

BYLAWS

OF

COMMUNITY UNITARIAN UNIVERSALISTS IN BRIGHTON

Article I. Identity:

1. Mission: We are a welcoming, supportive, and inquisitive spiritual community, actively living our liberal values - transforming lives as we reach out in love, celebrate diversity, and advance justice.
2. Principles: This congregation declares and affirms its special responsibility to promote the full participation of persons in all of its activities and in the full range of human endeavor without regard to race, ethnicity, color, sex, ability, or sexual orientation or expression, age or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.
3. Name: Community Unitarian Universalists in Brighton.

Article II. Membership & Voting:

1. Membership in this congregation shall be open to an individual 13 years and older who embraces and supports the mission of this congregation, respects the freedom of the individual in the development of their religious beliefs, understands and accepts the responsibilities of membership, and is willing to affirm and promote the principles of Unitarian Universalism.
2. To become a member an individual shall do all of the following:
 - a) Transfer membership from another Unitarian Universalist church or attend and satisfactorily complete an orientation class or the Coming of Age Program
 - b) Sign the membership book
 - c) Pledge financial support for the church or obtain a waiver
 - d) Commit time toward CUUB activities and mission
 - e) Agree to abide by the covenant of the church.

As an exception to the above, Youth Members (under 21 years) shall not be required to make a financial pledge in order to vote on church business and shall not be reported to the Unitarian Universalist Association (UUA) in our congregational membership count.

3. Withdrawal of membership may be made by written request to the Membership Team chair or the Minister.

4. The right to vote on the business of the congregation is reserved to members.
5. A member who is voluntarily absent from the life of the congregation for a period of two years and cannot be contacted by the Membership Team shall no longer be considered a member.
6. The Secretary shall provide the current list of voting members to the Board of Trustees thirty (30) days before the annual meeting or special meeting of the congregation. The current list shall be published 30 days prior to any vote.
7. Should the list of voting members be disputed, an appeal can be made to the Secretary with the reason for the dispute. The Board of Trustees will rule on the dispute prior to the day of voting.
8. The Secretary also provide ballot for each election.
 - a) Absentee ballots shall be available only for those issues and/or matters that are approved by the Board of Trustees as appropriate for an absentee ballot. Absentee ballots shall not be provided for issues that are subject to amendment. The form of statement of issues or matters on the ballot shall be provided by the Secretary. Votes shall not be authorized by proxy.
 - b) Absentee ballots shall be available only to voting members of the congregation who are unable to be present at the meeting because of illness, are physically unable to attend, or will be out of the area served by the church on the date of the meeting. Any dispute under this paragraph shall be resolved by the Secretary.
 - c) Absentee ballots shall be available from the Secretary not less than fourteen (14) days prior to the meeting and must be dated and signed by the voting member and received back by the Secretary by 12:00 p.m. (Noon) on the day of the meeting.
9. Each member of this congregation is expected to participate as fully in the life of the congregation as individual's circumstances in the life permit.
 - a) Members are encouraged to attend congregational meetings, serve on and for teams/committees, accept election to positions of leadership and work on outreach projects of the congregation.
 - b) In addition, each member of this congregation is expected to make an annual commitment of record towards the support of the congregation and its programs and staff (or request a waiver). This commitment will be made by the end of the annual budget drive and will be fulfilled by the end of the pertaining church year. The extent of participation shall be a matter of individual conscience.
 - c) In participating in congregational life, each member is expected to follow the covenant of the church, remain open and accepting of others, and respect and protect the integrity of the organizational structure.

10. Termination of Membership: An individual shall cease to be a member upon resignation, or the failure to comply with the responsibilities of membership unless extenuating circumstances are made known to the Minister and/or Membership Team.
11. Upon finding by the governing board that a member has clearly violated their responsibilities of membership, membership may be terminated at a board meeting where this is a scheduled item of business and the member in question has been provided written notice at least thirty (30) days prior to the scheduled meeting. Termination shall be by two-thirds (2/3) vote of the board of trustees and the assent of the Minister.
12. A membership may be terminated by the two-thirds (2/3) vote of the board of trustees for dangerous, disruptive, or offensive behavior.

Article III. Governing Board:

1. The governing board shall be responsible for managing the affairs of the church on behalf of the congregation and shall be referred to as the Board of Trustees.
2. The governing board shall consist of the following seven (7) members: President, Vice President, Secretary, Treasurer, and three (3) Trustees-at-Large. The Vice President will preside at Board meetings in the absence of the President and shall perform other duties as directed by the President.
3. At each annual meeting, the expiring terms of Board members shall be filled by ballot. All will serve two-year terms (from July 01 to June 30). The terms of the Board will be staggered, with three positions open one year, and four the next. On alternating years, the congregation shall elect either the President, Vice President, and one Trustee-at-Large or the Secretary, Treasurer and two Trustees-at-Large. All shall hold their offices until their successors have been elected and shall perform the duties usually pertaining to these offices.
4. All Board members shall be active members of the congregation for minimum of two years at the time of the annual meeting at which they would be elected.
5. The Board of Trustees shall fill Board vacancies from among the active membership of the congregation to serve out the balance of the term being filled, except if the vacancy occurs within two months of the annual meeting at which that vacancy will be filled by ballot. A vacancy may be declared by the Board upon failure of a Board Member to attend three (3) Board of Trustee meetings in a 12-month period or upon voluntary resignation of a Board member. Remote attendance via electronic means is permissible (e.g., telephone, video conference).
6. No person shall serve as an elected member of the Board of Trustees for more than three (3) consecutive terms.

7. The Board of Trustees shall steward the mission and vision of the church and serve as the voice of the congregation between annual meetings. The Board shall 1) approve policy, 2) be responsible for the finances of the church, 3) manage liability, 4) control business affairs, and 5) approve staff contracts. For the Board to fulfill its purpose, the Board shall create and maintain the following sub-committees:

- Safer Congregation Team to look after the liability and safety of the congregation. The Safer Congregation Team shall consist of the Minister, the Director of Spiritual Exploration, and three members-at-large appointed by the Board of Trustees.
- Finance Team to manage Church finances with the goal of sustainable financial health. The Finance Team will create and present an annual draft budget to the Board. The Finance Team will consist of five voting members appointed by the Board. The Treasurer and no more than one other Board member may be appointed to the Finance Team. Others from the congregation can join for the purpose of consultation and visioning but will not have a vote. The Board empowers the Finance Team to create sub-committees/teams to carry out their mission (e.g., Stewardship Team).
- Ministry Team to support the mission and vision of shared congregational ministry. The Ministry Team shall consist of five members suggested by the Minister and approved by the Board.

It shall, wherever appropriate, request recommendation from the congregational teams/committees before acting on matters affecting the programs and activities of the church and shall report to the congregation and its teams/committees on actions taken after such recommendation has been considered.

8. The Board of Trustees shall meet monthly at a time and place designated by the President. Special meetings of the Board of Trustees may be called at any time by the President and shall be called by the President upon the written request of three members of the Board in which the purpose of the meeting is fully stated. Monthly and special meetings of the Board are open to the members-at-large.
9. Executive sessions of the Board of Trustees will be called as necessary to review employment matters affecting the Minister and members of the paid church staff, which shall be closed meetings.
10. Four (4) members of the Board of Trustees shall constitute a quorum. All questions shall be decided by a majority vote of those present except as otherwise provided in these Bylaws.
11. The congregation and/or church shall indemnify its present and past Trustees and officers in the manner and to the full extent permitted under, and subject to the limitations of, the Michigan Non-Profit Corporation Act.

12. In addition to the regular monthly meeting of the Board of Trustees, the Board shall cause an annual congregational meeting (annual meeting) to be held each year in Spring, at such time and place as shall be fixed by the Board of Trustees, with newly elected Trustees assuming office at the July Board meeting.

The Board shall set the date of the annual meeting at least 30 days before the meeting and shall publish the date in the church newsletter or other official publication of the church.

A quorum for the annual meeting or any special meeting of the congregation, except when the Minister's contract is to be voted upon, shall be 20% of active membership of the congregation. At the annual meeting, the Board of Trustees shall present the proposed budget for the next fiscal year for member vote and approval. Simple majority will decide all votes unless otherwise stated in the By-laws.

At any meeting where the contract or tenure of the Minister, dissolution of the congregation, and/or selling of main church property is on the agenda for vote, a quorum shall consist of 51% of the total voting membership.

13. Only those measures published on the agenda for congregational vote for a given meeting shall be voted upon at that meeting. New issues raised by the congregation at the annual meeting or at any special meeting may be discussed but the vote must be tabled until all voting members can be given reasonable notice that the issue will be voted upon. In regards to the annual meeting, the Board President shall cause the agenda to be published in the church newsletter or other equivalent church publication at least 30 days before the meeting. Draft resolutions and background information shall be announced and made available at least ten days prior to a vote by the congregation.
14. At the time of the annual meeting, the congregation shall appoint 3 members who are not up for election to tally the ballots.
15. A special meeting of the congregation may be called by the Board of Trustees or by the congregation. To be called by the congregation, 20% of the active members must petition the Board in writing. The Board shall set the special meeting, whether called by the Board or by the congregation, within thirty (30) days after the meeting is called. Whenever possible, the Board shall provide at least twenty-one (21) days' notice and agenda of any special meeting. Notice shall be published in the church newsletter or other official church publication. Draft resolutions and background information shall be announced and made available at least ten days prior to a vote by the congregation.
16. The Minister may bring to the attention of the Board of Trustees or to the congregation at a meeting of the congregation any matters that seem pertinent to the

general welfare of the congregation and may make such recommendations as seem proper.

17. A policy shall define congregation-wide governance and shall be approved by the Board of Trustees. Procedures are the agreed-upon method in which policies are enacted and may be put into place by a vote of any team, subcommittee, or small group ministry. For example, it is the policy of the congregation that decisions about Sunday services are made by the Minister and Worship Team; that policy required Board approval. The procedure by which the Worship Team and the Minister come to those decisions are approved by the Worship Team.

Article IV. Teams/Small Group Ministry:

1. Any regularly meeting group that is not a sub-committee of the Board shall be referred to as a team or small group ministry. Teams will do the active work of the congregation. Small group ministry will meet for the benefit of the congregants' social and spiritual lives. Teams and small group ministry shall choose their own membership and leaders, with the exception of the Nominating Team and the Endowment Fund Team, and small group ministry shall set their own meeting times/places and agendas, unless directed by the Board.
2. An Endowment Fund Team shall be maintained as proscribed in the "CUUB Endowment Fund Proclamation" as adopted by the congregation on November 15, 2015 (The Endowment Fund Team is referred to as a Committee in the Proclamation).
3. The Nominating Team will develop leadership and nominate candidates for leadership positions in the congregation. They may request input from other teams and groups. The Nominating Team shall prepare and publish a list of candidates for vacancies for any elected positions in the congregation as well as delegates to represent the congregation at denominational meetings.
4. The Nominating Team shall consist of three to five active members of the congregation elected by the congregation at the annual meeting. The Minister shall serve on the Nominating Team as an ex officio member. They shall not be members of the Board of Trustees - nor immediate relatives of Trustees - during service on the Team. Every year, the Nominating Team shall ask the congregation for Nominating Team candidates at least 60 days before the annual meeting. If the Nominating Team membership drops below three members, the Board will appoint members to fill vacancies until the next annual meeting.
5. Thirty days before the annual meeting, the Nominating Team shall post and publish the list of candidates for all elected offices. These positions include the Board of Trustees, the Nominating Team, the Endowment Fund Team, delegates to regional and general Assembly, and Ministerial Search Team during times of ministerial search.

6. No nominee shall be listed without the nominee's prior consent. In the event that any nominee presented by the Nominating Team withdraws before the annual meeting, the Nominating Team shall present a replacement by posting and publishing at least one Sunday before the annual meeting or, if this is not possible, then at the annual meeting.
7. Team officers shall be determined by each team at the start of each church year. Team officers shall serve for no more than three consecutive years. An extension of officer tenure may be approved by the Board. No member shall chair more than one standing team nor be an officer on more than two standing teams. The Board Secretary will maintain a list of standing teams and officers.

Article V. Minister:

1. The Minister shall be in charge of the spiritual welfare of the congregation at its public worship services and shall perform other duties that are usual and customary or mutually agreed upon by the Board of Trustees.
2. When calling a new minister, the Board of Trustees shall appoint a seven (7) member Ministerial Search Team: four (4) members to be elected by the congregation at the annual meeting or a special congregational meeting called by the Board of Trustees and three (3) members to be appointed by the Board. Candidates for this Team will be nominated by self or by another active member, with the candidate's prior consent.
3. The calling of a minister, or the affirmation of the Minister's tenure, shall require two-thirds (2/3) vote of the active members at a meeting of the congregation called for this purpose. The tenure of the Minister shall not be called to question during the first two (2) years, nor twice in the space of twelve (12) months nor between June 1 and the 2nd Tuesday of September, except in a meeting of the congregation called by two-thirds (2/3) vote of the Board of Trustees.
4. In case of need, the Board of Trustees may hire an "interim" or temporary Minister, whose tenure shall not exceed that specified in the UUA Guidelines then in effect, upon such terms as the Board of Trustees may determine, and without necessity of confirmation or prior reference to a meeting of the congregation.
5. In the event of the resignation of the Minister, or in the event that their tenure is questioned and not affirmed at a meeting of the congregation, the Board of Trustees shall determine the appropriate terms of severance.
6. The Minister shall be a non-voting member, *ex officio*, of the Board of Trustees and all church teams/committees, except the Ministerial Search Team on which the Minister shall not be a member, and the Safer Congregation Team on which the Minister shall be a member with all voting rights.

Article VI. Denominational Affiliation:

1. This congregation is and shall be affiliated with the UUA. This congregation shall maintain membership in the Mid-America Region of the UUA.
2. This congregation shall financially contribute to the activities of the UUA and the Mid-America Region.

Article VII. Fiscal Year:

1. The fiscal year of the Church shall run from July 1 to June 30.
2. The Board of Trustees shall arrange for a financial review of the congregation's accounts and the accounts of the church organizations, such reviews to be conducted at least every five years. The reviewers shall not be members of the Finance Team and may be appointed from the voting members of congregation.
3. The Board of Trustees shall prepare a budget for the new fiscal year to be submitted for approval at the annual meeting of the congregation.

Article VIII. Board Meetings and Congregational Meetings:

1. The rules contained in Robert's Rules of Order, revised, shall govern the congregation in all cases to which they are applicable so long as they are not inconsistent with these Bylaws or the special rules of the UUA.

Article IX. Marriage Ceremony Authorizations:

1. We will follow Unitarian Universalist Ministers Association guidelines.

Article X. Bylaws:

1. These Bylaws shall be reviewed at least every five years.
2. Amendment or replacement of these Bylaws, so far as allowed by law, requires two thirds (2/3) vote of those voting at any meeting of the congregation that is called pursuant to Article III and where there is a quorum participating in the vote. Notice of any proposed change shall be contained in the notice of the meeting pursuant to Article III.

Article XI. Dissolution:

1. Should this congregation cease to function and the membership vote to disband, any assets of the congregation shall be transferred to the Unitarian Universalist Association, 24 Farnsworth Street, Boston, MA 02210 or its successors for its

general purposes, this transfer to be made in full compliance with whatever laws are applicable.

These Bylaws were adopted as and for the Bylaws of Community Unitarian Universalists in Brighton, a Michigan non-profit ecclesiastical corporation, at the first annual meeting of the congregation on May 21, 2000 and as amended thereafter.

Amended: May 20, 2001

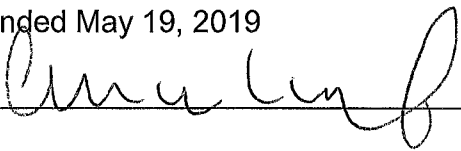
Amended: March 21, 2004

Amended: May 16, 2010

Amended: May 22, 2011

Amended May 01, 2016

Amended May 19, 2019

A handwritten signature in cursive script, appearing to read "Carrie Kempf", is written over a horizontal line.

Carrie Kempf, Secretary