

**BYLAWS OF THE
LIVE OAK UNITARIAN UNIVERSALIST CONGREGATION**

Article I. NAME.

The name of this religious society is the LIVE OAK UNITARIAN UNIVERSALIST CONGREGATION.

Article II. PURPOSE.

The purpose of this Congregation is to establish a religious community of quality and mutual interaction, to affirm the worth and dignity of all human beings in a never-ending search for truth, and to explore new and creative ways of expressing our religious experience.

Article III. DENOMINATIONAL AFFILIATION.

The Congregation shall be a member of the Unitarian Universalist Association (UUA) and of the Pacific Southwest District (PSWD). It is the intent of the Congregation to make annual financial contributions equal to its Fair Share as determined by the Association and the District.

Article IV. MEMBERSHIP.

1. A Member is a person who is in sympathy with the purposes and program of the Congregation and who has signed the membership book. Membership is open to all persons over 15 years of age and to youth who are at least 13 years of age and have completed the Coming of Age program, regardless of race, color, gender, affectional orientation, or ethnicity.
2. There are two classes of membership, Active and Associate. Only Active Members are counted for purposes of Unitarian Universalist Association (UUA) and Pacific Southwest District (PSWD) fair share dues.
 - (a) An Active Member makes a minimum monetary contribution in each fiscal year of at least \$250¹ (determined from time to time by the Board), to cover such costs as UUA Fair Share per member and the PSWD Fair Share per member. After at least 30 days of membership, an Active Member is eligible to vote and hold office.
 - (b) An Associate Member is one who participates without making the minimum financial contribution. An Associate Member is not eligible to vote or hold office.
 - (c) The Minister, together with the President and Treasurer, may make exceptions to the requirements in special cases.
3. The procedure for resignation from membership is by written notice to the Board of Trustees.

¹ The minimum pledge amount of \$250 was determined by Live Oak's Board in 2009.

4. The Membership Committee is responsible for maintaining a current list of all Active Members.
5. The Board may terminate the membership of anyone whom the Board considers to be no longer interested in membership. A letter indicating this action is sent to the members' last known postal address. The member has thirty days to respond before the action becomes final.
6. Any person whose membership has been terminated may be reinstated upon that person's written request to the Board of Trustees.

Article V. GOVERNANCE.

1. The Board of Trustees consists of seven Active Members, two of whom shall be the President and Vice President. They shall be elected at large, each for a two-year term.
2. The Treasurer and a Recording Secretary are appointed by the Board. They may or may not be members of the Board.
3. QUORUM. Four Trustees constitute a quorum for Board meetings.
4. RESPONSIBILITY. The Board has charge of the business of the Congregation. It establishes standing committees and other committees as necessary. The Board appoints the committee chairs. All committees are responsible to the Board.
5. Board meetings shall be open to any member of the congregation except when the Board is in Executive session, e.g., when the Board is considering personnel matters.
6. DUTIES OF THE OFFICERS.
 - (a) The President is Chief Corporate Officer, presides at meetings of the membership and of the Board of Trustees, sets the agenda for meetings, is ex-officio member of all committees except the Nominating Committee, and acts as spokesperson for the Congregation.
 - (b) The Vice President is Corporate Secretary, acts in place of the President in his/ her absence, presides over meetings of the Committee Chairs, and assists the President in the duties of the office of the Presidency.
 - (c) The Recording Secretary keeps and distributes the minutes of all meetings of the Board and the Congregation.
 - (d) The Treasurer administers the financial affairs of the Board of Trustees, keeps accurate and complete records of all funds entrusted to the Board, and makes a written report to the Trustees at each monthly meeting and to the full membership at the Annual Meeting. The financial records shall be open to inspection by any member of the Congregation.

Article VI. NOMINATING COMMITTEE.

1. The Nominating Committee is composed of three Active Members who serve three-year staggered terms, and are nominated by petition. One person is elected at each annual meeting, and no one who has served an elected term or immediately preceding appointment of more than one year may be elected without an intervening break in office.
2. The senior member of the committee shall act as chair.
3. A petition for candidacy for the Nominating Committee must be signed by five Active Members, and submitted to the Board of Trustees in time for the name of the nominee to be included in the notice of the Annual Meeting.
4. If a vacancy occurs on the Nominating Committee, the Board shall appoint an Active Member to fill out the unexpired term.

Article VII. ELECTIONS.

1. Elections shall take place at the Annual Meeting. The term of elected offices shall commence on the first day of the fiscal year following the election.
2. The Nominating Committee nominates at least one Active Member for each Board vacancy, specifying the candidates for President and Vice President. The Nominating Committee shall place the names of the nominees with a brief biographical statement for each in the notice of the Annual Congregational Meeting.
3. Consecutive service on the Board of Trustees shall be limited to three terms.
4. The President and two other board members are elected by the Congregation at the annual meeting every other year; the Vice President and three other board members are elected in alternate years.
5. In case of a vacancy in the Presidency, the Vice President shall act as President.
6. If the number of members of the Board shall fall below seven, the Nominating Committee shall nominate a candidate for confirmation by the Board to fill the unexpired term as Trustee.
7. Voting in contested elections is by secret ballot, and is decided by simple majority.
8. An Active Member who finds it necessary to be absent may give his / her proxy vote to another Active Member. Each Active Member holds not more than one proxy vote.

Article VIII. BOARD OF DIRECTORS, LIVE OAK ENDOWMENT FUND.

1. Membership: A Board of Directors for the Live Oak Endowment Fund, consisting of three Active Members, shall be elected at large for staggered three-year terms in the manner described in Articles VI and VII. The first such Board shall be elected for one, two or three year terms. Members may be re-elected for up to 6 years.
2. Responsibilities: This Board of Directors shall be responsible to the Congregation for the preservation of the corpus of the Fund, investing the corpus of the Fund in a prudent

manner, determining the annual rate of payout to the operating budget, and making the annual report to the Congregation on the State of the Fund.

Article IX. MEETINGS.

The annual business meeting of the Congregation is held each year during the month of June at such time and place as is fixed by the Board of Trustees. Special meetings may be called by the Board or at the written request to the Board of any five Active Members. The business to be transacted at any meeting of the Congregation is set forth in the notice of the meeting, which is mailed to all members at least ten days prior to the meeting. The notice may be included in the newsletter. Twenty-five percent of the Active Members constitutes a quorum. *The Democratic Rules of Order* by Fred and Peg Francis, is to govern the conduct of business at all meetings of the Congregation, unless otherwise specified in these Bylaws.

Article X. FISCAL YEAR.

The Fiscal year begins July 1 and ends June 30.

Article XI. MINISTER.

1. The minister must be a Parish Minister in Fellowship with the Unitarian Universalist Association.
2. A minister is called to serve the Congregation or is released from service at a duly called meeting at which 80 percent of the Active Members constitutes a quorum. A minister is selected or released from service on the affirmative vote by secret ballot of at least ninety percent of the Active Members voting.
3. Three months notice is to be given by either the Minister or the Congregation in the event of resignation or dismissal of the minister. This time period may be reduced by the agreement of both parties.
4. In search to call a Parish Minister the Congregation shall elect a Search Committee composed of seven Active Members at a Congregational Meeting from a slate prepared by the Board of Trustees.
5. The Minister has freedom of the pulpit as well as freedom to express his or her personal opinion outside the pulpit.
6. The Minister is an ex-officio member of the Board of Trustees and of all other committees except the Nominating Committee.

Article XII. DISSOLUTION.

Should this Congregation cease to function and the members vote to disband, ownership of the Congregation's real and personal property remaining after just debts are paid will be transferred to the Unitarian Universalist Association, Boston, MA.

Article XIII. AMENDMENTS.

These Bylaws may be amended or replaced at any duly called meeting with an established quorum of the Congregation by a two-thirds vote of the Active Members present and voting. Notice of any proposed changes shall be contained in the notice of the meeting.