

**NORTHWEST UNITARIAN UNIVERSALIST CHURCH
SOUTHFIELD, MICHIGAN
RULES OF PROCEDURE**

ARTICLE I – CHURCH MEETINGS

TABLE 1: MEETING REQUIREMENTS

Type of Meeting	Purpose	Scheduling	Quorum Requirements	Voting Requirements	Notification Requirements
Worship Service	As set forth in the Church’s Vision Statement	Each Sunday according to schedule adopted by the Board	Not applicable	Not applicable	Not applicable
Regular Congregational	Adopting the annual budget; election of officers; receive reports from Board members; conduct other business	Three meetings per fiscal year, with the time and place to be designated by the Moderator. Third meeting may be canceled.	See footnote 1.	Majority vote of qualified members present to carry any motion. (See footnote 4)	See footnote 2.
Special Congregational	See footnote 3.	Shall be called by the Moderator at direction of the Board or upon written request of 15% or more of the Association members	See footnote 1.	66% vote of qualified members present to carry any motion, except that Regular Meeting business requires a majority vote. (See footnote 4)	See footnote 2.
Emergency Congregational	Address issues of immediate importance	By unanimous vote of the Board members participating in a Board meeting	Determined by the action to be taken.		

Footnotes:

¹ **Quorum Requirements.** The Clerk shall be responsible for deciding if a quorum is present. For the purpose of establishing quorum requirements, the active membership of the Association residing within fifty (50) miles of the church shall be considered as the base upon which the quorum is computed.

- a. Twenty percent (20%) of the membership, as defined in the Bylaws, shall constitute a quorum for all Regular Congregational Meetings.
- b. Thirty-three percent (33%) of the membership, as defined above, shall constitute a quorum for all Special Congregational Meetings.
- c. Quorum Not Present: If a quorum is not present at a meeting, action may nonetheless be taken on any question, including amendments, properly brought before the assembled members if such action is supported by the same absolute number of votes as would be required for action at a meeting at which a quorum is present. The Moderator may, in the

1 absence of a quorum, designate a new meeting date and time, again notifying the
2 membership as defined herein.

3 ² **Meeting Notice.** Notice of all meetings and the planned agenda shall be written and sent to the active
4 members by first class mail, postmarked at least ten (10) days prior to the date of the meeting.
5 Alternately, notice may be given by e-mail (for members who have e-mail) at least ten (10) days prior to
6 the date of the meeting. In addition, an announcement shall be read from the pulpit on two (2)
7 consecutive Sundays and published in one issue of the Church Newsletter prior the scheduled meeting
8 date.

9 ³ **Purposes of Special Congregational Meetings.** Special Congregational Meetings may be called for any
10 of the following reasons, by way of example:

- 11 a. To call or dismiss a Minister or an Assistant or Associate Minister.
- 12 b. To purchase or sell real property.
- 13 c. To recall an elected member of the Board.
- 14 d. To give special recognition to the Minister or a Board member for excelling in his/her work.
- 15 e. To amend the Constitution.
- 16 f. To amend the Bylaws.
- 17 g. To transact any other business that may require action by the membership before the next
18 Regular Meeting.

19 The actions specified in items “a” through “g” may also be addressed at a Regular Congregational
20 Meeting.

21 ⁴ **Voting Requirements.** The voting requirements may vary from those specified depending on the
22 action to be taken.

23 **ARTICLE II – OPERATIONS OF THE BOARD OF GOVERNORS**

24 **1. Meetings.**

- 25 a. Meetings of the Board of Governors (the ‘Board’) shall be held once each month.
26 Special meetings of the Board may be called by the Moderator or by any three (3) Board
27 members. Board meetings are open to all members of the congregation.
- 28 b. The Board shall keep a permanent record of its meetings and shall report thereon at the
29 Regular Congregational Meeting held in January.
- 30 c. A majority of the total voting members of the Board shall constitute a quorum. A
31 majority of the voting members present shall be required to carry any motion except as
32 noted in the Bylaws.

33 **2. Vacancies.**

- 34 a. If a vacancy in any elected position occurs, except the Moderator, the Volunteer
35 Recruitment Committee shall identify a member to fill the position. The position shall
36 be filled within thirty (30) days or as soon as possible thereafter by vote of the Board,
37 and the appointee shall hold office until a successor takes office. If the vacancy occurs
38 in a term greater than one year duration, there shall be an election at the Regular
39 Congregational Meeting in January (the ‘Election meeting’) to serve the remainder of
40 the outstanding term.

1 b. A vacancy in the office of Moderator shall be filled by the Associate Moderator until a
2 successor takes office on the following February 1st.

3 **3. Recall.**

4 a. In the event that any elected officer or a person serving in any other elected position of
5 the Association fails, without showing good cause, to be present at three (3) consecutive
6 meetings that he or she is required to attend, or is otherwise considered derelict in
7 duties to the Association, that person may be asked to resign his/her position or be
8 subject to recall proceedings as noted in the following paragraph b.

9 b. Upon recommendation of the Moderator, and subsequent notice to the individual, the
10 Board will conduct a hearing. The elected person shall be recalled if, as a result of the
11 hearing, three-fourths (3/4) of the required Board quorum concurs with the recall.

12 c. A petition to recall an elected officer or any other person serving in an elected position
13 may be brought before the Congregation for a vote, provided that (i) the petition
14 enunciates the reason(s) for the proposed recall, and (ii) the petition is signed by at least
15 ten (10) active Association members.
16

17 **ARTICLE III – ELECTIONS AND TERMS OF OFFICE**

18 SECTION A. ELECTIONS

- 19
- 20 1. Persons serving in elected positions shall be elected by the members at the Regular
21 Congregation Meeting in January. Names of the candidates shall be included in the call to
22 the meeting.
 - 23 2. Candidates shall be elected by means of a secret ballot, except that a voice vote may be
24 used when only one candidate has been nominated for each position.
 - 25 3. A candidate must receive a majority of the votes of the qualified members voting to be
26 elected.
 - 27 4. The term of office of all elected positions shall begin on the day of election.
28

29 SECTION B. NOMINATIONS

- 30
- 31 1. The Volunteer Recruitment Committee shall present at the Regular Congregational Meeting
32 in January a slate of one or more candidates for each of the elective offices to be filled.
 - 33 2. The Volunteer Recruitment Committee shall have secured the assent of all nominees on the
34 slate. Assenting nominees need not be present to be elected.
 - 35 3. Nominations may be made from the floor if the candidate is present and accepts the
36 nomination or if written assent has been secured before the meeting and filed with the
37 Clerk at the meeting.
 - 38 4. All candidates must be active members of the congregation.
39
40
41

1 SECTION C. BALLOTING

2

3 The order of balloting for officers and vacancies in office shall be as follows:

- 4 1. Moderator
- 5 2. Associate Moderator
- 6 3. Clerk
- 7 4. Board members
- 8 5. Committee on Ministry (affirmation only)

9

10 SECTION D. TERMS OF OFFICE

11

12 Terms of Board members shall be as noted in the following table:

13

14 **TABLE 2: TERMS OF OFFICE**

	Moderator, Associate Moderator	Clerk	Board Members
Term of Office	1 yr.	2 yrs.	2 yrs.
Maximum No. of Terms	2	3	3
A person who has been appointed to office, or elected to a partial term to fill a vacancy, shall not be considered to have served such term for the purposes of determining whether the person is eligible to succeed him or herself.			

15

16 SECTION E. SEQUENCE OF ELECTIONS

17

- 18 1. Board members representing the following service areas shall be elected in even-numbered years: Finance, Physical Plant, and Outreach.
- 19
- 20 2. Board members representing the following service areas shall be elected in odd-numbered years: Worship and Lifespan Education, Membership and Clerk.
- 21

22

23 **ARTICLE IV – COMMITTEES OF THE CHURCH**

24

25 SECTION A. VOLUNTEER RECRUITMENT COMMITTEE

26

27 **1. Membership.**

28 The Volunteer Recruitment Committee shall recommend members to be appointed by the
 29 Board to the Committee. The Committee shall consist of five (5) members appointed to
 30 terms of two (2) years by the Board, with two (2) members appointed one year and three (3)

1 members appointed the next year. Appointments shall be subject to affirmation by the
2 Congregation. ¹Terms of office shall commence on February 1.

3
4 **2. Operations.**

- 5 a. At its first meeting following February 1 of each year, the Committee shall elect a Chair
6 from among the five members.
7 b. The Committee shall begin the task of identifying candidates for future vacancies on the
8 Board no later than October 1.
9 c. Minutes of the Volunteer Recruitment Committee meetings shall be available for
10 members of the Board of Governors.

11 SECTION B. ENDOWMENT FUND COMMITTEE

12
13 **1. Membership.**

- 14 a. The Endowment Fund Committee shall consist of five (5) active members of the
15 Association, who shall be appointed by the Board to three (3) year terms, with one (1)
16 or (2) members appointed each year as the terms expire.
17 b. The Minister and Moderator shall be advisory members of the Committee.
18 c. The Committee shall elect from its membership a Chairperson, a Financial Secretary,
19 and a Recording Secretary. The Chairperson or a member designated by the
20 Chairperson shall preside at committee meetings.
21 d. The Committee may enlist the aid of other members of the Congregation to serve as
22 advisory members. Also, the Committee may obtain professional counseling on
23 investments and legal matters, at the expense of the Endowment Fund.

24
25 **2. Operations.**

- 26 a. The Recording Secretary shall maintain minutes of all meetings, and provide a copy to
27 each member of the committee. Minutes shall be available for members of the Board of
28 Governors and Volunteer Recruitment Committee.
29 b. The Financial Secretary shall maintain a complete and accurate record of financial
30 accounts for the Fund, and shall authorize or sign checks and all necessary documents
31 on behalf of the Association in furtherance of the purposes of the Fund. The books and
32 records of the Fund shall be audited or reviewed annually by a person with sufficient
33 financial expertise to be able to issue a report on their accuracy and completeness. This
34 person shall not be a member of the committee.
35 c. The Committee shall meet semi-annually or more frequently if needed.
36 d. A quorum shall consist of four (4) members, and majority present and voting shall carry
37 any motion or resolution.

¹ To seek affirmation, the Moderator shall pose the following question to the Congregation: "Do you affirm that these appointments are valid and confirmed?"

- 1 e. The Committee shall meet with or report to the Finance Committee on a quarterly basis.
2 Also, the Committee shall present a full and complete account of the administration of
3 the Fund during the preceding calendar year at each Congregational Budget Meeting.
4

5 SECTION C. CONSTITUTION AND BYLAWS COMMITTEE
6

7 **1. Membership.**

- 8 a. The Constitution and Bylaws Committee shall consist of four (4) members and the
9 Chairperson.
10 i. The Associate Moderator shall be the Chairperson.
11 ii. Each January, the Moderator shall appoint two (2) active members of the
12 Congregation to serve two (2) year terms, subject to affirmation by the
13 Congregation.

14 **2. Operations.**

- 15 a. The Constitution and Bylaws Committee shall meet at least twice annually.
16 b. Proposed amendments to the Constitution, Bylaws, and Articles I through III of the Rules
17 of Procedure shall be submitted to the Constitution and Bylaws Committee prior to
18 being placed on the agenda of a Congregational meeting.
19 c. Minutes of the Constitution and Bylaws Committee meetings shall be available for
20 members of the Board of Governors and Volunteer Recruitment Committee.
21

22 SECTION D. COMMITTEE ON MINISTRY
23

24 **1. Membership.**

- 25 a. The Committee on Ministry shall be composed of four (4) active Association members.
26 Two (2) members shall be appointed each year at the Regular Election Meeting and shall
27 serve two (2) year terms. The Minister and the Moderator shall jointly nominate the
28 candidates and present the names to the Congregation for affirmation. Committee
29 members may succeed themselves only once.
30 b. If a member of the Committee is unable to complete the term of office for which he/she
31 was appointed, such vacancy shall be filled within thirty (30) days by the Board from a
32 nomination made jointly by the Moderator and the Minister. Such an appointment shall
33 be for the remainder of the vacated term.
34 c. When a new Minister is called, the existing Committee shall be augmented by two (2)
35 members chosen by the new Minister and the Moderator. This six (6) member
36 Committee shall serve until the next Regular Election Meeting, at which time the two (2)
37 recently added members shall continue for one (1) year terms. The terms of the other
38 four (4) members shall end and two (2) new members will be appointed.
39

40 **2. Operations.**

- 41 a. The Committee shall meet with the Minister once a month, except in July and August,

- b. Meetings are intended to be conducted in the spirit of cooperation and with the goal of understanding each other's needs, concerns and issues related to the ministry of the church.
- c. On an annual basis, the Committee shall complete an evaluation to determine the Minister's performance in relation to expectations, and the congregation's performance in relation to goals.
- d. The Committee shall annually recommend the Minister's compensation package to the Personnel Committee for inclusion in the budget.
- e. Because of the confidential nature of the subjects discussed by the Committee on Ministry, meetings of the Committee shall be closed to those not currently serving on the Committee.

SECTION E. MEMORIAL GARDEN COMMITTEE

1. Membership.

- a. The Memorial Garden Committee shall consist of up to three (3) members who shall be appointed by the Executive Committee.
- b. The term of office shall be five (5) years. Members may serve more than one (1) term.

2. Operations.

- a. The Memorial Garden Committee shall meet as needed or as requested, but shall meet at least once per year, in September, to review records and conditions of the Garden.
- b. The Committee shall report to the Executive Committee once per year, in September.

SECTION F. PERSONNEL COMMITTEE

1. Membership.

The Personnel Committee shall consist of six voting members: the Associate Moderator, and one (1) representative from Worship and Lifespan, Physical Plant, Finance, and the Committee on Ministry. These representatives shall be members of the congregation and shall be appointed by the Governor or Chairperson of the respective committees. The term of office on the Personnel Committee shall coincide with the term of office of each member's respective Governor or Chairperson. The Minister shall serve as a non-voting member of the Committee. The Associate Moderator shall preside over meetings of the Personnel Committee.

2. Operations.

The Committee shall fulfill the duties ascribed to it in the Personnel Policies Manual, including:

- a. Updating the Personnel Policies Manual.

- b. Implementing conflict resolution involving employees, when needed. An employee involved in conflict resolution may bring an advocate to any meeting that may be scheduled on the matter, provided that the advocate is a member of the Association. The advocate shall have a vote on those matters, and only those matters, concerning the employee he/she represents.
- c. Ensuring that performance evaluations of employees take place, working with program committees
- d. Making salary recommendations for employees, after conferring with program committees.

ARTICLE V – FINANCIAL MANAGEMENT

SECTION A. QUALIFICATIONS, TERM OF OFFICE AND DUTIES OF THE TREASURER

1. The Finance Committee shall be responsible for recommending the appointment or dismissal of the Treasurer, subject to ratification by the Board.
2. The Treasurer shall be an active member of the Association, with sufficient financial experience and expertise to carry out the duties of the position.
3. The Treasurer’s term of office shall coincide with the beginning and end of the fiscal year. The Treasurer may serve more than one term.
4. The Treasurer shall attend meetings of the Board of Governors and present a report in a form that accurately conveys the financial condition of the church.
5. The Treasurer shall present a report on the financial condition of the church at each Regular Congregational Meeting.
6. The Treasurer shall keep track of the income, expenditures, and balance of each of the funds of the church.
7. The Treasurer shall perform such other duties as normally pertain to the office.

SECTION B. ENDOWMENT FUND

1. Assets

- a. All assets are to be held in the name of the Northwest Unitarian Universalist Church Endowment Fund. Cash assets may be held with church monies provided the assets are accounted for separately and accrue interest.
- b. The Endowment Fund Committee shall determine what is principal and what is income, according to accepted accounting principles.
- c. Recommendations to accept gifts, hold, sell, exchange, rent, lease, transfer, convert, invest, and in all other respects to manage and control the assets of the Fund, including stocks, bonds and other securities, are to be made by the Committee with subsequent execution by the delegated member of the Committee.
- d. Investments shall be consistent with Unitarian Universalist principles.

1 **2. Distribution of Income**

- 2 a. Gifts and bequests to the Endowment Fund plus earned interest shall accumulate until
3 the principal amount of \$10,000 is achieved, after which the income generated from the
4 investment may be expended. Principal shall be retained and only income expended.
5 b. Income from the Fund and earned interest may be used for capital improvements, a
6 building program, scholarships, for church-related camping or leadership conferences,
7 and for outreach into the community or to the wider mission of the UUA.
8 c. No portion of the income generated by the Fund shall be used for the annual operating
9 budget of the Association, except in particular, temporary, and difficult circumstances,
10 and where gift restrictions permit. The members of the Association may, by action at a
11 Regular Congregational Meeting, use a portion of the Fund for its own support services.
12 d. Programs for supports shall be recommended by the Endowment Fund Committee and
13 approved by the Board of Governors.
14
15 3. If Northwest Unitarian Universalist Church ceases to exist, either through merger or
16 dissolution, disposition or transfer of the Fund shall be made in the same manner as the
17 other church assets.
18

19 **ARTICLE VI – APPOINTMENT & RESPONSIBILITIES OF CHURCH PROFESSIONALS**

20
21 SECTION A. MINISTER
22

23 **1. Call**

24 The Minister shall be chosen in accordance with the guidelines established by the Unitarian
25 Universalist Association, using Search Committee composed of seven (7) voting members of
26 the Congregation. Candidates for the Search Committee shall be nominated by the
27 Volunteer Recruitment Committee, subject to approval by a majority vote of qualified
28 members present at a regular or special meeting to carry any motion. Candidates for
29 Minister shall hold fellowship in the Unitarian Universalist Association. When the Search
30 Committee has recommended a candidate and initial compensation package, a special
31 meeting of the Congregation shall be scheduled to vote to call the Minister.
32

33 **2. Responsibilities**

34 The Minister shall be in charge of public worship services, shall perform the duties set forth
35 in the Employment Contract, and shall perform such other duties as are customary in liberal
36 churches, or as may reasonably be prescribed by the Board of Governors. The Minister shall
37 be responsible for supervising employees and, where appropriate, working with program
38 committees to evaluate employees. The Executive Committee shall be responsible for
39 appointing and dismissing employees with the input of the Minister.
40
41

1 **3. Meeting Attendance**

2 The Minister shall attend all meetings of the Board of Governors and the Executive
3 Committee. The Minister shall be a non-voting member of the Board of Governors and of all
4 committees.

6 **4. Freedom of the Pulpit**

7 The Minister shall have freedom of the pulpit as well as freedom to express personal
8 opinions outside of the pulpit.

10 **5. Termination**

11 The Letter of Call and Continuing Letter of Agreement shall govern all aspects of termination
12 of the Minister.

14 SECTION B. DIRECTOR OF RELIGIOUS EDUCATION

16 **1. Appointment/Dismissal**

17 The Governor of Worship & Lifespan Committee, in consultation with the Youth Programs
18 Committee and the Minister, shall be responsible for recommending the appointment
19 and/or dismissal of a Director of Religious Education (DRE). The recommendation shall be
20 subject to ratification by the Executive Committee. In cooperation with the Personnel
21 Committee, the Worship & Lifespan Governor shall develop a job description, terms of
22 employment, and initial salary recommendation, for approval of the Board of Governors.

24 **2. Annual Evaluation**

25 The Worship & Lifespan Governor, in consultation with the Youth Programs Committee and
26 the Minister, shall conduct an evaluation and make a salary recommendation to the
27 Personnel Committee for the DRE.

29 **3. Responsibilities**

30 The DRE shall be responsible for administering the policies and curriculum established by
31 the Worship & Lifespan Governor, in consultation with the Youth Programs Committee and
32 the Minister, as well as perform the duties set forth in the Employment Contract.

34 SECTION C. ACCOMPANIST

36 **1. Appointment/Dismissal**

37 The Worship & Lifespan Governor, in consultation with the Music Committee, shall be
38 responsible for recommending the appointment and/or dismissal of a Accompanist. The
39 recommendation shall be subject to ratification by the Board of Governors. In consultation
40 with the Personnel Committee and Music Committee, the Worship & Lifespan Governor

1 shall develop a job description, terms of employment, and initial salary recommendation,
2 for approval of the Board of Governors.

3
4 **2. Annual Evaluation**

5 The Worship & Lifespan Governor, in consultation with the Music Committee, shall conduct
6 an evaluation and make a salary recommendation for the Accompanist.

7
8 **3. Responsibilities**

9 The Accompanist shall provide music services required by the Association.

10
11 **ARTICLE VII – AFFILIATED GROUPS**

12
13 Voluntary organizations of Association members, designed to further the interests of the Association,
14 may be formed with the consent of the Board of Governors. Such groups shall be considered as integral
15 parts of the Association, and shall function in accordance with the following guidelines:

- 16
17 1. The Board of Governors may appoint a liaison to the affiliated group for the purposes of
18 information exchange.
19 2. Upon approval of the Board of Governors, the affiliated group may use the church facilities.
20 3. Each affiliated group shall submit a written report to the Board of Governors annually, in
21 September. Upon request of the Board of Governors, the affiliated group shall submit
22 financial records for review.

23
24 **ARTICLE VIII – MISCELLANEOUS RULES**

25
26 SECTION A. RESOLUTIONS FOR THE GENERAL ASSEMBLY

27
28 Resolutions to be submitted to the UUA General Assembly in the name of the church must be first
29 adopted by the Congregation.

30
31 SECTION B. EARMARKED DONATIONS

32
33 The church shall not accept money earmarked for a specific purpose unless a fund is already established
34 or the Board of Governors has given prior approval for the donation. Donations of tangible goods
35 valued in excess of \$500.00 must be approved by the Board of Governors.

36
37 SECTION C. SMOKING

38
39 Tobacco products may not be used within the church building or within fifteen (15) feet of the church
40 building at any time.

1 SECTION D. ALCOHOL

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3 The consumption of alcoholic beverages that exceed 20% alcohol by volume (40 proof) is prohibited.
4 The use of alcoholic beverages for worship services and other ceremonial functions shall be at the
5 discretion of the Minister.

6

7 The consumption of alcoholic beverages (punch, beer, wine) on church premises during church functions
8 or events by or on behalf of a church member requires the approval of the Executive Committee.

9

10 Non-affiliated groups may not consume alcoholic beverages on the church premises, except that non-
11 affiliated religious organizations may request approval of the minister for use during religious
12 ceremonies.

13

14 SECTION E. EXPRESSIONS OF OPINION

15

- 16 1. Each individual has the right to express his or her personal beliefs or opinions.
- 17 2. The Minister shall have freedom of the pulpit and freedom to express personal opinions
18 outside of the pulpit.
- 19 3. The Board of Governors or Committees thereof may express opinions or positions on
20 societal issues on behalf of the Congregation, the Board, or a Committee, provided that: a)
21 an opportunity has been given for discussion at a Congregational Meeting; b) the meeting
22 has been held not less than seven (7) days following notice to the congregation by first class
23 mail; and c) At least seventy-five percent (75%) of those in attendance approve a motion in
24 favor of expressing the opinion or position.

25

26 SECTION F. UNITARIAN UNIVERSALIST TRUSTEE

27

28 The Board of Governors shall be responsible for voting for UUA Trustee, provided advance notice of the
29 vote is published in the Newsletter.

30

31 SECTION G. CONFLICT OF INTEREST

32

33 No officer, Governor, Vice Governor, committee member or Board member, shall vote or take action on
34 any matter on which he or she has a conflict of interest.

35

- 36 1. A conflict of interest is defined as a situation in which an individual or family member is in a
37 position for personal gain which is in conflict with the individual's position within the
38 church.
- 39 2. Family member is defined as a spouse, parent, sibling or child, or any other person with a
40 substantially equivalent relationship, though not related by sanguinity or law.

41

1 **ARTICLE IX – AMENDMENTS**

2

3 The Rules of Procedure may be amended by a majority vote of members of the Board of Governors
4 present at any meeting of the Board, except that a majority vote of the qualified members of the
5 congregation shall be required to make changes to the following Articles:

6 Article I – Church Meetings

7 Article II – Operations of the Board of Governors

8 Article III – Elections and Terms of Office

9 Article IV – Amendments

10

11 **ADOPTION.** These Rules of Procedure were adopted in their original form by the Congregation of
12 Northwest Unitarian Universalist Church on _____, 2011.

13

14 **EFFECTIVE DATE.** These Rules of Procedures in their original form shall go into effect at the annual
15 congregational election meeting to be held in January 2012.

16

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18 May 17, 2011