**ARTICLE 1 – ORGANIZATION**

**Section 1 Name:** The name of the organization shall be Skagit Unitarian Universalist Fellowship (hereinafter called “the Fellowship” or “SUUF”).

**Section 2 Corporation:** The Fellowship is a religious corporation, organized and existing under the laws of the State of Washington.

**Section 3 Fiscal Year:** The fiscal year of the Fellowship shall begin July 1.

**Section 4 Diversity:** The Fellowship welcomes all people, without regard to race, color, sex, disability, affectional or sexual orientation, ethnicity, national origin, age, or socioeconomic status.

**ARTICLE II – PURPOSE**

The purpose of this fellowship is to create a welcoming and loving religious community that cares for our planet and its inhabitants, inspires spiritual growth, promotes justice, and encourages lives of integrity, joy, and service.

**ARTICLE III – DENOMINATIONAL AFFILIATION**

The Fellowship shall be a member of the Unitarian Universalist Association (UUA) and Pacific Western Region of the UUA. It is the intention of this Fellowship to make annual financial contributions equal to its full fair share.

**ARTICLE IV – MEMBERSHIP**

**Section 1 Membership:** A member is any person, eighteen (18) years or older, who supports the purpose of this Fellowship and Unitarian Universalist principles, who indicates their religious commitment and financial stewardship with a signed pledge card, and who attends a new member orientation program shall become a member upon approval of the Leadership Council and signs the membership book. Attendance at a new member orientation may be waived by the Board of Trustees (Board after consideration of a requested waiver stating the reasons for not wishing to attend an orientation. No person shall be denied membership who cannot afford to make a monetary contribution and indicates such on a current pledge form.

**Section 2 Privileges:** Persons who have been members at least fifteen (15) days may vote in congregational meetings, serve on the Board, nominating committee, or search committee.

**Section 3 Roster:** The treasurer, in consultation with the Fellowship’s Administrator (Administrator), shall be responsible for an accurate membership roster.

**Section 4a Retaining Membership:** In order to retain membership, each member must honor their spiritual and monetary commitment to the Fellowship by signing a new pledge card by the start of the fiscal year. The pledge may be modified, on account of financial hardship, upon written notification to the treasurer. Each member shall be contacted annually.

**Section 4b Withdrawal of Membership:** A member may withdraw from membership upon request. If a member fails to retain membership as described in Section 1, it shall be considered that they have withdrawn from membership.

**Section 4c Removal:** A person may be removed from membership for a serious charge, as defined by the Fellowship’s Disruptive Behavior Policy, upon an affirmative vote of a majority of the Board. Before the Board votes on such matters, it shall give the person involved at least fifteen (15) days advanced written notice that provides the reasons for the proposed action, together with an opportunity to be heard by the Board. The Board may reinstate a member who has been terminated.

**ARTICLE V – CONGREGATIONAL MEETINGS**

**Section 1 Annual meeting:** An annual meeting of the Fellowship shall be held each Spring at a date and time designated by the Board. The business to be transacted at this meeting shall include the election of Board members, adoption of a budget for the ensuing fiscal year, and other business as may be needed.

**Section 2** **Other Meetings:** Other congregational meetings needed to conduct the business of the Fellowship throughout the year shall be called by the Board or by a written petition of seven (7) or more members.

**Section 3 Notice of Meeting:** The business to be transacted at any congregational meeting shall be set forth in a notice of meeting published in the Fellowship’s newsletter and transmitted electronically to the membership at least fourteen (14) days prior to the meeting.

**Section 4 Quorum:** Thirty percent (30) percent of the membership shall constitute a quorum at any congregational meeting.

**Section 5 Motions:** An affirmative vote of a simple majority of those members present shall be required to pass a motion.

**Section 6 Approval:** An affirmative vote by two-thirds majority of those members present at a congregational meeting is required to approve decisions that include, but are not limited to, the following:

a. Making a ten (10) percent or more change to the adopted budget;

b. Making any major changes to the Long Range Plan;

c. Buying, selling, leasing for more than one year, encumbering, or otherwise disposing of real property;

d. Electing a ministerial search committee;

e. Amending these bylaws; and

f. Dismissing a minister.

**Section 7** **Calling a Minister:** An affirmative vote of eighty-five (85) percent majority of members present at a congregational meeting is required to call a minister.

**ARTICLE VI – THE BOARD**

**Section 1 Composition:** The Board shall consist of from five (5) to twelve (12) members of the Fellowship. Board members should reflect the diversity of the Fellowship.

**Section 2 Terms:** Terms for Board members shall be no more than three (3) consecutive terms, each term being two (2) years, regardless of the office being held. After leaving the Board, members shall not serve on the Board again for one (1) year. The terms of retiring members end and the terms of the newly elected members begin on July 1.

**Section 3 Vacancy:** When a vacancy occurs on the Board, any congregational member in good standing can be appointed, as an ad-hoc member by the Board, until the next annual meeting, at which time a replacement shall be elected to hold office for the remainder of the term as prescribed in Article VII. Filling a remaining term of one year or less shall not affect reelection as indicated in Section 2 above.

**Section 4 Resignation**: A Board member may resign from the Board. Moving from the area or failure to attend three (3) consecutive meetings of the Board, shall be considered resignation, except in the case of illness or leave of absence granted by the Board.

**Section 5 Quorum:** A quorum at meetings of the Board shall be three (3) members.

**ARTICLE VII – ELECTIONS**

**Section 1 Elections:** Election of Board members shall take place at the annual meeting and shall require a majority vote of members present.

**Section 2** **Board Candidates:** Candidates for the Board shall be nominated by the nominating committee or by volunteering. Names of all nominees shall be published in a notice of meeting. Any nomination must be with the consent of the person nominated.

**Section 3** **Ballots:** Members of the Board shall be elected by written ballot if there are more candidates than positions to be filled. A hand vote is acceptable for unopposed positions. Ballots shall be counted by two (2) members of the Board.

**Section 4 Absentee Voting:** SUUF members may vote by absentee ballot. A ballot shall be available to any member who requests one. The request must be made to the Administrator prior to the election. Any member voting an absentee ballot must sign the ballot and the ballot must be received by the Administrator the Tuesday before the election. Absentee ballots shall be opened and counted with the ballots taken at the congregational meeting.

**Section 5** **Nominating Committee:** The nominating committee shall consist of three (3) members of the Fellowship who are not on the Board. Their job shall be to find candidates to fill Board vacancies.

**ARTICLE VIII – DUTIES OF THE BOARD**

**Section 1 Board Duties:**

The Board shall:

1. Set policy and take action to administer the affairs of the Fellowship;
2. Prepare an annual budget for consideration and adoption by the members;

c. Establish standing and ad-hoc committees and approve their responsibilities;

d. Administer the real property of the Fellowship for its use and benefit with the restrictions outlined in Article V, Section 6c.

e. Approve all contracts with employees and independent contractors. The Council may delegate this authority as necessary to facilitate the work of the Fellowship.

f.Name the president, secretary, and treasurer and liaisons to committees and areas of responsibility. Meet regularly at least ten (10) times a year.

**Section 2** **Board President:** The president shall:

1. Preside at meetings of the Board and the Fellowship;
2. Represent the Fellowship on appropriate occasions;
3. Sign on behalf of the Fellowship any contract or other legal instruments authorized by the Board; and
4. Perform other functions and duties pertaining to the office and specified by the Board.

**Section 3**: **Vice President**: The vice president of the Board or another selected board member may act in place of the President in their absence.