaking by such individual to repay the  
1517 amount so paid to the Association if such person shall be  
1518 adjudicated to be not entitled to indemnification under this Section,  
1519 which undertaking may be accepted without reference to the  
1520 financial ability of such person to make repayment. The right of  
1521 indemnification herein provided shall inure to the benefit of the  
1522 heirs, executors and administrators of each such trustee, [or]  
1523 officer, employee or volunteer and shall not be deemed exclusive of  
1524 any other rights to which any such person may be entitled under  
1525 any statute, bylaw, agreement, vote of members or otherwise or to  
1526 which any such person might have been entitled were it not for this  
1527 provision. As used in this Section, an "interested" trustee or officer  
1528 is one against whom in such capacity the proceeding in question,  
1529 or other proceeding on the same or similar grounds, is then  
1530 pending.

1531

### 1532 **Section 10.13. Duties of the Audit Committee.**

1533 The Audit Committee shall oversee the annual audit of the financial  
1534 statements of the Association by an independent certified public  
1535 accounting firm and monitor the establishment and implementation  
1536 of accounting policies and internal controls. Specific duties of the  
1537 Audit Committee shall be set forth in a charter adopted by the  
1538 Board which may be amended by the Board from time to time.

## 1539 **ARTICLE XI Ministry**

### 1540 **Section C-11.1. Ministerial Fellowship.**

1541 Each member congregation has the exclusive right to call and  
1542 ordain its own minister or ministers, but the Association has the  
1543 exclusive right to admit ministers to ministerial fellowship with the  
1544 Association. Fellowship may be for the purposes of parish,  
1545 religious education and/or community ministry as determined by  
1546 action of the Ministerial Fellowship Committee.

1547 No minister shall be required to subscribe to any particular creed,  
1548 belief, or interpretation of religion in order to obtain and hold  
1549 fellowship.

### 1550 **\*Section 11.2. Ministerial Fellowship Committee.**

1551 The Ministerial Fellowship Committee shall have exclusive  
1552 jurisdiction over ministerial fellowship except as otherwise provided  
1553 herein. It shall make rules governing ministerial fellowship, subject  
1554 to the approval of the Board of Trustees.

### 1555 **Section 11.3. Admission to Fellowship.**

1556 A minister may be admitted to fellowship by the Ministerial  
1557 Fellowship Committee, upon complying with the requirements of  
1558 these Bylaws and the rules of the committee. A minister who is  
1559 admitted to fellowship shall be admitted to preliminary fellowship for  
1560 a probationary period of three years, and may thereafter be  
1561 admitted to final fellowship.

### 1562 **Section 11.4. Classes of Ministerial Fellowship.**

1563 The Ministerial Fellowship Committee shall adopt rules related to  
1564 classes of ministerial fellowship which shall include full and  
1565 associate fellowship.

1566 (a) Ministers in full fellowship are those admitted to fellowship  
1567 who are:

1568 (1) engaged in full-time active ministerial service;

1569 (2) actively seeking positions in such service and have  
1570 recently so served; and

1571 (3) retired from such service by reason of advanced age  
1572 or illness.

1573 (b) Ministers in associate fellowship are those in fellowship who  
1574 are not currently in full fellowship.

### 1575 **Section 11.5. Fellowship Records.**

1576 The Executive Secretary of the Ministerial Fellowship Committee  
1577 shall maintain up-to-date records of all ministers in fellowship with  
1578 the Association. Such records shall be available only to members  
1579 of the committee, persons designated by the Committee, and, in  
1580 cases of appeals, the Board of Review.

### 1581 **Section 11.6. Suspension or Termination of Fellowship.**

1582 The fellowship of a minister may be suspended or terminated by  
1583 the Ministerial Fellowship Committee for unbecoming conduct or  
1584 other specified cause. Final fellowship may be suspended or  
1585 terminated only after notice and opportunity for a hearing before the  
1586 Committee at which the minister shall have the right to be  
1587 represented by counsel, to introduce evidence, to have any relevant  
1588 and material evidence in the possession of the Association  
1589 produced, and to cross-examine and rebut adverse evidence

### 1590 **Section 11.7. Reinstatement in Fellowship.**

1591 The Ministerial Fellowship Committee may reinstate in or readmit to  
1592 fellowship a minister who has previously resigned from fellowship  
1593 or whose fellowship has been suspended or terminated.

### 1594 **Section 11.8. Appeal.**

1595 A minister in final ministerial fellowship whose fellowship is  
1596 terminated may appeal the determination of the Ministerial  
1597 Fellowship Committee to the Board of Review. The Board of  
1598 Review shall have exclusive jurisdiction to hear and decide such  
1599 appeals. No other appeal shall be allowed from any decision of the  
1600 Ministerial Fellowship Committee.

### 1601 **\*Section 11.9. Procedure on Appeal.**

1602 An appeal to the Board of Review shall be heard by a panel of the  
1603 Board selected as provided in its rules. The panel hearing an  
1604 appeal shall not try the case de novo but shall only review the  
1605 record made before the Ministerial Fellowship Committee, except  
1606 that the Board of Review by rules may permit the introduction of  
1607 newly discovered evidence. These Bylaws, the rules of the  
1608 Ministerial Fellowship Committee, and the rules of the Religious  
1609 Education Credentialing Committee shall be binding upon the  
1610 panel. The panel shall uphold the decision of the Ministerial  
1611 Fellowship Committee or the Religious Education Credentialing  
1612 Committee if it can be sustained by a reasonable view of the

1613 record. The panel may set aside the decision of the Fellowship  
1614 Committee or the Religious Education Credentialing Committee  
1615 only where necessary to correct or prevent manifest injustice. The  
1616 panel may remand the case in whole or in part to the Committee or  
1617 take such other action as may be just. The decision of the panel,  
1618 which shall be the decision of the Board, shall set forth its finding  
1619 and conclusions and shall be served upon the affected minister and  
1620 the Ministerial Fellowship Committee or the affected religious  
1621 educator and the Religious Education Credentialing Committee.  
1622 The decision shall be entered in the appropriate records and shall  
1623 be final and binding upon all parties. No appeal shall be allowed  
1624 from the decision of the Board of Review. The Board of Review  
1625 shall make rules to carry out the intent of this section, **subject to the**  
1626 **approval of the Board of Trustees.**

## 1627 **ARTICLE XII Religious Education Credentialing**

### 1628 **Section 12.1. Religious Education Credentialing.**

1629 Each member congregation has the exclusive right to employ its  
1630 own religious educator, but the Association has the exclusive right  
1631 to confer on religious educators a religious education credentialing  
1632 status with the Association. No religious educator shall be required  
1633 to subscribe to any particular creed, belief, or interpretation of  
1634 religion in order to obtain and hold religious education credentialing  
1635 status.

### 1636 **Section 12.2. Religious Education Credentialing** 1637 **Committee.**

1638 The Religious Education Credentialing Committee shall have  
1639 exclusive jurisdiction over religious education credentialing except  
1640 as otherwise provided herein. It shall make rules governing  
1641 religious education credentialing, subject to the approval of the  
1642 Board of Trustees.

### 1643 **Section 12.3. Achievement of Religious Education** 1644 **Credentialing Status.**

1645 A religious educator may achieve a religious education  
1646 credentialing status by action of the Religious Education  
1647 Credentialing Committee, upon complying with the requirements of  
1648 these Bylaws and the rules of the committee.

1649 **Section 12.4. Religious Education Credentialing Levels.**  
1650 The Religious Education Credentialing Committee shall adopt rules  
1651 related to levels of religious education credentialing as follows:  
1652 religious education credentialing includes credentialed religious  
1653 educator-associate level status, credentialed religious educator  
1654 status, and credentialed religious educator-masters level status as  
1655 determined by action of the Religious Education Credentialing  
1656 Committee.

### 1657 **Section 12.5. Religious Education Credentialing** 1658 **Records.**

1659 The Executive Secretary of the Religious Education Credentialing  
1660 Committee shall maintain up-to-date records of all religious  
1661 educators who have achieved a status as a religious educator as  
1662 described in Section 12.4 of these bylaws. Such records shall be  
1663 available only to members of the committee, persons designated by  
1664 the Committee, and, in cases of appeals, the Board of Review.

### 1665 **Section 12.6. Suspension or Termination of Religious** 1666 **Education Credentialing Status.**

1667 The religious education credentialing status of a religious educator  
1668 may be suspended or terminated by the Religious Education  
1669 Credentialing Committee for unbecoming conduct or other specified  
1670 cause. Credentialing status may be suspended or terminated  
1671 only after notice and opportunity for a hearing before the  
1672 Committee at which the religious educator shall have the right to be  
1673 represented by counsel, to introduce evidence, to have any relevant  
1674 and material evidence in the possession of the Association  
1675 produced, and to cross-examine and rebut adverse evidence.

### 1676 **Section 12.7. Reinstatement of Religious Education** 1677 **Credentialing Status.**

1678 The Religious Education Credentialing Committee may reinstate in  
1679 or readmit to religious education credentialing status a religious  
1680 educator who has previously resigned from religious education

1681 credentialing status or whose religious education credentialing  
1682 status has lapsed, been suspended or terminated.

### 1683 **Section 12.8. Appeal.**

1684 A religious educator with a religious education credentialing status  
1685 whose status is terminated may appeal the determination of the  
1686 Religious Education Credentialing Committee to the Board of  
1687 Review. The Board of Review shall have exclusive jurisdiction to  
1688 hear and decide such appeals. No other appeal shall be allowed  
1689 from any decision of the Religious Education Credentialing  
1690 Committee.

### 1691 **Section 12.9. Procedure on Appeal.**

1692 An appeal to the Board of Review shall be heard by a panel of the  
1693 Board selected as provided in its rules. The panel hearing an  
1694 appeal shall not try the case de novo but shall only review the  
1695 record made before the Religious Education Credentialing  
1696 Committee, except that the Board of Review by rules may permit  
1697 the introduction of newly discovered evidence. These Bylaws and  
1698 the rules of the Religious Education Credentialing Committee shall  
1699 be binding upon the panel. The panel shall uphold the decision of  
1700 the Religious Education Credentialing Committee if it can be  
1701 sustained by a reasonable view of the record. The panel may set  
1702 aside the decision of the Religious Education Credentialing  
1703 Committee only where necessary to correct or prevent manifest  
1704 injustice. The panel may remand the case in whole or part to the  
1705 Religious Education Credentialing Committee or take such other  
1706 action as may be just. The decision of the panel, which shall be the  
1707 decision of the Board, shall set forth its finding and conclusions and  
1708 shall be served upon the affected religious educator and the  
1709 Religious Education Credentialing Committee. The decision shall  
1710 be entered in the religious education credentialing records and shall  
1711 be final and binding upon all parties. No appeal shall be allowed  
1712 from the decision of the Board of Review. The Board of Review  
1713 shall make rules to carry out the intent of this section, **subject to the**  
1714 **approval of the Board of Trustees.**

## 1715 **ARTICLE XIII Regional Organizations**

### 1716 **Section C-13.1. Districts.**

1717 The Association shall support areas of regional responsibility  
1718 known as districts.

### 1719 **\*Section C-13.2. Establishment.**

1720 The establishment of districts and the manner of determining which  
1721 congregations are included in each district shall be in accordance  
1722 with rules adopted by the General Assembly

### 1723 **Section 13.3. Members.**

1724 All member congregations of the Association located within the  
1725 district shall be entitled to be member congregations of that district.

### 1726 **Section C-13.4. Autonomy.**

1727 Each district shall be autonomous and shall be controlled by its  
1728 own member congregations to the extent consistent with the  
1729 promotion of the welfare and interests of the Association as a  
1730 whole and of its member congregations.

### 1731 **Section 13.5. District Bylaws.**

1732 Each district shall adopt bylaws which are not in conflict with these  
1733 Bylaws.

## 1734 **ARTICLE XIV Rules**

### 1735 **Section 14.1. Adoption and Amendment of Rules by** 1736 **General Assemblies.**

1737 A General Assembly may adopt Rules not inconsistent with these  
1738 Bylaws. Adoption or amendment of Rules by a General Assembly  
1739 shall be by two-thirds vote. Each Rule adopted by a General  
1740 Assembly shall be identified by a "G" preceding its Rule number.  
1741 A General Assembly may amend or repeal Rules adopted by prior  
1742 General Assemblies or by the Board of Trustees, if the proposed  
1743 Rules or amendments have been placed on the agenda. Rules  
1744 and amendments thereto shall be submitted for inclusion on the  
1745 agenda in the same manner as other resolutions. The provisions



1746 of this Section 13.1 do not apply to the Rules of Procedure  
1747 contemplated by Section 4.19.

1748 **Section 14.2. Adoption and Amendment of Rules by the**  
1749 **Board of Trustees.**

1750 The Board of Trustees may adopt Rules not inconsistent with  
1751 these Bylaws and with Rules adopted by General Assemblies and  
1752 may amend or repeal its Rules.

1753 **Section 14.3. Rules of Order.**

1754 The Rules contained in the current edition of *Robert's Rules of*  
1755 *Order Newly Revised* shall govern the Association in all cases to  
1756 which they are applicable and in which they are not inconsistent  
1757 with these Bylaws and any Rules that may be adopted hereunder.

1758 **ARTICLE XV Amendment**

1759 **Section C-15.1. Amendment of Bylaws.**

1760 (a) These Bylaws may be amended by a two-thirds vote at a  
1761 regular General Assembly if a proposed amendment has  
1762 been placed on the agenda; provided, however, that  
1763 proposals to amend or repeal a section of these Bylaws  
1764 whose section number is preceded by a "C" (hereinafter a  
1765 "C Bylaw"), or to add a new such section, shall be governed  
1766 by subsections (b) or (c) hereof.

1767 (b) (1) A proposal to amend, repeal or add a new C Bylaw,  
1768 other than those C Bylaws in Article II of these Bylaws,  
1769 shall be subject to a two-step approval process. Such  
1770 proposals must be placed on the agenda of a regular  
1771 General Assembly and approved preliminarily by a  
1772 majority vote at such regular General Assembly.  
1773 Following such preliminary approval, the proposal to  
1774 amend, repeal or add a new C Bylaw shall be placed on  
1775 the agenda of the next regular General Assembly for  
1776 final adoption. Final adoption shall require a two-thirds  
1777 vote.

1778 (2) The text of a proposed amendment to a C Bylaw, other  
1779 than those bylaws in Article II, which has been approved  
1780 by one General Assembly, may be amended at any time  
1781 prior to final adoption. If the Moderator rules that the  
1782 amendment to the proposal is substantive, final adoption  
1783 shall only be by a subsequent General Assembly. Any  
1784 such proposal that has been under consideration for  
1785 final approval at three successive regular General  
1786 Assemblies shall not be subject to substantive  
1787 amendment at the third such regular General Assembly.

1788 (3) A proposal to amend a C Bylaw, other than those  
1789 Bylaws in Article II, which on any vote for final adoption  
1790 receives a majority but not a two-thirds vote, shall be  
1791 placed on the agenda of the next regular General  
1792 Assembly, at which it may be finally adopted if it  
1793 receives the requisite approval. If the proposal is not  
1794 passed by a two-thirds vote at the third regular General  
1795 Assembly at which it is considered for final approval,  
1796 neither the proposal nor another proposal that is  
1797 substantively similar shall be placed on the agenda of a  
1798 General Assembly for two years.

1799 (c) (1) A proposal to amend, repeal or add a new C Bylaw in  
1800 Article II of these Bylaws shall be admitted to the agenda  
1801 of a regular General Assembly for the sole purpose of  
1802 determining whether the proposal shall be referred to a  
1803 commission appointed by the Board of Trustees for  
1804 review and study. Such a review shall involve member  
1805 congregations. A majority vote at a regular General  
1806 Assembly shall be required to refer such a proposal to  
1807 the study commission. Once the review and study of  
1808 the proposal is complete, which shall be completed in no  
1809 more than three years, the study commission shall  
1810 submit to the Planning Committee for inclusion on the

1811 agenda of the next regular General Assembly following  
1812 completion of the review and study process the proposal  
1813 in the form originally presented to the regular General  
1814 Assembly and any amendments to the proposal that the  
1815 study commission recommends as a result of the review  
1816 and study process. All proposals regarding Article II of  
1817 the Bylaws that are placed on the agenda after review  
1818 and study (including amendments to such proposals  
1819 recommended by the study commission) shall require a  
1820 two-thirds vote for adoption. If the proposal does not  
1821 receive the requisite approval at the General Assembly  
1822 following the completion of the review and study  
1823 process, neither the proposal nor another proposal that  
1824 is substantively similar shall be placed on the agenda of  
1825 a General Assembly for two years.

1826 (2) A motion to dispense with the review and study process  
1827 with respect to a proposal to amend Article II shall be in  
1828 order at the General Assembly at which the review and  
1829 study process is authorized. A motion to dispense with  
1830 the review and study process shall require a four-fifths  
1831 vote for passage.

1832 (3) After completion of the review and study process,  
1833 proposals regarding Article II of the Bylaws shall not be  
1834 subject to substantive amendment. The Moderator shall  
1835 determine whether an amendment to such a proposal is  
1836 substantive.

1837 (4) If no review and study process of Article II has occurred  
1838 for a period of fifteen years, the Board of Trustees shall  
1839 appoint a commission to review and study Article II and  
1840 to recommend appropriate revisions, if any, thereto to  
1841 the Board of Trustees. The Board of Trustees shall  
1842 review the recommendations of the study commission  
1843 and, in its discretion, may submit the recommendations  
1844 of the study commission to the Planning Committee for  
1845 inclusion on the agenda of the next regular General  
1846 Assembly. Notwithstanding anything to the contrary  
1847 contained herein, proposals to amend Article II which  
1848 are promulgated by a study commission in accordance  
1849 with this paragraph shall be subject to a two-step  
1850 approval process. Such proposals must be approved  
1851 preliminarily by a majority vote at a regular General  
1852 Assembly. Following such preliminary approval, the  
1853 proposal shall be placed on the agenda of the next  
1854 regular General Assembly for final adoption. Final  
1855 adoption shall require a two-thirds vote.

1856 **\*Section 15.2. Submission of Proposed Amendment.**

1857 Proposed amendments to these Bylaws may be submitted only by:

1858 (a) the Board of Trustees;

1859 (b) the General Assembly Planning Committee;

1860 (c) the Commission on Appraisal

1861 (d) not less than fifteen certified member congregations by  
1862 action of their governing boards or their congregations; such  
1863 proposed amendments to Bylaws must be received by the  
1864 Planning Committee on February 1 whenever the regular  
1865 General Assembly opens in June; otherwise, not less than  
1866 110 days before the General Assembly; or

1867 (e) a district by official action at a duly called district meeting at  
1868 which a quorum is present, such proposed amendment to be  
1869 received by the Planning Committee on February 1 whenever  
1870 the regular General Assembly opens in June; otherwise, not  
1871 less than 110 days before the next General Assembly.

1872  
1873

1874 \*Rules whose section number is preceded by a "G" are those  
1875 adopted by a General Assembly and may be amended or repealed  
1876 only by a General Assembly, as provided in Section 13.1 of the  
1877 Bylaws.

1878 **RULE I Name**  
1879 No existing rules applicable to Article I.

## 1880 **RULE II Principles and Purposes**

### 1881 **Rule G-2.1. Democratic Process.**

1882 Because the Association is committed to the use of the democratic  
1883 process, because its governing institutions are accountable to our  
1884 congregations, because accessibility is critical to countering  
1885 systemic and institutional oppression and because openness and  
1886 trust are characteristics of a healthy religious community, the UUA  
1887 Board shall establish policies to allow for the maximum  
1888 transparency of its proceedings and of the proceedings of all UUA  
1889 committees, commissions and task forces, consistent with their  
1890 effective functioning. These policies shall include:

- 1891 (a) providing advance notice of dates and locations of  
1892 regular business meetings, and making agendas, reports  
1893 and minutes available promptly;
  - 1894 (b) providing avenues for comment on issues on the  
1895 meetings' agendas;
  - 1896 (c) accommodating observers at regular business meetings,  
1897 with the exception of executive sessions.
- 1898

1899 Implementing this rule shall be the responsibility of the Board of  
1900 Trustees. The Board shall designate a specific person or  
1901 committee to whom comments about adherence to this rule may be  
1902 addressed. The Board shall report to the General Assembly  
1903 annually for the next three years on its implementation.

## 1904 **RULE III Membership**

### 1905 **Section C-3.3. Admission to Membership.**

#### 1906 **Rule 3.3.1. New Congregations.**

1907 It is the policy of the Unitarian Universalist Association to  
1908 encourage and assist the development of new congregations as  
1909 well as to support and aid existing member congregations as  
1910 stated in the purposes of the Association.

#### 1911 **Rule 3.3.2. Procedure for Admission.**

1912 A church or fellowship may become a member of the Association  
1913 upon approval by the Board of Trustees of the Association of a  
1914 written application for membership.

1915 The application shall include:

- 1916 (a) a statement that the applicant subscribes to the principles of  
1917 the Association and pledges itself to support the  
1918 Association;
- 1919 (b) a copy of the articles of incorporation or other organizing  
1920 documents and the bylaws of the applicant;
- 1921 (c) the names and addresses of the charter members sufficient  
1922 in number to satisfy the minimum membership requirements;  
1923 and
- 1924 (d) an initial payment in an amount of no less than the Fair Share  
1925 contribution to the Association's Annual Program Fund, pro-  
1926 rated for the portion of the Association's fiscal year remaining  
1927 as of the date of application.

#### 1928 **Rule 3.3.3. Membership Requirements for Admission.**

1929 A new congregation, to be recognized as a member of the  
1930 Association, must have thirty (30) of its adult members be  
1931 members solely of the new congregation.

### 1932 **Rule 3.3.4. Multiple Local Congregations.**

1933 In many communities the liberal religious movement may be better  
1934 served by the establishment of two or more member congregations.

1935 (a) It is ordinarily desirable that a new congregation should have  
1936 the active support and sponsorship of any member  
1937 congregation or congregations located in the same  
1938 geographic area.

1939 (b) The Association will neither initiate nor recognize such a new  
1940 congregation until after the Association has consulted by  
1941 mail or by interview with any member congregation or  
1942 congregations located in the same geographic area. Such  
1943 consultation shall include a request for letters from the  
1944 presiding officer of the congregation's governing board and  
1945 minister of such congregation(s) stating judgment regarding  
1946 the establishment and/or recognition of the new  
1947 congregation. The Association may proceed to assist in  
1948 organizing or recognizing the new congregation despite local  
1949 protest or objection if the Association believes that such  
1950 action is in the best interests of the entire movement and that  
1951 it will strengthen the total Unitarian Universalist position in  
1952 the community.

### 1953 **Rule 3.3.5. Rules and Regulations for New 1954 Congregations.**

1955 It is essential that Unitarian Universalist congregations be  
1956 affirmative in spirit, inclusive in fellowship, and mutually supportive  
1957 in their relationships with other congregations. The following  
1958 statements represent the Association's best judgment as to the  
1959 meaning of this general statement and shall be used by staff and  
1960 the Board in determining action upon applications for membership.

1961 (a) In receiving the application of a new congregation for  
1962 membership in the Association, the Congregational Services  
1963 staff shall satisfy itself that the group is making its application  
1964 in good faith and that it will make a sincere effort to carry out  
1965 the purposes of the Association. (See specifically Article II of  
1966 the Bylaws.)

1967 (b) The Association interprets its statements of purpose to  
1968 mean that no congregation may be accepted into  
1969 membership if its bylaws exclude from its local membership  
1970 any person because of race, ethnicity, gender, disability,  
1971 affectional or sexual orientation, language, citizenship status,  
1972 economic status, or national origin.

1973 (c) All member congregations must be congregational in polity;  
1974 the final authority to make decisions must be vested in the  
1975 legal membership of the congregation.

1976 (d) Member congregations shall project and embark upon a  
1977 balanced program of religious activity including adult worship  
1978 and/or discussion and when feasible establishment of a  
1979 church school in the Unitarian Universalist tradition.

1980 (e) New congregations are expected to establish and maintain  
1981 cooperative relations with Unitarian Universalist agencies, as  
1982 appropriate and feasible.

1983 (f) A congregation should be incorporated when possible under  
1984 the laws of the state in which it exists. A congregation shall  
1985 include in its articles of incorporation or other organizing  
1986 documents a clause providing that the assets of the  
1987 congregation will be transferred upon dissolution to the  
1988 Association. Notwithstanding the foregoing, if a congregation  
1989 obtains the prior written consent of the Association's Board of  
1990 Trustees, the congregation may name an organization that is  
1991 affiliated with the Association (such as a district, camp,  
1992 conference center or other congregation) as the recipient of  
1993 the congregation's assets upon dissolution.

### 1994 **Rule 3.3.6. Order of Administrative Procedure.**

1995 The order of administrative procedure:

1996 (a) Application for church or fellowship membership in the  
1997 Association will first be referred to the Congregational  
1998 Services staff.

1999 (b) The Congregational Services staff will seek information and  
2000 advice with respect to all applications as follows:

2001 U.S. Congregations - District President

2002 Other Congregations – Executive Officer of appropriate  
2003 Unitarian or Universalist or Unitarian Universalist  
2004 international group, if any.

2005 (c) The Congregational Services staff will make its  
2006 recommendation to the President of the Association, and the  
2007 President shall then make recommendations to the Board of  
2008 Trustees of the UUA for its final action.

### 2009 **Section C-3.5. Certification of Membership.**

#### 2010 **Rule 3.5.1. Required Annual Report.**

2011 In each fiscal year of the Association (July 1 to June 30), each  
2012 member congregation shall file with the Secretary of the  
2013 Association an Annual Report on the form and in the manner  
2014 provided by the Association. The Annual Report shall include a  
2015 certification by a minister or principal officer of the member  
2016 congregation stating (a) whether or not the member congregation  
2017 complied with the conditions set forth in Section C-3.5 of the  
2018 Bylaws during the Association's prior fiscal year and (b) that the  
2019 information provided to the Association in the Annual Report is true  
2020 and correct to the best of the minister's or principal officer's  
2021 knowledge.

2022 For purposes of determining compliance with Section C-3.5 of the  
2023 Bylaws, a member congregation shall be deemed to have  
2024 conducted 'regular religious services' if it has held at least 10  
2025 services during the fiscal year.

2026 A member congregation's Annual Report for a particular fiscal year  
2027 and, if submitted separately, the related certification must be  
2028 received by the Association on or before February 1 following the  
2029 close of that fiscal year whenever the regular General Assembly  
2030 opens in June and otherwise on or before the close of business on  
2031 the last business day which is at least 110 days before the date of  
2032 the General Assembly next following the close of that fiscal year. If  
2033 a member congregation's related certification is not received by the  
2034 applicable deadline, it will still be deemed timely filed if the member  
2035 congregation submits to the Association proof that it was mailed in  
2036 accordance with the provisions of Rule G-13.4.2. Such proof may  
2037 be in the form of a stamped or validated receipt for Registered or  
2038 Certified Mail or a sworn statement attesting to the proper  
2039 submission of the certification signed by the person responsible for  
2040 its mailing.

#### 2041 **Rule 3.5.2. Inactive Congregations**

2042 In September of each year the Congregational Services Director  
2043 shall initiate the process of contacting congregations in the inactive  
2044 category to determine their status.

2045 This process includes:

2046 (a) requesting a list of congregations that have failed to submit  
2047 an annual report for three consecutive fiscal years

2048 (b) forwarding this list to the UUA's District Staff with copies to  
2049 District Presidents and District Trustees for their information

2050 (c) upon receipt of the annual inactive congregations list and  
2051 pursuant to the UUA's by-laws section C-3.6, the UUA's  
2052 District staff shall follow up with any congregation in their  
2053 district

2054 (d) after follow up the District staff shall make a recommendation  
2055 about each congregation's status to the UUA Board for action  
2056 at its April meeting.

### 2057 **Section C-3.7. Associate Member Organizations.**

#### 2058 **Rule 3.7.1. Limitation of Associate Membership.**

2059 It shall be the policy of the Board of Trustees to limit admissions to  
2060 associate membership to major continent-wide organizations.

#### 2061 **Rule 3.7.2. Non-Segregation.**

2062 Each associate member organization shall in all aspects of its work  
2063 refrain from the practice of segregation based on race, ethnicity,  
2064 gender, disability, affectional or sexual orientation, language,  
2065 citizenship status, economic status, or national origin. This  
2066 rule is not intended to preclude associate member  
2067 organizations designed to benefit groups organized  
2068 to ensure their fuller participation in the larger society and to fulfill  
2069 their unique spiritual needs.

#### 2070 **Rule 3.7.3. Application for Associate Membership.**

2071 Each applicant for membership shall submit with its application:

2072 (a) an attested copy of its charter and, unless it is included in  
2073 the charter, an attested copy of its purposes, objectives, and  
2074 bylaws;

2075 (b) the approximate number of members in the organization;

2076 (c) a list of principal officers with their personal mail addresses  
2077 and the principal mail address of the organization;

2078 (d) a financial statement showing income and expenses for the  
2079 latest fiscal year preceding the date of filing and showing  
2080 assets, liabilities and net worth as of the end of such fiscal  
2081 year;

2082 (e) the dates upon which its governing board met during the  
2083 twelve months immediately preceding the date of filing;

2084 (f) any yearly reports of its governing body and its principal  
2085 officers sent to members during the twelve months  
2086 immediately preceding the date of filing;

2087 (g) evidence that it enjoys tax exempt status:

2088 (1) under Section 501(c)(3) of the U.S. Internal Revenue  
2089 Code of 1954;

2090 (2) as a registered charity as provided for in the Income  
2091 Tax Act (Canada); or

2092 (3) under the laws of the country governing the applicant's  
2093 tax status;

2094 (h) if the applicant does not enjoy tax exempt status, the reason  
2095 or reasons it does not;

2096 (i) a statement outlining the intended use of associate  
2097 membership, if granted, and the goals and objectives of the  
2098 organization that will be served by such use;

2099 (j) a statement outlining what advantage it is believed there  
2100 would be to the Association and to the furtherance of the  
2101 principles of the Association outlined in Bylaw Section C-  
2102 2.2; and

2103 (k) any other information which the Board of Trustees of the  
2104 Association shall require.

2105 (l) The contribution contemplated by Rule 3.7.10.

#### 2106 **Rule 3.7.4. Annual Report.**

2107 Except in the year when it is admitted to membership, each  
2108 associate member shall send to the Association on or before April  
2109 30 (i) an annual report which shall include the data required by  
2110 subsections (b), (c), (d), (e) and (f) of Rule 3.7.3 and any other  
2111 information which the Board of Trustees shall require and (ii) the  
2112 contribution contemplated by Rule 3.7.10. If an associate member  
2113 fails to comply with the provisions of this Rule, the Board of  
2114 Trustees shall at its next regular meeting consider a finding of non-  
2115 compliance and the termination of the associate membership  
2116 status of such organization.

2117 **Rule 3.7.5. Report of Changes.**

2118 Each associate member shall send the Association an attested  
2119 copy of any changes in its charter, purposes, objectives, or bylaws  
2120 as soon as any such changes are made, and shall notify the  
2121 Association immediately of any change in its tax exempt status.

2122 **Rule 3.7.6. Representation of Associate Membership.**

2123 No organization shall claim or represent in any manner that it is an  
2124 associate member of the Association until such membership is  
2125 voted by the Board of Trustees; and if and when any organization's  
2126 associate membership expires or it is terminated, that organization  
2127 shall immediately cease to claim, represent or imply in any manner  
2128 that it is an associate member of the Association.

2129 **Rule 3.7.7. Mailing List.**

2130 Each associated member shall place the Association on its regular  
2131 mailing list.

2132 **Rule 3.7.8. Additional Criteria for Admission.**

2133 Before granting associate membership, the Board of Trustees shall  
2134 determine that the granting of such associate membership is likely  
2135 to be of substantial benefit to the Unitarian Universalist movement.

2136 **Rule 3.7.9. Yearly Grant of Associate Membership.**

2137 Associate membership for all new or existing associate members  
2138 shall be granted by the Board of Trustees for a designated one  
2139 year period or portion thereof.

2140 **Rule 3.7.10. Associate Member Contributions.**

2141 The contribution required to be submitted with an application for  
2142 associate membership is \$500 for any applicant whose budget for  
2143 the 12 months preceding its application for associate membership  
2144 was \$1,000,000 or more and \$250 for any applicant whose budget  
2145 for the 12 months preceding its application for associate  
2146 membership was less than \$1,000,000. The contribution required  
2147 to be submitted with an associate member's annual report is \$500  
2148 for any associate member whose budget for the 12 months  
2149 preceding the due date of the annual report was \$1,000,000 or  
2150 more and \$250 for any associate member whose budget for the 12  
2151 months preceding the due date of the annual report was less than  
2152 \$1,000,000.

2153 **Section C-3.8. Independent Affiliate Organizations.**

2154 **Rule 3.8.1. Application for Independent Affiliate Status.**

2155 Each applicant for independent affiliate status shall submit with its  
2156 application:

2157 (a) an attested copy of its charter, and, unless it is included in the  
2158 charter, an attested copy of its purposes, objectives, and  
2159 bylaws;

2160 (b) the number of members or member groups in the organization;

2161 (c) a list of the principal officers with their personal mail addresses,  
2162 congregation membership or congregation where settled if the  
2163 officer is a fellowshipped minister serving a Unitarian  
2164 Universalist congregation, and the principal mail address of  
2165 the organization;

2166 (d) the contribution contemplated by rule 3.8.9;

2167 (e) a financial statement showing income and expenses for the  
2168 latest fiscal year preceding the date of filing and showing  
2169 assets, liabilities and net worth as of the end of such fiscal  
2170 year;

2171 (f) the dates upon which its governing board met during the twelve  
2172 months immediately preceding the date of filing;

2173 (g) any yearly reports of its governing body and its principal officers  
2174 sent to members during the twelve months immediately

2175 preceding the date of filing;

2176 (h) evidence of whether it enjoys tax exempt status:

2177 (1) under Section 501(c)(3) of the U.S. Internal Revenue Code  
2178 of 1954;

2179 (2) as a registered charity as provided for in the Income Tax  
2180 Act (Canada); or

2181 (3) under the laws of the country governing the applicant's tax  
2182 status;

2183 (i) if the applicant does not enjoy tax exempt status, the reason or  
2184 reasons it does not;

2185 (j) a statement outlining how its purpose, mission and structure  
2186 models interdependence through engagement with our  
2187 member congregations, coordination or collaboration of effort  
2188 and resources; and a statement outlining how the organization  
2189 supports the transformation of institutions and our world to be  
2190 aligned with those values expressed in our Principles; and

2191 (k) any other information which the Board of Trustees of the  
2192 Association shall require.

2193 **Rule 3.8.2. Non-Segregation.**

2194 Each independent affiliate organization shall in all aspects of its  
2195 work refrain from the practice of segregation based on race,  
2196 ethnicity, gender, disability, affectional or sexual orientation,  
2197 language, citizenship status, economic status, or national origin.  
2198 This rule is not intended to preclude independent affiliate  
2199 organizations designed to benefit groups organized to ensure their  
2200 fuller participation in the larger society and to fulfill their unique  
2201 spiritual needs.

2202 **Rule 3.8.3. Annual Contribution and Report.**

2203 Except in the year when it is admitted to independent affiliate  
2204 status, each independent affiliate organization shall send the  
2205 Association on or before April 30 (i) an annual report which shall  
2206 include the data required by subsections (b), (c), (f), (g) and (h) of  
2207 Rule 3.8.1 and any other information which the Board of Trustees  
2208 shall require and (ii) the contribution contemplated by Rule 3.8.9. If  
2209 an independent affiliate organization fails to comply with the  
2210 provisions of this Rule, the Board of Trustees shall at its next  
2211 regular meeting consider a finding of non-compliance and the  
2212 termination of the independent affiliate status of such organization.  
2213

2214 **Rule 3.8.4. Report of Changes.**

2215 Each independent affiliate organization shall send the Association  
2216 an attested copy of any changes in its charter, purposes,  
2217 objectives, or bylaws as soon as any such changes are made and  
2218 shall notify the Association immediately of any change in its tax  
2219 exempt status.  
2220

2221 **Rule 3.8.5. Representation of Independent Affiliate  
2222 Status.**

2223 No organization shall claim or represent in any manner that it is an  
2224 independent affiliate with the Association until such status is voted  
2225 by the Board of Trustees; and if and when any organization's  
2226 independent affiliate status expires or it is terminated, that  
2227 organization shall immediately cease to claim, represent or imply in  
2228 any manner that it is affiliated with the Association.

2229 **Rule 3.8.6. Mailing List.**

2230 Each independent affiliate organization shall place the Association  
2231 on its regular mailing list.

2232 **Rule 3.8.7. Additional Criteria for Admission.**  
2233 Before granting independent affiliate status, the Board of Trustees  
2234 shall determine that such affiliation is likely to be of substantial  
2235 benefit to the Unitarian Universalist movement.

2236 **Rule 3.8.8. Yearly Grant of Independent Affiliate Status.**  
2237 Independent affiliate status for all new or existing independent  
2238 affiliate organizations shall be granted by the Board of Trustees for  
2239 a designated one year period or portion thereof.

2240 **Rule 3.8.9. Independent Affiliate Contributions.**  
2241 The contribution required to be submitted with an application for  
2242 independent affiliate status and with an independent affiliate's  
2243 annual report is \$100.

## 2244 **RULE IV General Assembly**

### 2245 **Section 4.6. Notice of Meetings.**

2246 **Rule 4.6.1. Mailing of Notice.**  
2247 Notice of each regular and special General Assembly shall be  
2248 given not less than sixty days before the date thereof to each  
2249 certified member congregation, associate member organization,  
2250 and trustee. Such notice shall be given by the Secretary or the  
2251 Recording Secretary.

2252 **Rule 4.6.2. Time of Notice.**  
2253 Notice so sent shall be sufficient if mailed at Boston,  
2254 Massachusetts, sixty days before any such General Assembly,  
2255 addressed to the persons who according to the records of the  
2256 Association are entitled thereto hereunder and sent to the  
2257 addresses which appear on said records. When the Secretary in  
2258 his or her absolute discretion finds it desirable and practicable, a  
2259 copy of the notice shall be inserted in the denomination's  
2260 publication most widely circulated within the denomination in the  
2261 issue which will be circulated as nearly sixty days before the  
2262 General Assembly as possible.

2263 **Rule 4.6.3. Content of Notice.**  
2264 Such notice shall contain the date, time, and place where the  
2265 General Assembly is to be held and shall state only that the  
2266 business to be transacted will be set forth in the official agenda  
2267 issued in accordance with the Bylaws. Such agenda need not  
2268 accompany the notice. The original of such notice shall be signed  
2269 by the Secretary or Recording Secretary and be made a part of the  
2270 minutes of the General Assembly to which it pertains. The  
2271 signature of the Secretary or Recording Secretary on copies of any  
2272 such notice may be printed or typewritten.

### 2273 **Section C-4.7. Voting.**

2274 **Rule G-4.7.1. Recording the Vote on Resolutions.**  
2275 The vote on resolutions shall be recorded as having been adopted:  
2276 (a) unanimously; or  
2277 (b) by a vote of two-thirds or more; or  
2278 (c) by a specified vote for or against.

2279 When any resolution is reported by the Association, the recorded  
2280 vote on each resolution shall be included.

### 2281 **Section C-4.9. Accreditation of Delegates.**

2282 **Rule G-4.9.1. Number of Delegates.**  
2283 The Secretary of the Association shall, consistent with the Bylaws  
2284 of the Association, determine the number of delegates to which  
2285 each certified member congregation and associate member  
2286 organization is entitled. The determinations of the Secretary may  
2287 be appealed to the Board of Trustees.

2288 **Rule 4.9.1A. Merged, Consolidated, or Dissolved**  
2289 **Congregations.**  
2290 In the event a certified member congregation dissolves or merges  
2291 or consolidates with another congregation subsequent to its filing  
2292 the certified member certification form prescribed by Rule 3.5.1,

2293 any delegate credentials outstanding on the date of dissolution or  
2294 merger or consolidation are thereby rendered null and void. In the  
2295 event of merger or consolidation, the merged or consolidated  
2296 certified member congregation shall be entitled during the current  
2297 fiscal year of the Association to the number of delegate credentials  
2298 that reflects the total membership of the merged or consolidated  
2299 congregation or to the number of delegate credentials that the  
2300 certified member congregations merging or consolidating would  
2301 have been entitled to but for the merger or consolidation, whichever  
2302 is less.

2303 **Rule 4.9.2. Settled Ministers.**  
2304 A settled minister for the purpose of accreditation as a delegate  
2305 pursuant to Bylaw Section 4.8 (b) is (a) a minister engaged by a  
2306 certified member congregation in compensated ministerial activities  
2307 which constitute fifty percent or more of a typical work schedule or  
2308 (b) a community minister who (1) maintains active involvement in  
2309 such congregation, (2) has written agreement with the  
2310 congregation, (3) receives endorsement from the congregation and  
2311 including a pledge of continuing relationship and support and  
2312 affirmation that the community minister's work is recognized by the  
2313 congregation as ministry, and (4) is compensated for community  
2314 ministry work which constitutes fifty percent or more of a typical  
2315 work schedule recognized by the congregation as ministry. A  
2316 congregation is entitled to the number of accredited community  
2317 minister delegates equal to the number of delegates to which it is  
2318 entitled under Bylaw Section 4.8(a). A minister emeritus/a shall  
2319 previously have settled in such congregation as described in this  
2320 Rule. A certified member congregation shall certify in writing that  
2321 its minister delegates meet the criteria for minister in accordance  
2322 with this Rule.

2323 **Rule G-4.9.3. Mailing of Credential Cards.**  
2324 Not less than forty-five days prior to each General Assembly, the  
2325 Secretary of the Association shall send to each certified member  
2326 congregation and associate member organization entitled to be  
2327 represented by delegates the proper number of delegate  
2328 credentials. The Secretary shall also furnish trustees with  
2329 credentials.

2330 **Rule 4.9.4. Issuance of Duplicate Credential Card.**  
2331 If a person who has been duly constituted a delegate arrives at a  
2332 General Assembly without a properly executed Credential Card, the  
2333 person may apply to the Secretary of the Association, or to one or  
2334 more persons designated by the Secretary, for a special certificate  
2335 of accreditation. The application shall be in writing on a form  
2336 provided by the Secretary of the Association. It shall be signed by  
2337 the applicant under the penalties of perjury. The certificate shall  
2338 contain at least the following:

- 2339 (a) the name of the congregation or associate member  
2340 organization involved;
- 2341 (b) in the case of a delegate representing a member congregation  
2342 other than a settled minister or emerita/us minister or an  
2343 accredited director of religious education, a statement that the  
2344 applicant is a member of that congregation; or in the case of a  
2345 delegate representing an associate member organization, a  
2346 statement that the applicant is a member of a certified  
2347 member congregation;
- 2348 (c) a statement that the person was designated as a delegate  
2349 under established procedures of the congregation or is a  
2350 settled minister or emerita/us minister thereof or is an  
2351 accredited director of religious education employed in the  
2352 congregation, or was designated as a delegate of an  
2353 associate member organization; and
- 2354 (d) a brief statement as to why the applicant is not able to  
2355 present an official and properly executed accrediting card.

2356 **Rule 4.9.5. Alternate Delegates.**

2357 Each certified member congregation may, in accordance with its  
2358 own Bylaws or procedures, designate alternate delegates to any  
2359 General Assembly in such number, not in excess of the number of  
2360 delegates to which it is entitled, as it may determine. Alternate  
2361 delegates shall be members of the certified member congregation  
2362 they represent. All alternates appointed must be provided by the  
2363 member congregation with a certification of their appointment  
2364 signed by an officer of the congregation.

2365 **Rule G-4.9.6. Delegate Status.**

2366 Delegates and alternates may be designated to attend each  
2367 General Assembly to be held in any fiscal year of the Association  
2368 or only a particular General Assembly as each member  
2369 congregation shall determine.

2370 **Rule 4.9.7. Issuance of Alternate Credentials.**

2371 In order to be issued credentials admitting the alternate as a  
2372 delegate to the General Assembly, the alternate must present such  
2373 certification and credential card and delegate badge of the delegate  
2374 for whom such person is serving as alternate.

2375 **Rule G-4.9.8. Payment of Registration Fee.**

2376 All delegates, alternates and trustees must pay a registration fee in  
2377 order to be admitted to the floor and vote at the General Assembly.

2378 **Rule 4.9.9. Amount of Fees.**

2379 The registration fee shall be set by the Board of Trustees.

2380 **Section 4.12. UUA Statements of Conscience and  
2381 Study/Action Issues for Social Justice.**

2382 **Rule G-4.12.1. Report of Comments on UUA Statements  
2383 of Conscience.**

2384 The Commission on Social Witness shall report to the General  
2385 Assembly in summary fashion those comments on UUA (U.S. or  
2386 Continental) Statements of Conscience submitted to it by member  
2387 congregations and districts.

2388 **Rule G-4.12.2. Study/Action Issues for Social Justice.**

2389 The Commission on Social Witness shall prepare (and the  
2390 Planning Committee shall include with the Tentative Agenda) a  
2391 report summarizing the numbers and topics of the proposed  
2392 Congregational Study/Action Issues submitted by the certified  
2393 member congregations districts, and sponsored organizations as  
2394 defined in Section 4.12(a)(1), and the criteria which it used in  
2395 selecting proposed Congregational Study/Action Issues included in  
2396 the Congregational Poll. Each proposed Congregational  
2397 Study/Action Issue that appears on the Tentative Agenda shall be  
2398 accompanied by previous General Resolutions, actions and  
2399 statements on related issues, with dates (if applicable), and the  
2400 names or number of congregations submitting issues included  
2401 within such proposed Congregational Study/Action Issue.

2402 **Rule G-4.12.3 Report on Implementation of UUA  
2403 Statements of Conscience.**

2404 The UUA Administration shall report at each regular General  
2405 Assembly regarding implementation of UUA Statements of  
2406 Conscience with particular reference to the most recently adopted  
2407 Statement of Conscience. Such report shall summarize  
2408 implementation by member congregations, Districts, UUA staff and  
2409 other Unitarian Universalist groups.

2410 **Rule 4.12.4 Mini-Assembly on UUA Statement of  
2411 Conscience**

2412 During the regular General Assembly referred to in Section  
2413 4.12(d)(1), a mini-assembly shall be held during which the  
2414 proposed amendments to the revised UUA Statement of  
2415 Conscience shall be accepted in writing. All such amendments  
2416 shall be made available in writing to the General Assembly. The  
2417 Commission on Social Witness shall finalize the UUA Statement of  
2418 Conscience, and the chairperson of the Commission on Social

2419 Witness, in consultation with the moderator of the General  
2420 Assembly, the parliamentarian and legal counsel, shall prioritize  
2421 unincorporated amendments for consideration by the General  
2422 Assembly.

2423 **Section 4.16. Additions to the Agenda of Regular  
2424 General Assemblies.**

2425 **Rule G-4.16.1. General Assembly Actions of Immediate  
2426 Witness, and Responsive Resolutions.**

2427 The Moderator shall take such steps as the Moderator considers  
2428 practical to advise delegates and other persons or bodies as early  
2429 as possible, preferably in writing, of the contents of any actions or  
2430 resolutions presented to the General Assembly which are not on  
2431 the Final Agenda and which are admitted to the agenda pursuant to  
2432 Article IV, Section 4.16 of the Bylaws; and some time shall be  
2433 scheduled when the sponsor(s) of the action(s) or resolution(s)  
2434 can discuss the action or resolution with those interested.

2435 **Section 4.18. Agenda Rules.**

2436 **Rule G-4.18.1. Notice to Member Congregations and  
2437 Districts.**

2438 The General Assembly Planning Committee shall by November 1  
2439 whenever in the fiscal year the General Assembly opens in June,  
2440 otherwise not less than two hundred and ten days before each  
2441 regular General Assembly, notify each certified member  
2442 congregation and district of the dates for submitting items for the  
2443 Tentative and Final Agenda, the procedure to be followed, and the  
2444 forms to be used.

2445 **Rule G-4.18.2. Business Resolutions and Study/Action  
2446 Issues for Social Justice.**

2447 A Study/Action Issue for Social Justice is one that deals with  
2448 issues of public policy within the province of the Department of  
2449 Faith in Action. A Business Resolution directly involves the  
2450 administration and structure of the Association.

2451 Any resolution submitted which, taken as a whole, has as its  
2452 purpose the making of a statement of social concern or principle  
2453 shall be deemed to be a Study/Action Issue for Social Justice.

2454 A Study/Action Issue for Social Justice or a UUA (U.S. or  
2455 Continental) Statement of Conscience appearing on the Final  
2456 Agenda shall not be amended so as to become a Business  
2457 Resolution.

2458 **Rule G-4.18.3. Congregational Poll.**

2459 The Planning Committee shall at the time of the mailing of the  
2460 Tentative Agenda request each certified member congregation to  
2461 report by February 1, on a form provided by the Planning  
2462 Committee whether it recommends or does not recommend for  
2463 action by the General Assembly the Business Resolutions,  
2464 proposed Congregational Study/Action Issues in the first Cycle  
2465 year, and draft UUA Statements of Conscience in the Fourth Cycle  
2466 year, or any additional years thereto pursuant to Section 4.12(d)(2)  
2467 appearing on the Tentative Agenda, including the alternative  
2468 versions of Business Resolutions (if any) submitted by the Planning  
2469 Committee. The recommendation with respect to each proposed  
2470 resolution or issue must be certified by the minister, clerk or  
2471 president of that congregation as being within the procedures of  
2472 that congregation. Only a Business Resolution which a majority of  
2473 the congregations voting on the resolution recommends for the  
2474 action shall be eligible to be included on the Final Agenda from the  
2475 Congregational Poll. If there is more than one version of a  
2476 Business Resolution on the Tentative Agenda, the subject of the  
2477 resolution shall be considered a single item on the Tentative  
2478 Agenda and the Congregational Poll. All versions shall be listed  
2479 consecutively within that item. An aye vote by a congregation for  
2480 one or more versions shall be counted an aye vote for inclusion of a  
2481 resolution on the subject in the Final Agenda. If support for a  
2482 subject matter of the resolution is sufficient to make it eligible for  
2483 inclusion on the Final Agenda, the version that receives the highest

2484 number of votes by the participating congregations shall be the one  
2485 eligible for inclusion on the Final Agenda. From the Business  
2486 Resolutions eligible from the Congregational Poll, the Planning  
2487 Committee shall include on the Final Agenda not more than the  
2488 eight Business Resolutions receiving the highest number of  
2489 "recommended for action" votes on the Congregational Poll. The  
2490 Planning Committee may also include on the Final Agenda  
2491 alternative versions of Business Resolutions which are germane to  
2492 those selected through the Congregational Poll. In the first Cycle  
2493 year, the Planning Committee also shall include on the Final  
2494 Agenda not more than the five proposed Congregational  
2495 Study/Action Issues receiving a majority of votes and the highest  
2496 number of "recommended for action" votes on the Congregational  
2497 Directives for General Assembly Action, provided that at least  
2498 twenty-five percent (25%) of the congregations participated in the  
2499 ballot vote for such proposed Congregational Study/Action Issues.  
2500 If the number of proposed Congregational Study/Action Issues  
2501 recommended for action in the Congregational Poll exceeds five  
2502 and there is more than one such issue in fifth position as a result of  
2503 a tie vote, all issues in fifth position shall be referred  
2504 to the Final Agenda by the Commission on Social Witness. In the  
2505 fourth Cycle year, or any additional years thereto pursuant to  
2506 Section 4.12(d)(2), the Planning Committee shall further include on  
2507 the Final Agenda a proposed UUA Statement of Conscience,  
2508 provided that at least twenty-five percent (25%) of the  
2509 congregations participated in the ballot vote for such draft UUA  
2510 Statement of Conscience. A report of the vote by which each  
2511 resolution on the Tentative Agenda was or was not "recommended  
2512 for action" shall be included on the Final Agenda. All Business  
2513 Resolutions that are included on the Final Agenda shall be  
2514 discussed during the General Assembly in a mini-assembly.

#### 2515 **Rule 4.18.4. Matters Submitted by Districts**

2516 In the event that a proposed amendment to a Rule or to a Business  
2517 Resolution that was submitted by a district is to be considered at a  
2518 General Assembly, the district that submitted the proposed  
2519 amendment or resolution may, in accordance with its own  
2520 procedures, designate a representative to speak in support of the  
2521 amendment or resolution at the General Assembly. The  
2522 representative must be provided by the district with a certification of  
2523 the representative's appointment signed by an officer of the district.

#### 2524 **Section 4.19. Rules of Procedure.**

##### 2525 **Rule G-4.19.1. Adoption of Rules of Procedure.**

2526 The General Assembly Planning Committee shall offer rules of  
2527 procedure for adoption at the first session of each General  
2528 Assembly.

#### 2529 **RULE V Committees of the Association**

2530 No existing rules applicable to Article V.

#### 2531 **RULE VI Board of Trustees**

##### 2532 **Section 6.4. Election of Trustees.**

##### 2533 **Rule 6.4.1. Division of Districts for Election Purposes.**

2534 The Trustees representing districts are divided into the following  
2535 two groups:

2536	GROUP A	GROUP B
2537	Clara Barton	Ballou Channing
2538	Florida	Central Midwest
2539	Mid-South	Heartland
2540	Mountain Desert	Joseph Priestley
2541	Northeast	Massachusetts Bay
2542	Ohio Meadville	Metropolitan New York
2543	Pacific Northwest	New Hampshire - Vermont
2544	Pacific Southwest	Pacific Central
2545	Southwest	Prairie Star
2546	St. Lawrence	Thomas Jefferson

#### 2547 **Section 6.6. Qualifications of Trustees.**

##### 2548 **Rule 6.6.1. Multiple Memberships.**

2549 For purposes of applying the Bylaw provision that no more than  
2550 one trustee shall be a member of the same member congregation,  
2551 a person holding membership in more than one member  
2552 congregation shall be treated as being a member only of that  
2553 member congregation whose services such person most regularly  
2554 attends. The Secretary shall make any determinations required by  
2555 this rule, subject to appeal to the Board of Trustees, with the  
2556 affected trustee or trustees not voting.

##### 2557 **Rule 6.6.2. Implementation of Section 6.6.**

2558 If at the close of a General Assembly election, the results are such  
2559 that, except for the provisions of Section 6.6, more than one person  
2560 from the same congregation would serve at the same time on the  
2561 Board of Trustees,

2562 (a) if the conflict arises solely from the election just held the  
2563 Secretary of the Association shall thereupon declare that the  
2564 persons so elected are disqualified and that the offices to  
2565 which they have been so elected are vacant and are to be  
2566 filled as provided in the Bylaws.

2567 (b) if the conflict arises because one person from a  
2568 congregation is already serving on the Board of Trustees  
2569 and another person from that congregation has just been so  
2570 elected the Secretary of the Association shall declare that  
2571 the person just elected is disqualified and the office to which  
2572 such person has been elected is vacant and that the  
2573 vacancy is to be filled as provided in the Bylaws.

#### 2574 **RULE VII Committees of the Board of Trustees**

2575 No existing rules applicable to Article VII.

#### 2576 **RULE VIII Officers of the Association**

##### 2577 **Section 8.1. Officers Enumerated.**

##### 2578 **Rule 8.1.1. Officers Enumerated.**

2579 The appointed salaried officers of the Association shall include an  
2580 Executive Vice President.

##### 2581 **Section 8.11. Executive Vice President.**

##### 2582 **Rule 8.11.1. Executive Vice President.**

2583 The Executive Vice President shall have responsibility under the  
2584 President for the administrative affairs of the Association and shall  
2585 perform such other duties as may be assigned to such officer.

##### 2586 **Section 8.17. Other Appointed Officers.**

##### 2587 **Rule 8.17. Other Appointed Officers.**

2588 The members serving without pay on the Ministerial Fellowship  
2589 Committee, Finance Committee, and Investment Committees are  
2590 designated as officers of the Association for the purposes, only, of  
2591 carrying out their duties as members of such committees. The  
2592 powers and duties of such members are as defined in the Bylaws,  
2593 Rules, and Policies adopted by the Board of Trustees.

#### 2594 **RULE IX Nominations and Elections**

##### 2595 **Section 9.10. Counting of Ballots.**

##### 2596 **Rule G-9.10.1. Tie Votes.**

2597 Except in the election of a President, if a tie vote occurs in filling an  
2598 office when only one person is to be elected, or occurs in filling a  
2599 slate of officers when the slate cannot be completed without  
2600 resolving the tie, then as soon as possible before the final  
2601 adjournment of the General Assembly involved, additional ballots  
2602 shall be cast by those present and entitled to vote, except that  
2603 initially the Moderator shall not vote. The additional ballots shall  
2604 contain only the names of the candidates who are tied. These  
2605 ballots shall be counted along with a recounting of the ballots cast  
2606 for the tied candidates by absentee ballots, and the result of the  
2607 foregoing procedures shall determine the election, unless there is

2608 still a tie, in which case the Moderator shall then cast a ballot to  
2609 resolve it.

2610 **Rule G-9.10.2. Tie Vote-Moderator.**

2611 If the tie involves the election of a Moderator, the proceedings to  
2612 resolve the tie shall be presided over by the Secretary of the  
2613 Association who in all matters involving the resolutions of the tie  
2614 shall have the rights and duties of the Moderator.

2615 **Rule G-9.10.3. Tie Vote-President.**

2616 If, in the election of a President, in any particular counting of the  
2617 preferential ballots, including absentee ballots, there is a tie vote  
2618 among candidates having the least number of votes, then each  
2619 such tied candidate shall be eliminated, and in the next counting,  
2620 the ballots accumulated for said candidate shall be redistributed  
2621 among the remaining candidates on the basis of the highest  
2622 effective preferences marked on all the ballots that have been cast.  
2623 However, if in this process, such elimination leaves only a single  
2624 candidate who in that counting still does not have a majority of the  
2625 counted votes, or if only two candidates remain in the contest and  
2626 they are tied, then there shall be as many run-off election  
2627 procedures, conducted under the provision of Rule G-9.10.1 as are  
2628 necessary to result in the election of a President by at least a  
2629 majority of the votes cast.

2630 **Section 9.12. Rules for Nominations and Elections.**

2631 **Rule G-9.12.1. Preparation and Mailing of Ballot.**

2632 Unless no ballot is required according to Section 9.9(a), prior to  
2633 each regular General Assembly at which an election is to be held,  
2634 the Secretary shall prepare ballots upon which shall appear the  
2635 names of all persons who have been nominated for office in  
2636 accordance with these Bylaws. One such ballot shall be sent with  
2637 each credential card issued by the Secretary.

2638 **Rule G-9.12.2. Order of Names on Ballot.**

2639 On all ballots used in elections held by the Association the order of  
2640 names shall be determined by the drawing of lots done by the  
2641 Secretary and witnessed by two other persons. The Secretary shall  
2642 certify the results of the drawing of lots, the certificate shall be  
2643 attested by the witnesses, and the certificate shall be filed in the  
2644 Secretary's office. This Rule shall be printed on all official ballots  
2645 or on the instructions accompanying them.

2646 **Rule G-9.12.3. Write-ins Prohibited.**

2647 In any election, the use of stickers or the writing in of the name of  
2648 any person on a ballot shall not be permitted and no vote so  
2649 attempted shall be counted.

2650 **Rule G-9.12.4. Absentee Ballots.**

2651 An absentee ballot shall be counted only if accompanied by the  
2652 signed and certified ballot stub of the credential card of the person  
2653 casting the ballot.

2654 **Rule G-9.12.5. Balloting at General Assembly.**

2655 A person shall be qualified to cast a ballot at General Assembly  
2656 only if that person presents to the Secretary of the Association or  
2657 those employed by him or her at the polls a properly certified ballot  
2658 stub plus a badge issued to that person and containing the same  
2659 name as the name on the ballot stub.

2660 **Rule G-9.12.6. Campaigns for Elective Office.**

2661 (a) Each candidate for an at-large elective position may submit  
2662 to the Association a campaign statement or flyer on a paper  
2663 measuring 8-1/2 by 11 inches. The Association will print  
2664 and compile a packet made up of the statements of all  
2665 candidates to be distributed to the congregations with the  
2666 absentee ballots and to the delegates as a part of the final  
2667 agenda.

2668 (b) Each candidate for an at-large elective position shall be  
2669 given an opportunity to address the General Assembly  
2670 delegates at a time when no other events are scheduled. All

2671 candidates for the same position shall be given the same  
2672 amount of time to speak, in the same meeting as all other  
2673 candidates for that position.

2674 (c) Candidates for at-large election positions are expected to  
2675 conduct their campaigns, both privately and publicly,  
2676 according to the highest standards of decorum and mutual  
2677 respect.

2678 **Rule G-9.12.7. Length of Campaigns for President and  
2679 Moderator.**

2680 (a) Campaigns for President and Moderator may appropriately  
2681 begin with small campaign committee organizational  
2682 meetings and mass mailing letters no earlier than November 1  
2683 of the second year preceding the election.

2684 (b) Active campaigning and solicitation of endorsements shall  
2685 not begin prior to January 1 of the year preceding these  
2686 elections.

2687 (c) No electioneering (defined as publicly announced meetings,  
2688 rallies or exploratory events) of any sort shall occur at the  
2689 General Assembly two years preceding the elections for  
2690 President and Moderator. Private meetings about campaign  
2691 organization that take place outside of General Assembly-  
2692 booked meeting spaces are permissible.

2693 **Rule G-9.12.8 Campaign Finances Disclosure.**

2694 All candidates for at-large elective positions shall keep detailed and  
2695 accurate records of:

2696 (a) their campaign expenses (stated in United States dollars) by  
2697 categories of travel, postage, telephone, printing and other  
2698 such categories as seem appropriate;

2699 (b) the number of contributors to their campaigns, including the  
2700 number of contributors in each of the following categories:

- 2701 (1) under \$50.00,
- 2702 (2) \$50.00 to \$100.00,
- 2703 (3) \$101.00 to \$250.00,
- 2704 (4) \$251.00 to \$500.00, and
- 2705 (5) over \$500.00, and

2706 (c) the number of contributions and the total amount of  
2707 contributions received from each group or organization  
2708 supporting the campaign.

2709 No candidate for any elective position shall solicit or knowingly  
2710 accept any contribution that is given through a tax-exempt entity  
2711 with the purpose of conferring tax-exempt status to the contribution  
2712 to which it would not otherwise be entitled. Such exempt entities  
2713 include but are not limited to member congregations, associate  
2714 member organizations and independent UUA affiliates.

2715 The names of contributors shall be disclosed. Each such report  
2716 shall identify by name any member congregation, associate  
2717 member organization or independent affiliate of the Association  
2718 and any other tax exempt organization (including specifically, but  
2719 without limitation to, any minister's discretionary fund or similar  
2720 account) that has made any contribution to the campaign and shall  
2721 state the amount of each such contribution. Such reports shall be  
2722 filed with the Secretary of the Association. A preliminary report  
2723 shall be due at the close of the first day of the regular General  
2724 Assembly at which the election occurs. A final report shall be due  
2725 60 days thereafter. The Secretary shall upon written request from  
2726 a member of a member congregation furnish such information from  
2727 these reports as requested. These reports shall be made available  
2728 for inspection by any member of a member congregation at the  
2729 principal offices of the Association and shall be brought by the  
2730 Secretary to the next General Assembly and made available for  
2731 inspection there by any delegate.



2732 **Rule G-9.12.9. Separation of Campaigns from Conduct**  
2733 **of Official Business.**

- 2734 (a) When running for office, candidates shall be prohibited from  
2735 engaging in any electioneering or campaigning during the  
2736 conduct of official business of the Unitarian Universalist  
2737 Association.
- 2738 (b) Financial accounting and bookkeeping procedures shall be  
2739 established which make it explicit that no monies of the  
2740 Association were used in the financing of a candidate's  
2741 campaigning or electioneering activities.

2742 **Rule G-9.12.10 Election Campaign Practices**  
2743 **Committee.**

- 2744 (a) An Election Campaign Practices Committee is hereby  
2745 established and shall consist of three persons to be  
2746 appointed by the Board of Trustees at its October meeting  
2747 following those regular General Assemblies at which  
2748 elections occur. Two members of the Committee shall be  
2749 members of the Board of Trustees at the time of their  
2750 appointment and one shall be a non-Board member. The  
2751 non-Board member shall be the chair of the Committee.  
2752 Persons appointed to the Election Campaign Practices  
2753 Committee shall remain neutral in the election and not  
2754 engage in electioneering. A person nominated pursuant to  
2755 Bylaw Sections 9.4 or 9.5 is ineligible to serve on the  
2756 Committee.
- 2757 (b) The duties of the Election Campaign Practices Committee  
2758 shall be:
- 2759 (1) to distribute the campaign practices guidelines and  
2760 financial disclosure rules to candidates for at-large  
2761 elective positions not later than thirty days after  
2762 nomination by the nominating committee or receipt of  
2763 petition;
- 2764 (2) to receive and consider written complaints of alleged  
2765 violations of such guidelines or rules; if the committee  
2766 finds probable cause to establish that a violation exists,  
2767 to notify a candidate or a number of candidates how  
2768 they may voluntarily comply with guidelines or rules  
2769 and how long they have to do so; to attempt to  
2770 mediate disputes arising from such complaints; and, if  
2771 no satisfactory resolution of a complaint is achieved, to  
2772 adjudicate the dispute and report the adjudication in  
2773 writing to the candidates affected;
- 2774 (3) to hold such hearings as may, at the Committee's  
2775 discretion, be necessary or desirable to carry out the  
2776 intent of subsection 2 above; and
- 2777 (4) to report on its activities and any recommendations it  
2778 may have to the Board of Trustees at its October  
2779 meeting following the elections.

- 2780 (c) If compliance to an adjudicated decision is not implemented  
2781 by the stated deadline, the Committee is authorized to block  
2782 or remove Association-subsidized privileges from the  
2783 candidate's campaign.

2784 Candidates adjudicated to be in serious violation of Rule  
2785 G-9.12.6(c) may have their names removed from the ballot. Any  
2786 such action pursuant to rule G-9.12.10(c) shall be reported to the  
2787 Board and the General Assembly. Such adjudication by the ECPC  
2788 would be subject to automatic review by the Board Executive  
2789 Committee according to the provisions of Rule G-9.12.10(d).

- 2790 (d) Any candidate aggrieved by the Committee's adjudication  
2791 may, within ten days of the mailing of the adjudication,  
2792 appeal in writing to the Executive Committee of the Board of  
2793 Trustees, which shall have exclusive jurisdiction to hear and  
2794 determine such an appeal. The Executive Committee shall  
2795 report its decision on the appeal in writing to the affected  
2796 candidates as expeditiously as feasible. The Executive

2797 Committee of the Board of Trustees is authorized to issue  
2798 any order or ruling it deems appropriate in connection with  
2799 such a decision.

- 2800 (e) Any member of the Executive Committee of the Board of  
2801 Trustees who is a candidate for UUA elective office shall not  
2802 participate in any manner in the determination of any appeal  
2803 from an adjudication of the Election Campaign Practices  
2804 Committee.

2805 **RULE X Finance and Contracts**

2806 **Section 10.1. Annual Budget.**

2807 **Rule G-10.1.1 Presentation of Association Budget.**

2808 At each regular General Assembly the Board of Trustees shall  
2809 present budgets for both the Current Fiscal Year and the  
2810 Succeeding Fiscal Year. Current Fiscal Year means the fiscal year  
2811 of the Association which has just begun or which is about to begin  
2812 at the time when the Assembly is held. Succeeding Fiscal Year  
2813 means the year following the Current Fiscal Year.

2814 **Rule G-10.1.2. Expense Categories.**

- 2815 (a) Expense estimates in budgets presented by the Board shall  
2816 be broken down by major categories or functions in such  
2817 manner as the Board shall determine.
- 2818 (b) The Current Fiscal Year budget shall contain a separate  
2819 expense category provision for contingencies, the amount of  
2820 which shall be a minimum of 3% of the total of all  
2821 unrestricted expense categories, exclusive of the provision  
2822 for contingencies.

2823 **Rule G-10.1.3. Estimated Income.**

2824 Income amounts in the budget for the Current Fiscal Year shall  
2825 represent the Board's best estimates of income from all sources.  
2826 Income from the Annual Fund as so estimated shall be an amount  
2827 which is not more than 7 per cent greater than the actual Annual  
2828 Fund income of the fiscal year preceding the Current Fiscal Year.  
2829 In the budget for the Succeeding Fiscal Year income from the  
2830 Annual Fund shall be estimated at an amount which represents the  
2831 Board's best estimate of the achievable results for such year.

2832 **Rule G-10.1.4. Procedures for Budget Consideration.**

2833 Any action by a General Assembly with respect to budgets shall be  
2834 taken under the following procedure:

- 2835 (a) A budget hearing shall be held as part of the General  
2836 Assembly program at a time when the Assembly is not in  
2837 formal business session.
- 2838 (b) Main motions concerning budgets which are to be made in a  
2839 formal business session shall be filed in writing with a  
2840 person or persons designated by the Moderator as early as  
2841 possible prior to or during the General Assembly but in any  
2842 event on or before the day prior to the Business Session at  
2843 which the proposed motion will be in order for adoption. The  
2844 Moderator shall take such steps as the Moderator considers  
2845 practical to advise delegates and other persons or bodies as  
2846 early as possible, preferably in writing, of the contents of the  
2847 motions so filed.
- 2848 (c) Any action with respect to the budget for the Current Fiscal  
2849 Year calling for increased spending in any category shall  
2850 provide for equivalent reductions in other categories of  
2851 spending and specify the categories in which such  
2852 reductions are to be made.
- 2853 (d) No action may be taken with respect to the Current Fiscal  
2854 Year budget which shall be inconsistent with either Rule G-  
2855 10.1.2(b) or G-10.1.3.

2856 **Rule G-10.1.5. Board of Trustees Report.**

2857 At each General Assembly the Board of Trustees shall make an  
2858 accounting of its actions taken since the preceding General

2859 Assembly with respect to any budget votes of the preceding  
2860 General Assembly.

2861 **Section 10.8. Contracts and Securities.**

2862 **Rule 10.8.1. Contracts and Securities.**

2863 The Executive Vice President may sign and attest deeds,  
2864 mortgages, contracts, and other documents to which the  
2865 Association is a party.

2866 **RULE XI Ministry**

2867 **Section 11.2. Ministerial Fellowship Committee.**

2868 **Rule 11.2. Ministerial Fellowship Committee.**

2869 The rules of the Ministerial Fellowship Committee are printed  
2870 separately and are available on request.

2871 **Section 11.9 Procedure on Appeal.**

2872 **Rule 11.9. Procedure on Appeal.**

2873 The rules of the Ministerial Fellowship Board of Review are  
2874 available on request.

2875 **RULE XII Regional Organizations**

2876 **Section C-12.2. Establishment.**

2877 **Rule G-12.2.1. Establishing Districts.**

2878 (a) The districts shall be twenty in number and named Ballou  
2879 Channing, Central Midwest, Clara Barton, Florida, Heartland,  
2880 Joseph Priestley, Massachusetts Bay, Metropolitan New  
2881 York, Mountain Desert, Mid-South, Northeast, New  
2882 Hampshire-Vermont, Ohio Meadville, Pacific Central, Pacific  
2883 Northwest, Pacific Southwest, Prairie Star, St. Lawrence,  
2884 Southwest, and Thomas Jefferson.

2885 (b) Each district shall be composed of the congregations  
2886 assigned to that district by the Board of Trustees

2887 (c) The boundaries of each district encompass the areas served  
2888 by its member congregations.

2889 (d) Upon application to the Board of Trustees and after notice  
2890 and an opportunity to be heard is afforded the affected  
2891 districts, a congregation may change its district membership  
2892 with approval of the Board of Trustees.

2893 (e) The District Map published in the Annual Directory contains  
2894 boundaries that are an approximation only of the boundary  
2895 lines determined pursuant to subparagraph (c) above and are  
2896 intended primarily as a guide for the newly admitted  
2897 congregation in determining its membership.

2898 **RULE XIII Rules**

2899 **Section 13.4. Miscellaneous Rules.**

2900 **Rule G-13.4.1. Performance of Acts.**

2901 When the last day for the performance of any act required under  
2902 the Bylaws or Rules falls on a Saturday, Sunday, or a day which is  
2903 a legal holiday in the place where the act is to be performed, the act  
2904 may be performed on the next succeeding business day.

2905 **Rule G-13.4.2. Receipt of Documents.**

2906 When any ballot, petition, notice, document, or material of any kind  
2907 whatsoever is required to be filed with, delivered to, or received by  
2908 the Association or an officer, board, committee, or agent thereof on  
2909 or before a certain day, the same shall be considered to have been  
2910 so filed, delivered, or received only if it is postmarked seven days  
2911 prior to said certain day or actually received at the office of the  
2912 Association at 25 Beacon Street, Boston, Massachusetts 02108,  
2913 on an earlier day or not later than 5:00 p.m. on said certain day.

2914

**RULE XIV Amendments**

2915 **Section 14.2. Submission of Proposed Amendments.**

2916 **Rule G-14.2.1. Form of Submission.**

2917 A proposed amendment to the Bylaws submitted by certified  
2918 member congregations or a district must include:

2919 (a) the Article and Section which it is proposed to amend or  
2920 repeal;

2921 (b) a concise summary of the principal arguments on which the  
2922 proponents rely; and

2923 (c) other Articles (or Sections) or "G" Rules affected by the  
2924 proposed amendment and proposed text of any necessary  
2925 conforming amendments and "G" Rules.

2926 PRINTED IN THE U.S.A.

2927 Unitarian Universalist Association was given corporate status in  
2928 May 1961 under special acts of legislature of The Commonwealth  
2929 of Massachusetts and the State of New York. See Chapter 148 of  
2930 the acts of 1960 of the Massachusetts legislature and Chapter 827  
2931 of the Acts of 1960 of the New York legislature. Copies of said  
2932 Acts are attached to the minutes of the organizing meeting of the  
2933 Association held in Boston, Massachusetts in May 1961 and also  
2934 are printed in the 1961-62 Directory of the Association.

# Congregational Poll Results

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## Results of the 2008 Congregation Poll

Congregations that voted: 776

Congregational Study/Action Issues		Yes	No	Abstain
CSAI - 1	Ethical Eating: Food and Environmental Justice	405	9	340
CSAI - 2	Nuclear Disarmament	331	27	389

# BUSINESS CALENDAR FOR 2009 GENERAL ASSEMBLY SALT LAKE CITY, UTAH

February 1, 2009	Deadline for congregations to complete the online Annual Certification Form and Congregational Poll (instructions mailed to congregations in November 2008)
February 1, 2009	Deadline for receipt of proposed Business Resolutions and Amendments to Bylaws and Rules
February 1, 2009	Deadline for submitting comments on the draft Statement of Conscience on Peacemaking
March 1, 2009	Tentative Agenda mailed to certified congregations
May 7, 2009	GA Delegate credentials and absentee voting information mailed to certified congregations
May 25, 2009	Final Agenda available to congregations at <a href="http://uua.org">uua.org</a>
June 27, 2009	UUA Election