

# BYLAWS OF SKAGIT UNITARIAN UNIVERSALIST FELLOWSHIP

As amended and approved by the congregation on 06/25/2023

## 1 ARTICLE 1 – ORGANIZATION

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

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

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

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

## 9 ARTICLE II – PURPOSE

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

## 13 ARTICLE III – DENOMINATIONAL AFFILIATION

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

## 17 ARTICLE IV – MEMBERSHIP

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

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

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

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

# BYLAWS OF SKAGIT UNITARIAN UNIVERSALIST FELLOWSHIP

As amended and approved by the congregation on 06/25/2023

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

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

## 9 **ARTICLE V – CONGREGATIONAL MEETINGS**

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

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

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

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

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

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

- 25 a. Making a ten (10) percent or more change to the adopted budget;
- 26 b. Making any major changes to the Long Range Plan;
- 27 c. Buying, selling, leasing for more than one year, encumbering, or otherwise disposing of real  
28 property;
- 29 d. Electing a ministerial search committee;
- 30 e. Amending these bylaws; and
- 31 f. Dismissing a minister.

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

# BYLAWS OF SKAGIT UNITARIAN UNIVERSALIST FELLOWSHIP

As amended and approved by the congregation on 06/25/2023

## 1 ARTICLE VI – THE BOARD

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

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

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

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

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

## 16 ARTICLE VII – ELECTIONS

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

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

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

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

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

## 32 ARTICLE VIII – DUTIES OF THE BOARD

33 **Section 1 Board Duties:**

# BYLAWS OF SKAGIT UNITARIAN UNIVERSALIST FELLOWSHIP

As amended and approved by the congregation on 06/25/2023

1 The Board shall:

2 a. Set policy and take action to administer the affairs of the Fellowship;

3

4 b. Prepare an annual budget for consideration and adoption by the members;

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

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

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

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

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

13 a. Preside at meetings of the Board and the Fellowship;

14

15 b. Represent the Fellowship on appropriate occasions;

16

17 c. Sign on behalf of the Fellowship any contract or other legal instruments authorized by the Board;  
18 and

19

20 d. Perform other functions and duties pertaining to the office and specified by the Board.

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