

BYLAWS  
of the

**First Church Unitarian, Littleton**

Revision as voted October 19, 2008

Article I  
Name

The name of this Church shall be First Church Unitarian, Littleton.

Article II  
Purpose

The purpose of this Church shall be as set forth in its Covenant:

Love is the spirit of this church and service its law.

This is our great covenant:

To dwell together in peace,

To seek the truth in love, and

To help one another.

Article III  
Association Membership

This Church shall be a member of the Unitarian Universalist Association of Congregations.

Article IV  
Membership

A. Joining the Church

Any person sixteen years of age or older who is in sympathy with the purpose of the Church and its affiliation as set forth in Articles II and III, may consider membership in the church.

To become a member, a person shall express an understanding and acceptance of the Church Bylaws to the Minister or a Deacon. Such person must express in writing a desire to become a member, and may choose to sign the membership book.

## B. Active Membership

An active member shall support the Church and its programs and make an identifiable financial contribution on an annual basis.

Any person who has been an active member for thirty days may vote at duly-called meetings of the Church.

## C. Inactive Membership

Any member who has not made an identifiable financial contribution since the beginning of the preceding fiscal year shall be placed on the list of inactive members. Such member may regain active status by making an identifiable financial contribution.

## D. Termination of Membership

Any active or inactive member may terminate membership by a written request.

## Article V Officers

The officers of the Church shall be:

- A Standing Committee of six members
- A Moderator
- A Clerk (who shall be sworn)
- A Treasurer (who shall be bonded)
- An Assistant Treasurer
- An Auditor
- Three Trustees
- Four Deacons

These officers shall be active members and shall be elected at the Annual Meeting.

The Moderator, Clerk, Treasurer, Assistant Treasurer, and Auditor shall hold their offices for one year. Two members of the Standing Committee shall be elected each year for terms of three years. No one shall serve on the Standing Committee for more than two full terms consecutively, fractional terms being disregarded. One trustee shall be elected each year for a term of three years. One Deacon shall be elected each year for a term of four years.

Officers shall remain in their positions until the end of the fiscal year. Elected and qualified successors shall take office at the beginning of the next fiscal year. If no successor is elected and qualified, the incumbent shall continue to serve.

Article VI  
Duties of the Standing Committee

- A. The Standing Committee shall have general charge of:
- the property of the Church except the trust funds
  - the conduct of all its business affairs
  - the control of its administration, including the appointment of any committees as it may deem necessary for the effective functioning of the Church
  - the maintaining of membership lists
- B. The Standing Committee shall elect its own Chairperson annually.
- C. Four members shall constitute a quorum
- D. The Standing Committee may fill vacancies among the officers listed in Article V, excepting Deacons. Any persons so appointed shall serve until the next Annual Meeting. The Standing Committee may, in consultation with the remaining members of any Church Committee, fill vacancies occurring in said committee.

Article VII  
Duties of Officers

- A. Moderator:
1. The Moderator shall preside at all meetings of the Church and have the same powers as the Moderator of town meetings.
  2. The Moderator shall swear in the Clerk.
- B. Clerk:
1. The Clerk shall keep the records of the Church including:
    - a record of all its meetings
    - the roll of its active and inactive members
    - a record of births, baptisms/dedications, marriages, services of union, and deaths
  2. The Clerk shall maintain a current copy of the Bylaws
  3. The Clerk shall prepare a warrant for meetings of the Church
  4. The Clerk shall attend and keep a record of such meetings of the Standing Committee as such committee may request.
  5. The Clerk shall perform such other duties as may naturally devolve upon the office of Clerk.
  6. The Clerk shall make a written report at the Annual Meeting of the Church.
- C. Treasurer:
1. The Treasurer shall keep an account of the finances of the Church.
  2. The Treasurer shall pay all bills approved at any legal Church meeting, or authorized by the Standing Committee.
  3. The Treasurer shall be ready to report to and advise the Standing Committee on the financial condition of the Church.
  4. The Treasurer shall make a written report at the Annual Meeting of the Church.

D. Assistant Treasurer:

The Assistant Treasurer shall assist the Treasurer and, in case of the absence of that officer, shall act as such.

E. Auditor: The Auditor shall annually audit the records of:

- the Treasurer
- the Assistant Treasurer
- the Trustees
- such other officers or committees as the Standing Committee may direct

### Article VIII

#### Duties of The Board of Trustees

- A. The Trustees shall have charge of and manage all of the trust funds of the Church, shall have full power to invest and reinvest the same in the name of the Church and to vary said investments at will.
- B. The Trustees shall have full authority to execute, acknowledge and deliver any and all documents necessary or proper to assign, sell, transfer and convey such property.
- C. The Trustees shall pay the income from said trust funds to the Treasurer.
- D. The Trustees shall make a full written report to the Church at the Annual Meeting.
- E. The Trustees shall make a report to the Standing Committee and Treasurer upon request.

### Article IX

#### Deacons

- A. There shall be a Board of four Deacons elected from among the members of the Church. The Board shall advise and assist the Minister with respect to the spiritual life of the Church including the conduct of Church services.
- B. Any vacancy on the Board shall be filled by vote of the Church. Any person elected to fill a vacancy will serve for the remainder of the unexpired term.

### Article X

#### Minister

- A. The Minister shall accept the responsibility to affirm the covenant of the Church. The Minister shall agree to establish and support a relationship with the congregation which reflects the spirit of this covenant.

- B. At a meeting duly called for such purpose, the Minister shall be chosen by ballot by a three-fourths (3/4) vote of those present and voting.
- C. The salary and other conditions of employment shall be proposed annually by the Standing Committee, and approved at a duly-called meeting of the Church by a majority vote of those present and voting. These conditions of employment shall be set forth in a written agreement signed by the Minister and the chairperson of the Standing Committee.
- D. At a meeting duly called for such purpose, dismissal of a minister shall require a majority vote of those present and voting.
- E. The Minister shall be in charge of religious services, including worship, marriages, services of union, baptisms/dedications, and funerals.
- F. It shall be the duty of the Minister to bring to the attention of the Standing Committee any matters which seem pertinent to the general interests of the Church, and to make such recommendations as seem proper.
- G. The Minister shall make a written report to the Annual Meeting of the Church.

### Article XI Meetings

- A. The Annual Meeting of the Church shall be held during the month of May. Other meetings may be called by the Standing Committee, and shall be called by the Standing Committee upon the written request of ten (10) or more members of the Church.
- B. Meetings of the Church shall be called by the Standing Committee by posting attested copies of the warrant at or near the front door of the Meeting House for eight (8) days at least and including two (2) Sundays before the time of meeting.
- C. The lesser of twenty-five percent (25%) of members qualified to vote or thirty (30) such members shall constitute a quorum for the transaction of business except as stipulated in Subsection D.
- D. The lesser of forty percent (40%) of members qualified to vote or fifty (50) such members shall constitute a quorum for hiring or dismissing a minister.

### Article XII Fiscal Year

The fiscal year shall end on June 30.

Article XIII  
Capital Reserve Fund

Section 1. Funds may be placed in a special fund designated as a capital reserve fund through the budget process or by majority vote of the members present and voting at a duly called meeting.

Section 2. Withdrawal of any amount from a capital reserve fund shall require a two-thirds (2/3) vote of the members present and voting at a duly called meeting.

Article XIV  
Non-discrimination

The Church shall not discriminate against any person on the basis of disability, gender, gender presentation, sexual orientation, ethnicity, race, or place of origin in any manner including, but not restricted to, membership, voting, employment of staff, and calling of religious professionals.

Article XV  
Dissolution

In the case of dissolution of the Church the officers shall first pay all just claims upon it. Disposition of the parsonage shall be made according to its deed. All remaining assets, real and personal, will be transferred to the Unitarian Universalist Association, a district, a member society, an associate member organization, or an independent affiliate organization of the Unitarian Universalist Association or any combination of the above.

Article XVI  
Amendments

These Bylaws may be amended or revised by a two-thirds (2/3) vote of those present and voting at any meeting of the Church duly called for such purpose.