

Unitarian Universalist Small Group Ministry Network

BYLAWS

Adopted on September 13th, 2004, by the board of the Unitarian Universalist Small Group Ministry Network

Revision Adopted June 28, 2008 at the Annual Meeting of the UU Small Group Ministry Network.

Revised June 2010.

Article I. NAME

The name of this society shall be the Unitarian Universalist Small Group Ministry Network (UU Small Group Ministry Network.)

Article II. PURPOSE

1. The purpose of the UU SGM Network is to advance the Unitarian Universalist religion by promoting and supporting small group ministry and related shared ministry models in Unitarian Universalist congregations through the development of new resources, networking, and training opportunities.
2. The UU SGM Network shall maintain a working relationship status with the Unitarian Universalist Association of Congregations (UUA).
3. The UU SGM Network shall be incorporated as a 501(c)(3) organization under the current Internal Revenue Code.
4. The UU SGM Network shall be incorporated as a not-for-profit organization under the laws of the state of Pennsylvania.

Article III. MEMBERS

1. Qualifications
 - a. Membership in the UU SGM Network shall be open to Unitarian Universalist individuals and congregations who support the purpose of the UU SGM Network.
 - b. An individual or congregation becomes a member of the UU SGM Network after:
 1. submitting an enrollment form,
 2. paying the appropriate membership fee as established by the UU SGM Network Board, and
 3. receiving confirmation that the application was accepted (generally by e-mail).
 - c. Membership in the UU SGM Network shall not be restricted in any way on the basis of race, color, age, sexual orientation, religious preferences, nationality, political affiliation, occupation, educational status, physical abilities, or any other attribute not related to the person's support of the UU SGM Network.

2. Termination of Membership: a person shall cease to be a member:
 - a. upon resigning; or
 - b. upon failure to meet the qualifications of membership.

Article IV. BOARD OF DIRECTORS

1. The Board of Directors (hereinafter referred to as the Board) shall be elected at the Annual Meeting for one-year terms and are eligible for re-election. However, no officer or Board member shall serve more than three consecutive years in any one office except the Treasurer who may serve up to 5 consecutive years. (Rev. June 2010)
2. The duties of the President shall be to preside at business meetings, to represent the UU SGM Network at appropriate occasions, and to appoint committees in consultation with the Board of Directors. The President shall make a report at the Annual Meeting; this report shall include actions taken by the Board since the last meeting.
3. The Vice-President shall serve in the absence of the President, and shall represent the President when requested. The other primary responsibility shall be the coordination of events at General Assembly.
4. The duties of the Secretary shall be to keep minutes of all Board and Annual Meetings and an up-to-date mailing list of all members. The Secretary shall make minutes available to any member on request. The Secretary shall notify members of future plans and meeting dates.
5. The duties of the Treasurer shall be to process membership fees, to disburse funds for UU SGM Network expenditures and to maintain the financial records of the Network. [reordered]. The Treasurer shall make a full financial report at the Annual Meeting.
6. The Executive Board of the UU SGM Network shall consist of the President, Vice-President, Secretary, and Treasurer.
7. Any mid-term vacancies on the Board shall be filled by a majority vote of the Board with new officers serving through the next Annual Meeting.
8. The Board, on behalf of the UU SGM Network, may employ staff, and may delegate duties and responsibilities, notwithstanding that such duties or responsibilities may, under the Bylaws, be assigned to the delegating officer or committee member, as appropriate.
9. The Board will meet at least quarterly.
10. For the purposes of voting, a quorum of the Board shall be a simple majority of elected Board members.
11. The Nominating Committee shall be elected yearly at the Annual Meeting, will serve for one year, and will consist of no fewer than three nor more than five active members. This committee shall propose a slate for the Officers, new Board members, and the Nominating Committee.

Article V. MEETINGS

1. The Annual Meeting shall be held in conjunction with the General Assembly of the Unitarian Universalist Association, at a time and place determined by the Executive Board. Additional meetings of the UU SGM Network shall be announced to the membership with at least 14 days notice prior to the meeting date.
2. For the purpose of voting on UU SGM Network business, each individual member shall be entitled to one vote, and each member congregation entitled to three delegates with each delegate having a single vote. There is no provision for absentee or proxy voting at the Annual Meeting.
3. For the purpose of voting on UU SGM Network business at duly called meetings, a quorum shall consist of those members present at the Annual Meeting.

Article VI. COMMITTEES

1. The UU SGM Network shall establish the following standing committees:
 - a. Finance Committee,
 - b. Membership Committee,
 - c. Personnel Committee,
 - d. Education and Conference Committee,
 - e. Publications Committee, and a
 - f. Grants Committee.
2. A Finance Committee composed of the Treasurer and two other Board members shall be appointed by the President after the Annual Meeting. It shall be the duty of this committee to prepare an annual budget for the fiscal year and submit it to the Board at the Annual Meeting. The fiscal year shall correspond with the fiscal year of the UUA, July 1 to June 30.
3. The Membership Committee shall include the Secretary and at least one other Board member. The purposes of this committee are to maintain a current list of all members, design and implement such programs to develop and support membership.
4. The Personnel Committee shall consist of at least two Board members and have responsibility for preparing job descriptions, contracts, and other paperwork related to any contract worker of the UU SGM Network. This Committee shall be empowered to negotiate employment conditions with such workers and make recommendations to the Board regarding them.
5. The Education Committee shall consist of at least three board members and be charged with creating, arranging, and holding quality trainings, workshops, and conferences.
6. The Publications Committee shall oversee the publication of the newsletter and all other publications.
7. The Grants Committee shall research, solicit, and apply for grants to support the work of the Network.
8. Special (Ad hoc) committees may be appointed by the President as needed to study special topics or problems pertaining to the UU SGM Network. The President shall be a member ex-officio of all committees except the Nominating Committee.

Article VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised Edition shall govern the Network in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Article VIII. AMENDMENT

These Bylaws may be amended at the Annual Meeting or any regular Board Meeting by the affirmative vote of at least two-thirds of the active members present and voting at such meeting provided that advanced written notice of such amendments shall be given along with notice of the meeting at which such action is to be considered. Notice shall be given via posting to the WEB and e-mail notification by the President. Following notification of draft changes, the Board shall allow a 30-day comment period to the President.

Article IX. DURATION AND DISSOLUTION

1. The UU SGM Network shall continue until a proposal for dissolution shall be passed by the Executive Board and the voting members of the Association. For purposes of notice and voting requirements, any such proposal shall be treated as an Amendment to these Articles and shall comply with the provisions of Article IX hereof.
2. Upon the dissolution of the network, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the Network, dispose of all the assets of the network exclusively for the purposes of the organization in such manner, or to such organization(s) operated exclusively for the charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law) as the UU SGM Network shall determine. Any such assets shall be disposed of by the Court of Competent Jurisdiction of the county or district in which the principal office of the Association is located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.
3. The UU SGM Network will prefer to designate as the recipient of such remaining assets the general fund of the Unitarian Universalist Association, 25 Beacon Street, Boston, Massachusetts 02108.