

# First Unitarian Universalist Church

## BYLAWS OF FIRST UNITARIAN UNIVERSALIST CHURCH OF HOUSTON, TEXAS



### ARTICLE 1 THE BOARD OF TRUSTEES

#### A. Election and Dismissal of Officers

At their first meeting following the General Meeting, the Board shall elect from its members a President and one Vice-President. Their terms of office shall be one year. Any of these officers, if eligible, may be re-elected for a second term in the same office, but no trustee may serve in these two offices for a combined term of more than three consecutive years.

An officer of the Board may be removed from office by a two-thirds (2/3) majority of the total voting membership of the Board, after ten days notice to the Board members, at a regular Board meeting or a meeting called for this purpose.

#### B. President

The President shall preside at all meetings of the Church Membership and of the Board of Trustees and shall perform other duties as prescribed by the Board.

#### C. Vice-President

The Vice-President shall perform the duties of the President in the absence of the President and perform other duties as prescribed by the Board.

#### D. Executive Committee

The President, Vice-President, and Senior Minister shall constitute the Executive Committee of the Board. It shall be the responsibility of the Executive Committee to see that the policies and decisions of the Board are executed. The Committee shall have limited decision-making authority at the discretion of the Board.

#### E. Clerk

The Clerk shall keep a record of all meetings of the Membership, keep minutes and

attendance records of all meetings of the Board, keep custody of copies of all papers and documents pertaining to the Clerk position, and perform other duties as prescribed by the Board. All records of the Clerk remain the property of the Church.

F. Treasurer

The Treasurer shall (1) maintain the General Fund, Reserve Fund, and special funds designated by the Board, (2) keep account of all receipts and expenditures, (3) pay such obligations as are approved by the Board, and (4) render a financial statement of the Church at the General Meeting, at each regular Board meeting and at other times as prescribed by the Board.

The Treasurer and others having signature authority over Church funds shall be bonded. The books shall be audited each year by an individual or group approved by the Board.

G. Other Non-Voting Members

The Board shall have the discretion to designate additional non-voting positions on the Board of Trustees, and appoint qualified members to fill the positions.

**ARTICLE 2 COMMITTEES AND TASK FORCES**

A. Board Review of Committee and Task Force Structure

The Board shall review the existing committee and task force structure of the Church each year, organize new ones, dissolve existing ones as it deems necessary and appoint or confirm the election of chairpersons of all groups (except the Nominating Committee). Each committee or task force shall have certain responsibilities defined by the Board.

B. Endowment Committee

There shall be a permanent committee known as the Endowment Committee. The Chairperson and members shall be appointed by the Board. The Committee shall manage the Endowment Fund, recommend to the Board investment policies and encourage the long-term financial support of the Church by its members and friends.

The Chairperson of the Endowment Committee shall present a financial statement of the Endowment Fund to the Board on at least a semiannual basis or as requested by the Board.

### C. Stewardship Committee

There shall be a permanent committee known as the Stewardship Committee. The six members of this committee will each serve a three year term with the terms of the Committee members being staggered so that each year two new members are elected and two members retire from the Committee. Each year the Nominating Committee will select the nominees from the members of the Church for the available positions and the new members will then be elected by the Board of Trustees no later than the June meeting.

The Stewardship Committee will select their chair from among the members of the Committee. When a vacancy exists on the Committee the members of the Board of Trustees will elect a qualified member of the Church to fill the vacancy.

The responsibilities of the Committee are as follows:

- To be responsible for the Annual Membership Canvass Drive each year
- To work with a staff person designated by the Senior Minister to monitor the payment of pledges
- To alert the Senior Minister of potential need for pastoral care detected while following up on delayed pledges.
- To work with the Senior Minister to insure that incoming members are canvassed.
- At the end of the Drive, but not later than December 31, the Committee shall submit to the Board written lists of all who have and have not renewed membership.

### **ARTICLE 3 AFFILIATIONS**

First Unitarian Universalist Church is a member congregation of the Unitarian Universalist Association (UUA) and the Southwest District of the UUA. The membership number reported to the UUA each year shall be the membership number reported and accepted at the January Board of Trustees' meeting. This is the number on which our annual assessment to the UUA and the Southwest District is based.

May 19, 2010