BYLAWS
of the
NORTHEAST IOWA UNITARIAN UNIVERSALIST FELLOWSHIP

Article 1. Name
1.01 The name of this religious fellowship shall be the "Northeast Iowa Unitarian Universalist Fellowship", or NEIUUF, hereafter referred to as "this fellowship."

Article 2. Affiliation
2.01 This fellowship shall be a member of the Unitarian Universalist Association and of the MidAmerica Region or the legal successors thereof. This fellowship subscribes to their constitution and bylaws, but also reaffirms the independence and autonomy of local churches and congregations, both as to individual freedom of belief and congregational freedom of decision and action.

2.02 It is the intention of this fellowship to make annual financial contributions equal to or greater than its full Fair Share as determined by the Association and the Region.

Article 3. Purpose
3.01 This fellowship shall devote its resources to and exercise its corporate powers for religious, educational and humanitarian purposes. The primary purpose of this fellowship is to affirm and promote the principles of Unitarian Universalism, assisting its members to meet their own spiritual needs and their ethical responsibilities to others and to the environment.

3.02 This fellowship declares and affirms its special responsibility to promote the full participation of persons in all its activities and in the full range of human endeavor without regard to race, color, sex, disability, affectional or sexual orientation, age (with the exception of a minimum age for voting membership), or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

3.03 This fellowship aims to provide for its members activities including but not limited to regular religious services, educational programs for all ages, community service opportunities, and avenues for charitable giving.

Article 4. Membership
4.01 Any person 18 years of age or older who is in sympathy with the purposes and programs of this fellowship may become a member by signing the fellowship membership book.

4.02 Members are expected to support the fellowship through personal participation and financial contribution as means permit. Members are encouraged to learn about Unitarian Universalism and the Unitarian Universalist Association.

4.03 New members shall be officially welcomed by the fellowship in such a manner as determined by the Board of Trustees. Each new member shall receive a copy of these bylaws.

4.04 All members shall receive electronic copies of revised bylaws or paper copies on request.

4.05 Withdrawal of membership may be made by notifying in writing the Secretary of the fellowship and such notice shall be transmitted to the Board of Trustees. A member's name may be removed from the Membership Roll in case of: (1) the member's death, (2) moving away, (3) written request by the member to the Fellowship Coordinator, (4) a period of inactivity over one year, pending review by the Board, or (5) removal by a two-thirds (2/3) vote of the Board for actions that threaten the well-being of the Congregation.

Article 5. Decision-Making and Meetings

5.01 This fellowship is committed to the process of decision-making by consensus of all members present whenever possible. When consensus cannot be reached on a matter, however, the Chair shall so declare and actions shall require a two-thirds (2/3) majority unless otherwise specified in these Articles. Voters must be present to vote.

5.02 The dates of regular non-business meetings of the fellowship shall be determined by the fellowship itself, or by any person or persons designated by it.

5.03 The annual business meeting shall be held each year in the month of April or May at such time and place as shall be fixed by the Board of Trustees. Twenty-five percent (25%) of the voting members shall constitute a quorum at such a meeting. The agenda for the annual meeting shall include adoption of the annual budget, election of Board of Trustees members, election of Nominating Committee members, reports of officers and staff, and other business as appropriate. Notice of the meeting in written form shall be sent to all members at least fifteen (15) days prior to the meeting.

5.04 Special business meetings may be called at the written request of any five members. The business to be transacted at such meetings shall be set forth in the notice of the meeting, which shall be sent to all members in written form at least fifteen (15) days prior to the meeting. Twenty-five percent (25%) of the voting membership shall constitute a quorum at such a meeting.

5.05 The resolution of the following matters in this fellowship is reserved to the exclusive jurisdiction of membership meetings at which regular rules regarding a quorum, consensus, and voting apply: (1) Adoption and amendment of the bylaws; (2) Election and dismissal of Trustees; (3) Expenditures in excess of the budgeted amounts approved by the fellowship.

5.06 The resolution of the following matters in this fellowship is reserved to the exclusive jurisdiction of membership meetings at which a quorum shall consist of forty percent (40%) of the voting membership, and should no consensus be reached by the assembled voting members, a vote must be carried by at least a three-fourths (3/4) majority: (1) The purchase of, encumbrance upon, or conveyance of real property; (2) Election and dismissal of a minister; (3) Dissolution of the fellowship.

5.07 When meetings of the fellowship are made available online, attendance may be in-person or online for the purposes of voting and determining a quorum.

Article 6. Board of Trustees

6.01 At each Annual Meeting the Fellowship shall elect by ballot General Trustees to the Board of Trustees

6.02 The Board of Trustees shall be five (5) in number and consist of two (2) officers and three (3) General Trustees. All trustees are initially elected as General Trustees by the membership at the Annual Meeting. The General Trustees shall elect the Board Chair and Treasurer from amongst themselves at the first meeting of each fiscal year if such offices are open at that time and whenever such offices are open

It is recommended that the Board Chair have served on the Board for at least one year before being elected to that office. Officers shall hold office at the Board's pleasure. The names of officers shall be announced to the membership in a timely and appropriate fashion. Board minutes will be recorded by the Fellowship Coordinator.

6.03 Terms of office shall correspond to the fiscal year. General Trustees shall serve for three (3) years and shall be limited to two (2) consecutive terms. Serving more than one-half of a term shall be considered a full term. The transition to three-year terms will begin with the 2019 election of Trustees. When three Board members are elected in 2020, they will decide among themselves which one of them serves a two-year term..

6.04 The Treasurer shall be limited to two (2) consecutive two (2) year terms in that position. The Chair may hold office for up to two (2) consecutive years and, up to three (3) years in a six year timeframe.

6.05 The Chair and Treasurer are authorized to act as signatories for accounts and all legal matters.

6.06 An individual who has served as a General Trustee for two consecutive terms may begin on the Board again after a two-year waiting period. Mid-term vacancies of a General Trustee will be filled by appointment of the Board until the next Annual Meeting**.**

6.07 Any adult who has been a member of the fellowship for at least one (1) year may be a Trustee.

6:08 Board members must be from different households.

6:09 Members may not serve on the board if someone from their household is a ministerial or non-ministerial staff member.

6.10 The Board of Trustees shall have general charge of the property of the fellowship, the conduct of all its business affairs, and the control of its administration, including the appointment of such committees as it may deem necessary. It may fill committee vacancies with persons who shall serve until the next annual meeting.

6.11 The Board of Trustees shall hold at least two (2) meetings per calendar quarter at such times as the Board shall determine. Notice of these meetings shall be given to the Fellowship at least forty-eight (48) hours in advance.

A quorum shall consist of three (3) members of the Board.

6.12 All meetings shall be open to any interested party, except that the Board shall have the authority to determine that it is in the best interests of the fellowship that a particular item or particular items of a confidential nature, such as confidential personnel issues, be considered in executive session. A decision to hold an executive session must be made in an open meeting. Only elected members of the Board or others specifically invited by the Board may participate in an executive session.

6.13 As in fellowship business meetings, the Board of Trustees shall utilize the process of decision-making by consensus whenever possible. When consensus cannot be reached by the Board on a matter, the Chair shall so declare and decisions shall require a two-thirds (2/3) majority and at least three (3) affirmative votes unless otherwise specified in these Articles.

6.14 When Board of Trustee meeting are made available online, attendance may be in-person or online for the purposes of voting and determining a quorum.

Article 7. Standing and Fellowship Committees

7.01 The creation of Standing Committees must be approved by the Board of Trustees.

7.02 The Nominating Committee shall be have three (3) voting members composed of the following: 1) one Trustee appointed by the Board of Trustees, in July of each year, and 2) two at-large members elected by the Members at the Annual Meeting. No person shall serve on the Nominating Committee for more than six (6) consecutive years.

7.02a The Nominating Committee shall notify the voting members of the Fellowship of its nominations for Trustees at least fifteen (15) days before the Annual Meeting by listing such nominations on the notice of the Annual Meeting.

7.02b The Nominating Committee member with membership of longest duration in this fellowship shall hold the responsibility of convening the Committee.

7.03 In the event of a vacancy in the position of minister, the fellowship shall hold a special meeting to select a Ministerial Search Committee composed of seven (7) members from a slate prepared by the Nominating Committee. The composition of the Committee shall be two (2) Board members and five (5) voting members. The Nominating Committee shall submit the nominees to be voted upon at the special fellowship meeting.

Article 8. The Minister

8.01 The specific duties of the minister shall be as prescribed by the Board of Trustees. In general, the minister shall be responsible for the conduct of services within the fellowship and the fellowship's spiritual interests and affairs. The minister shall have freedom of the pulpit as well as freedom to express his or her opinions outside of the pulpit.

8.02 The minister shall be an ex-officio member of the Board of Trustees and of such committees as the Board shall designate.

8.03 The minister shall be called upon recommendation of the Ministerial Search Committee by a consensus of a quorum of 40% of the membership in official meeting or, when no consensus can be reached, by three-fourths (3/4) majority vote of as prescribed by Article 5.

8.04 The minister may be dismissed by the same process as prescribed for calling a minister above and stated in Article 5.

8.05 In the event of the minister's dismissal, his or her salary and allowance shall be continued for three months after the date of dismissal. Should the minister offer his or her resignation, three months' notice must be given at the time the resignation is made, except as the Board of Trustees may allow an interval of less time.

8.06 When no professional minister serves the fellowship, the Board of Trustees shall share responsibilities for the duties normally performed by the minister.

8.07 Nondiscrimination In Hiring: The fellowship shall not discriminate in its hiring practices on the basis of race, color, gender, gender identity, affectional or sexual orientation, age, national origin, disability, economic status or religion.

Article 9. Fiscal Year
9.01 The fiscal year shall begin July 1 and end June 30.

Article 10. Dissolution
10.01 The membership may decide by consensus to dissolve the fellowship in a meeting at which a quorum shall consist of forty percent (40%) of the voting membership. Should no consensus be reached by the assembled voting members, a vote for dissolution must be carried by at least a three-fourths (3/4) majority of those present and voting.

10.02 In the case of dissolution of the fellowship, all of its property, real and personal, after paying all just claim upon it, shall be conveyed and vested in the Unitarian Universalist Association or its legal successor, or to any Unitarian Universalist related organization, and the Board of Trustees of the fellowship shall perform all actions necessary to effectuate such conveyance.

Article 11. Amendments
11.01 These bylaws, so far as allowed by law, may be amended or replaced at any meeting of the fellowship by a consensus decision of a quorum representing at least 25% of the voting membership or, when consensus cannot be reached, by a two-thirds (2/3) majority vote as specified in Article 5. Notice of any proposed change shall be contained in the notice of the meeting, which shall be sent at least fifteen (15) days in advance of the meeting.