

BYLAWS OF THE UNITARIAN CONGREGATION OF GUELPH
May 2015

Article 1: Name

The name of this religious society shall be the Unitarian Congregation of Guelph

Article 2: Purpose

The Unitarian Congregation of Guelph is a spiritual community that is deeply rooted in Unitarian Universalist principles which provide a spiritual basis for ethical living. We celebrate diversity, affirm each individual and support social and environmental justice through a democratic process. We welcome all seekers of truth and meaning into our religious community.

The purposes of the Unitarian Congregation of Guelph are:

- To advance and teach the religious tenets of Unitarian Universalism.
- To establish, maintain and conduct Unitarian Universalist religious services.
- To establish, maintain and conduct programs for religious education.
- To promote the spiritual enrichment of Members and Friends of the Congregation.

The Congregation affirms and promotes the full participation of persons in all our activities, including membership, programming, hiring practices and the calling of religious professionals, without regard to race, colour, gender, transgendered identity, physical challenge, or sexual orientation or national origin.

Article 3: Membership

3.1 Any person sixteen years of age or over who supports:

1. the by-laws of the congregation,
2. the CUC Statement of Principles,
3. the purposes and programs of the Congregation and
4. makes a responsible contribution to the Congregation

And signs the Membership Book is eligible to become a member.

3.3 Termination of Membership

A member's name may be removed from the membership list upon the member's written or oral request, or when the member has not met all of the requirements in Section 1 during the current or previous calendar year, or has not responded to a request for confirmation of continuing membership sent to his or her last known address.

Article 4: Affiliation

The Congregation shall be a member of the Canadian Unitarian Council.

Article 5: Meetings

5.1 The Annual General Meeting shall be held each year in May at a time and place chosen by the Board of Directors.

5.2 Special meetings may be called by the Board of Directors or by written request of any five members addressed to the President of the Board; the business to be transacted shall be stated in the notice of the meeting.

5.3 Thirty percent of active members constitutes quorum for a special or annual meeting.

5.4 Notice of the Annual General Meeting must be delivered by personal delivery, mail or electronically to the address shown in the Directory to all members 21 days in advance of the meeting.

5.5 Special meetings shall be held on 10 days' notice (personal delivery, mail, telephone or electronically) to all members based on information in the Directory.

5.6 Members who cannot be present to vote at a congregational meeting may name a proxy who may cast their vote. No member may exercise more than one proxy. Valid proxies will be counted toward achieving a quorum at congregational meetings.

Article 6: Board of Directors

6.1 The Board of Directors of the Unitarian Congregation of Guelph is responsible for managing the affairs of the Congregation.

6.2 The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer and up to 5 members at Large to be elected at the Annual Meeting from members of the Congregation. They shall serve for a 12 month term beginning June first.

6.3 The Board will make decisions by consensus. Consensus is a process for group decision-making. The input and ideas of all participants are gathered and synthesized to arrive at a final decision acceptable to all. After general discussion, the Chair of the meeting will ask Board members to state whether they are in agreement. If all Board members state their agreement or no member objects, consensus will be reached. If consensus cannot be reached, the Board will put the matter to a democratic vote.

6.4 The Board may fill vacancies, which occur on the Board. A member of the Board shall cease to hold office when the member submits a written resignation or when dismissed by a 2/3 vote at a duly called meeting of the Congregation.

6.5 The Board of Directors shall meet at least monthly from September to June. Meetings shall be open to all members of the congregation and minutes shall be made available to the membership. A majority of the Board of Directors shall constitute a quorum. A Board member who cannot be present at the meeting may attend through telephonic or electronic means and will be deemed to be present at that meeting.

6.6 The Executive Committee of the Board of Directors shall consist of the President, Secretary and Treasurer. The Executive Committee may act on behalf of the Board; all its actions are subject to confirmation at the next meeting of the Board.

Article 7: Chaplains

A lay member of the congregation may be proposed as Chaplain by the Board and appointed by the congregation with a 2/3 vote at an annual or special meeting. The Chaplain shall serve in accordance with conditions approved by the Board and within the guidelines established by the Canadian Unitarian Council.

Article 8: Fiscal Year & Budget

8.1 An annual budget for the coming year shall be approved by the Congregation at the Annual General Meeting.

8.2 The fiscal year shall end on May 31. Financial statements for the previous fiscal year will be presented at the Annual General Meeting, along with a draft financial statement estimated to the end of the current fiscal year.

8.3 A reviewer, not a member of the Board, shall be appointed by the Congregation at the Annual General Meeting to review the final year-end statement of the treasurer within 2 months of the AGM and such review will be attached to the September Board meeting minutes.

Article 9: By-Law Amendments

The By-laws may be amended by 2/3 vote at the Annual General Meeting or at a special meeting called for that purpose. Notice of the proposed changes shall be contained in the notice of the meeting.

Article 10: Dissolution

Should this Congregation cease to function and the membership vote to disband, any accrued assets of the Congregation shall be transferred to the Canadian Unitarian Congregation.

Article 11: Nominating Committee

The Board shall appoint a chairperson of the Nominating Committee prior to the Annual Meeting. The chair shall recruit additional committee members. The Nominating Committee shall recommend a slate of directors at the Annual Meeting and further nominations may be accepted from the floor.