

CONSTITUTION
UNITARIAN UNIVERSALIST CHURCH OF CORTLAND, NEW YORK

As amended at the Annual Meeting 4 JUNE, 2006

ARTICLE I. Name

The organization shall be known as the Unitarian Universalist Church of Cortland New York.

ARTICLE II. Purposes and Mission

We, The Unitarian Universalist Church of Cortland, nurture and honor the individual and shared searches for spiritual, intellectual and emotional understanding. We draw upon the UU traditions which find truths in many religious teaching. We strive to address social concerns in the larger community and provide an open, caring, supportive community of our own.

ARTICLE III. Allegiance

This Church acknowledges the Unitarian Universalist Association as the keeper of the records and of the decisions made by the collective memberships as voted at the General Assemblies. This Church recognizes the need for cooperation with and support of the St. Lawrence District and the national office.

ARTICLE IV. Membership

Sec. 1. Any person may become a member of this Church who is in sympathy with its purpose and program, and who has signed the Parish Records Book. No subscription to creed will be required of a new member, although the Board of Trustees shall first be satisfied that the candidate for membership is informed and aware of the purpose and program of the Church.

Sec. 2. This Church maintains a policy of admitting persons to membership without discrimination on account of race, color, gender, national origin or sexual orientation.

Sec. 3. An active member is one who participates in the services, activities and programs of the Church.

Sec. 4. At the discretion of the Board of Trustees, any member who has not participated in or contributed to the programs of the church for an extended period of time will no longer be considered an active member.

Sec. 5. A Friend of the Church is a person who supports the Church in any manner, but does not wish to become a member.

Sec. 6. A Friend may serve on committees, but may not be Convener.

Sec. 7. A Friend may have voting privileges only in the committee on which he/she serves.

ARTICLE V. Church Governance

The legal membership of the Church shall have the ultimate authority over Church property, policies and finances. The membership hereby delegates authority to administer the affairs of the Church to the Board of Trustees. The Board shall consist of seven church members; the President,

the Secretary, the Treasurer and four (4) trustees. All will be voting members of the Board. The Board shall select someone from its membership who will serve as President pro tem in the absence of the President.

ARTICLE VI. Officers and their duties.

Sec. 1. The officers of the Church shall include the President, the Secretary, and the Treasurer.

Sec. 2. President. It shall be the duty of the President to preside at all meetings of the Board of Trustees and of the Church membership and to participate and vote in all actions of the Board and the Church membership meetings. It is the responsibility of the President to determine the time, place, and agenda.

Sec. 3. Secretary. It shall be the duty of the Secretary to keep a record of all meetings and actions taken, to be placed on file in the Church office, and to maintain the Parish Records Book.

Sec. 4. Treasurer. It shall be the duty of the Treasurer to receive and keep account of all money belonging to the Church and to expend the same as directed by the Church membership or the Board of Trustees and to give financial reports at all meetings. An Assistant Treasurer to assist the Treasurer as directed may be named by the Board and need not be a member of the Board of Trustees.

ARTICLE VII. Elections and terms of office.

Sec. 1. President, Secretary, and Treasurer. The President, Secretary, and Treasurer shall be elected annually and shall serve a term of one year.

Sec. 2. Trustees. The four Trustees shall be elected to terms of two (2) years, in such a manner that two persons shall be elected to these offices at each annual meeting.

Sec. 3. Alternate Trustees. At each annual meeting, three (3) Alternate Trustees shall be elected for a term of one (1) year. They shall serve as voting members at any Board meeting where regularly elected Trustees are unable to attend.

Sec. 4. Vacancies. If a place on the Board of Trustees becomes vacant, it may be filled by the action of the remaining members of the Board of Trustees, such appointment to serve until the next regularly scheduled election.

ARTICLE VIII. Meetings.

Sec. 1. Annual Meetings. The annual meeting of the Church membership shall be held during the first two weeks of June of each year. Notice of the Annual Meeting shall be made three (3) times from the pulpit on three successive Sundays prior to the meeting. At the meeting, the members shall elect all necessary Trustees and Officers, and conduct such other business as shall be deemed necessary, including amendments to the constitution. Due announcement of all other Church meetings shall be made from the pulpit or by written notice to the membership two weeks prior to any such meeting.

Sec. 2. Board of Trustees Meetings. The Board of Trustees shall meet once each month for the transaction of business. Four members present shall constitute a quorum at any Board meeting.

Sec. 3. Removals. Should a member of the Board of Trustees be regularly absent from meetings of the Board without explanation, the Board shall have the power to remove this member from the Board, informing said member, and to appoint another to serve until a regular member is chosen at the next regularly scheduled election.

Sec. 4. Special Meetings. Special meetings of the congregation may be called at any time by the President, or at the request of six Church members. Only members may vote at such meetings. Special meetings of the Board may be called at any time by the President, or at the request of six Church members. Only Trustees may vote at such meetings.

Sec. 5. Voting requirements. Actions taken at the Annual Meeting, a Special Meeting, or a Congregational Meeting shall require a majority vote of the active members present.

Sec. 6. Fiscal Year. The fiscal year of the Church begins on July one (1) and ends on June thirty (30).

ARTICLE IX. Committees

Sec. I. Committees. The Board of Trustees may appoint and/or approve standing or ad hoc committees to meet the needs of the church.

Sec. 2. Conveners of Committees. The committee Convener is responsible for the administration of the committee, including the time, place, agenda, and facilitator for the meetings.

ARTICLE X. Denominational Support.

The church pledges to contribute each year, according to its ability, to the Unitarian Universalist Association Annual Fund, the St. Lawrence Unitarian Universalist District of Churches and Fellowships, and the New York State Convention of Universalists.

ARTICLE XI. Religious Education.

Sec. 1. Children's Religious Education. A program for the Religious Education of the children shall be provided by the Board of Trustees. The Board of Trustees and such other members as shall be appointed for that purpose shall guide the CRE program. The Board of Trustees may appoint a Director of Children's Religious Education.

Sec. 2. Adult Religious Education. The Board of Trustees may organize a program for adult religious education.

ARTICLE XII. Statistics and Records.

A Parish Record Book shall be maintained by the Secretary, in which shall be recorded the names of all Church Officers and Church members, records of deaths, funerals, marriages, and dedications etc. and notices of reception into membership and withdrawal.

ARTICLE XIII. Ministry.

Sec. 1. A Minister may be called by a two-thirds (2/3) vote of the active Church members present at a meeting called for that purpose.

Sec. 2. The Minister, if one is engaged, shall be an honorary member of the Board of Trustees.

Sec. 3. In the absence of a full-time minister, the Board of Trustees has the power to supply the pulpit.

Sec. 4. An Intern or Interim minister may be called by a two-thirds ($2/3$) vote of the active church membership present at a meeting called for that purpose.

ARTICLE XIV. Implementation.

This constitution shall go into effect upon approval by the active membership at a meeting which has been announced twice publicly and for which at least fifteen (15) days notice has been given.