

BY-LAWS
OF
POCATELLO UNITARIAN UNIVERSALIST FELLOWSHIP, INC.
Adopted June 4, 2023

ARTICLE I – NAME

The name of this organization is Pocatello Unitarian Universalist Fellowship, Inc. It will be referred to hereinafter as "Fellowship."

ARTICLE II – AFFILIATION

The Fellowship is an affiliated organization with the Unitarian Universalist Association ("UUA") and the Pacific Western Region ("PWR") of the UUA.

ARTICLE III – PURPOSES

The purposes of the Fellowship are to affirm and promote the Principles of the UUA, to hold religious services, to conduct a program of religious exploration for children and adults, to provide other religious programming, to provide a public forum for discussion of and action on social justice issues, to engage in charity and community service, and to hold and maintain such property as these activities may require.

ARTICLE IV – MEMBERSHIP

Membership in the Fellowship is open to anyone who indicates an expressed desire to join in the pursuit of the purposes stated in Article III and signs the membership book. If a person is unable to sign the membership book for reasons of physical ability or physical distance, they may designate a Board member to sign for them and initial the entry; a parent may sign for a junior member. No declaration other than that of a desire to affiliate is required of any person seeking membership. No one will be excluded from membership because of race, nationality, political or religious beliefs, physical or mental challenge, sexual orientation or gender, or gender identity.

The minimum age for voting members is sixteen. Those under the age of sixteen are considered junior members.

Members have an ever-evolving understanding of the UUA Principles and Sources as guidelines. The expectations, benefits, and responsibilities of membership

include participation in the Fellowship's mission and vision, through a combination (unique for each member) of involvement in programs. Members nurture the Fellowship through stewardship of treasure, time, and talent, and through voting and participating in the Fellowship's business.

The Board of Directors ("Board") reviews the roster of members each year. The Board may decide to remove members if there has been a long-term absence from participation. Dangerous or disruptive behavior may also be cause for removal from the membership. In removing members, the Board follows a careful discernment process that includes consulting with the Membership Committee (if active) and communicating directly with the member in question. A member may request that their name be removed from the membership.

ARTICLE V -- BOARD OF DIRECTORS

The legal powers of the Fellowship and the power to own and hold property are vested in the Board, which consists of a President, a Vice-President, a Secretary, a Treasurer, a Past President, and zero to three Directors At Large. Membership in the Fellowship is required for election of all officers and Directors At Large to the Board. The minister is an ex officio, non-voting member of the Board. Board members may delegate or seek assistance in carrying out their duties.

The Board will meet at least ten times a year, at such times and places as the President designates. A quorum is a majority of the members of the Board. Actions of the Board will be determined by a simple majority of Board members present and voting. All meetings of the Board will be announced to the membership of the Fellowship and will be open to any member.

The Board is empowered to make all necessary decisions for the Fellowship but may not elect the positions otherwise provided in these By-Laws, nor pass resolutions in the name of the Fellowship. In making decisions, the Board takes into consideration the Fellowship's mission and vision and the specific recommendations of the committees and task forces of the Fellowship.

Any decision of the Board may be brought before a meeting of the full membership of the Fellowship for a vote by the petition of one-fourth of the voting members. Votes taken because of such a petition will require a simple majority of the members present and will be binding upon the Board.

ARTICLE VI -- DUTIES OF THE OFFICERS OF THE BOARD

President: In conjunction with the Board and the minister, the President represents, through model and teaching, UUA principles to the Fellowship and the

southeast Idaho community at large, including contact with the media. The President is a link for the Fellowship to outside entities, including the UUA, PWR, interreligious groups, and other congregations. It is the duty of the President, in their capacity as Chairperson of the Board, to call meetings of the Board, prepare its agenda, and conduct its meetings. All major actions of the Board will be reported to the Fellowship within two weeks of said action by the Board, either by weekly update, at a regular Sunday meeting, or at a regular or special business meeting.

Vice-President: The Vice-President assists the President and performs the duties of the President in the absence of the President. They will succeed to become President the next year and Past President the following year.

Secretary: The Secretary executes all official correspondence for the Fellowship. They will maintain a record of all meetings of the Fellowship in which decisions are made by vote of the Board. They will keep a record of all meetings and all actions of the Board. They will maintain these By-Laws, making such changes and additions as determined by vote of the membership as specified in Article X. Minutes of Board meetings will be available upon request by mail or email.

Treasurer: The Treasurer provides advice and direction for all fiscal matters. They are responsible for placement and oversight of funds in investments, financial reports for Board meetings and Annual Meetings, payments, deposits, and accounting for bills and donations, both fiduciary and in-kind.

Directors At large: Directors At Large assist the President and may serve as liaisons to committees.

Past President: The Past President serves as an ex officio, non-voting Board member. They assist the President and Board members as needed and serve as the Chair of the Leadership Development Committee.

ARTICLE VII – ANNUAL MEETING, ELECTIONS AND BOARD TERMS

The Annual Meeting will be held in May or June of each year, before the end of the June 30 fiscal year. The purpose of the Annual Meeting is to elect Board officers and Directors At Large, vote on any proposed changes to the By-Laws, review the budget for the following fiscal year, adopt any resolutions, and to hear reports from the Board, the minister and committees. A majority vote of a quorum, which will consist of not less than 30 percent (30%) of the Fellowship members, will be sufficient to elect.

Absentee voting for Officers and Directors At Large will be allowed if a member is not able to attend the Annual Meeting. Absentee ballots may be requested from the Secretary within two weeks of the Annual Meeting. Absentee votes must be received by the Secretary by mail or email 24 hours prior to the beginning of the Annual Meeting; otherwise, they will not be counted. No vote in any election or other vote of the Fellowship may be cast by proxy.

The Vice-President will progress to serve in the office of President the next year and Past President the following year and thus will be elected for a three-year term. There will be no separate election for the positions of President and Past President.

The Secretary and Treasurer will be elected to two-year terms.

There will be zero to three Directors At Large, elected to alternating two-year terms.

Terms of office correspond with the Fellowship's fiscal year, July 1 to June 30. All officers of the Board must be members of the Fellowship.

Should a vacancy occur in the office of the President, the Vice-President will succeed to the Presidency; the Board will call a special meeting of the Fellowship, at which a Vice-President will be elected. Should any of the other offices become vacant, the Board will appoint a person to complete the term through the end of the fiscal year, with an election occurring at the next Annual Meeting.

A recall election will be held upon petition of one-half of the membership of the Fellowship that an officer be removed from office. If less than a majority of those present and voting at the meeting at which such an election is held vote to sustain the officer in question, the office will be declared vacant and will be filled as prescribed above.

ARTICLE VIII -- COMMITTEES

The Board may set up committees as needed to accomplish the Fellowship's mission and vision. Such committees may include, but are not limited to, the following:

Religious Exploration Committee
Worship Service Committee
Caring Committee
Hospitality Committee

Social Justice Committee
Membership Committee
Stewardship Committee
Building/Maintenance Committee
Communications Committee
Committee on Ministry

There is one Standing Committee: The Leadership Development Committee, assembled and chaired by the Past President. The Leadership Development Committee connects members with leadership training opportunities at regional and national UUA meetings and leadership workshops/schools; helps members and friends find active participation in lay leadership; and works with the Board to determine open elective positions and prepare a slate of nominees for Board positions, for election at the Annual Meeting.

ARTICLE IX – RESOLUTIONS

Resolutions expressing the opinion of the Fellowship must receive the affirmative vote of at least two-thirds of the membership of the Fellowship. Proposed resolutions will be voted upon in a general membership meeting. Resolutions regarding social justice issues will include a study period preceding the general membership meeting sufficient for careful consideration of the issue.

Ballots to vote on the adoption of a resolution will be mailed or emailed at least two weeks in advance to all members and may be submitted by absentee communication through mail or email to the Secretary. The final decision will be made at an Annual Meeting or at a general membership meeting.

ARTICLE X -- AMENDMENTS

These By-Laws may be amended or repealed by a simple majority vote of the membership of the Fellowship. By-Law amendments will be voted upon at an Annual Meeting or a general membership meeting. Notice of any proposed change will be given in writing or by email to the membership at least two weeks in advance of the meeting.

ARTICLE XI – DISSOLUTION

Should the Fellowship cease to function and the members vote to disband, any assets of the Fellowship will be transferred to the Unitarian Universalist Association or to another Unitarian Universalist congregation.

CERTIFICATE AS TO BY-LAWS

The President and Secretary of Pocatello Unitarian Universalist Fellowship, Inc., certify that the above By-Laws were adopted on the 4th day of June, 2023, and now constitute the By-Laws of the Fellowship.

Signed Rebecca Hardy Date June 4, 2023
President

Signed Mark Smith Date June 4, 2023
Secretary