

## BYLAWS

### THE UNITARIAN UNIVERSALIST CHURCH OF LAS CRUCES

(Approved December 15, 2002, amended November 9, 2003, amended April 18, 2004)

#### ARTICLE I NAME

The name of this religious society shall be The Unitarian Universalist Church of Las Cruces (also known as The Unitarian Fellowship of Las Cruces). Whenever the word "Society" is used in these Bylaws or their amendments, it shall signify the legal organization of The Unitarian Universalist Church of Las Cruces as herein established.

#### ARTICLE II PURPOSES

This Society is formed as a liberal religious fellowship, joining inquiring minds in caring community. This Society shall encourage its Members to find a deeper understanding of the relationship of person to person and of the human being to the universe, to further individual freedom of belief, to advance the ideals of brotherhood and sisterhood: and to participate in service to humankind. This Society affirms the freedom of all people to participate in all Society activities without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed. This Society, in keeping with its commitment to freedom of expression inside as well as outside the Society, declares and affirms freedom of the pulpit.

#### ARTICLE III DENOMINATIONAL AFFILIATION

This Society shall be a member of the Unitarian Universalist Association (and of the appropriate subdivisions of that organization), the headquarters of which are at 25 Beacon Street, Boston, Massachusetts, 02108.

#### ARTICLE IV MEMBERSHIP

##### SECTION 1 MEMBERSHIP

Any person who is in sympathy with the Purposes, as stated in Article II, has attained fourteen years of age, and has made an informed decision, may become a Member of this society by signing the Membership Book in the presence of the Minister (or President in the absence of the Minister) and the chair of the Membership Committee (or a representative appointed by the committee). Evidence of an informed decision includes, but is not limited to, attending a Unitarian Universalist orientation or class, having a serious discussion with the Minister about Unitarian Universalism, or having participated in another UU society. Any Member may resign at any time by requesting, in writing, removal from the membership rolls.

##### SECTION 2 MEMBERS (Voting and Nonvoting)

The right to vote at a Membership Business Meeting or to hold elective office in this Society shall be reserved for Voting Members. A Voting Member is defined as a Member who:

- a. Has made a financial contribution of record to the Society within the past twelve months (or a financial contribution of record which applies to the previous twelve months, irrespective of fiscal year), and
- b. Has participated in Society activities within the past twelve months, and
- c. Has signed the Membership Book at least sixty days prior to the Membership Business Meeting.

Any Member who fails to meet any one of the above qualifications shall be considered a Nonvoting Member.

Any Nonvoting Member who has neither made a financial contribution of record within the past fifteen months nor participated in Society activities for a period of twenty-four months shall cease to hold

membership in the Society. The membership committee shall notify Nonvoting Members sixty days prior to their removal from the rolls and shall encourage them to become active again.

Any member who moves out of the commuting area will be removed from the membership rolls unless (s)he expresses a desire to remain a member.

### SECTION 3 FRIENDS OF THE SOCIETY

Any person who is in sympathy with the Purposes, as stated in Article II, and who participates in some or all of the activities of this Society, but does not choose to be a Member, shall be known as a Friend of the Society. A Friend of the Society shall enjoy all the privileges of membership and shall be encouraged to participate in all activities of the Society except those restricted to a Voting Member. Friends of the Society shall be encouraged to participate in committee assignments.

### SECTION 4 MEMBERSHIP ROLLS

Rolls of Voting Members, Nonvoting Members and Friends of the Society shall be maintained, recorded, and posted. These Rolls shall be updated at least twice yearly. The Rolls of Voting Members shall be updated prior to any Membership Business Meeting. Updating of all Membership Rolls shall be the responsibility of the Membership Committee in consultation with the Minister and the Treasurer. The updated Rolls shall be submitted to the Board of Trustees and recorded and posted by the Secretary.

## ARTICLE V MEMBERSHIP BUSINESS MEETINGS

### SECTION 1 ANNUAL MEMBERSHIP BUSINESS MEETING

An Annual Membership Business Meeting of the Society shall be held on the second Sunday of January. The meeting shall be held at such time and place as shall be fixed by the Board of Trustees.

The Annual Membership Business Meeting agenda shall be limited to the following business items in the stated order:

- Election of Officers and Standing Committee Chairpersons
- Election of a Chairperson and three members of the Religious Education Committee
- Election of five members and two alternate members of the Nominating Committee
- Other business listed in the notification of the meeting

The meeting may also include additional items such as ministerial and leadership reports and discussions of Society activities and plans.

### SECTION 2 ANNUAL MEMBERSHIP BUDGET MEETING

The Annual Membership Budget Business Meeting of the Society shall be held on the first Sunday in December.

The Annual Membership Budget Meeting agenda shall be limited to the following business items in the stated order:

- Presentation of a financial report and adoption of a budget for the next fiscal year
- Other business listed in the notification of the meeting

### SECTION 3 OTHER MEMBERSHIP BUSINESS MEETINGS

Business meetings, in addition to the Annual Membership Business Meeting and the Annual Membership Budget Meeting, shall be called by the President upon a majority vote of the Board of Trustees or upon the presentation of a written petition signed by at least twenty percent of the Voting Members of the Society. A meeting called by petition shall be held within thirty days of the date of submission of the petition.

### SECTION 4 NOTICE AND AGENDA

The Voting Members of the Society shall be notified in writing of all Membership Business Meetings at least seven full days prior to the intended meeting. An announcement in the Society newsletter or a notice mailed to every Member of the Society at least ten days before the scheduled meeting date shall constitute

adequate notification. The President, with Board of Trustees confirmation, shall assemble the agenda of all Membership Business Meetings. The agenda shall include those items required by the Bylaws, items from petition, and items determined by the Board of Trustees. The agenda of the business to be transacted and any proposed amendment(s) to these Bylaws shall be included verbatim in the notice. Business shall be limited to the stated agenda.

#### SECTION 5 VOTING

A number equal to twenty percent of the Voting Members of the Society residing in Doña Ana County, New Mexico, shall constitute a quorum for all Membership Business Meetings, except as otherwise specified in these Bylaws. The presence of a quorum shall be required to initiate the business meeting and must be maintained at all times to conduct business. Proxy votes and absentee ballots shall not be allowed. Nonvoting members and Friends of the Society shall be welcome at all Membership Business Meetings and shall be given the courtesy of the floor, but they may not vote nor be included in the quorum. Business motions shall be passed by a majority vote except as otherwise specified in these Bylaws.

#### SECTION 6 RULES OF ORDER

All Membership Business Meetings shall be conducted according to "Robert's Rules of Order, Newly Revised," except as specifically stated in these Bylaws or amended by a vote of the Society.

#### SECTION 7 REPORTING A VOTE OF THE SOCIETY

The phrase "a vote of the Society" shall mean a vote of the Voting Members of the Society at a Membership Business Meeting. Whenever a motion is acted upon by the Society and the results of that action are reported outside the Society, the report shall always include the number of votes pro and con and the number of Members of the Society.

### ARTICLE VI OFFICERS, BOARD OF TRUSTEES AND COUNCIL

#### SECTION 1 OFFICERS

The Officers of the Society shall consist of a President, a Vice President, a Secretary, and a Treasurer. The Officers shall be elected at the Annual Membership Business Meeting. Election to office shall be by majority vote. Runoff elections shall be required until a candidate for each position receives a majority of votes cast. New officers must be at least eighteen years of age prior to the assumption of office. No person shall hold more than one elective office at any time.

##### A. President

The President shall represent the Society on all appropriate occasions, perform all duties normally associated with the office, and administer the affairs of the Society under the general guidance of the Board of Trustees. The President shall assemble the agenda for (with Board of Trustees confirmation) and preside at Membership Business Meetings and Board of Trustees meetings and, when necessary, shall call special meetings of the Board of Trustees and Council. The President shall be an ex officio nonvoting member of all committees and the Council. The President shall appoint or remove all the employees of the Society, subject to Board of Trustees approval. In the event of ministerial vacancy, the President of the Society shall be deemed (within the terms of the laws of the State of New Mexico) to be the official of the Society empowered to conduct the legal ceremony of marriage.

##### B. Vice President

The Vice President shall assist the President in the administration of the Society. The Vice President shall assume the duties of the President in the latter's absence, excluding the marriage ceremony.

##### C. Secretary

The Secretary shall be the custodian of and shall maintain the Permanent Records of the Society. These records shall include (1) the Articles of Incorporation; (2) the current Bylaws; (3) the Membership Books; (4) records of marriages; (5) records of deaths; (6) revised Membership Rolls; (7) approved minutes, including vote tallies of all motions and resolutions considered and elections held, of Membership Business Meetings and Board of Trustees meetings; (8) a current list of all resolutions in force resulting from

Membership Business Meetings and Board of Trustees meetings; (9) the official correspondence of the Society; (10) the monthly newsletter; and (11) such other records as the Board of Trustees may deem necessary. All records of the Secretary shall remain the property of the Society. The Secretary shall provide Voting Members reasonable access to the Permanent Records of the Society. Denial of such access may be appealed to the Board of Trustees.

The Secretary shall ensure that accurate minutes of all Membership Business Meetings and Board of Trustees Meetings be taken. The Secretary shall be responsible for official notification to Voting Members of Membership Business Meetings. The Secretary shall be responsible for the posting of (1) official notices; (2) minutes of Membership Business Meetings and Board of Trustees Meetings; (3) revised Membership Rolls; and (4) such postings as the Board of Trustees may deem necessary. These postings shall be placed at a location in the meeting house designated by the Board of Trustees.

#### D. Treasurer

The Treasurer of the Society shall have custody of all funds and financial records of the Society, and shall keep accurate records of receipts and expenditures. The Treasurer shall be responsible for disbursal of all monies, shall pay the bills as authorized by the Board of Trustees, and shall maintain an account in the name of the Society at a local bank. The Treasurer shall submit written financial reports to the Finance Committee, as requested; to the monthly Board of Trustees meetings; and to the Annual Membership Business Meeting. The Treasurer shall provide the Membership Committee, on request, with (1) a list of members having made a financial contribution of record to the Society within the past twelve months (or a financial contribution of record which applies to the previous twelve months, irrespective of fiscal year) and (2) a list of non-voting members who have not made a contribution of record within the past fifteen months. All records of the Treasurer shall remain the property of the Society. The Treasurer shall be an ex officio nonvoting Member of the Finance Committee. The Treasurer shall submit the financial records of the Society as requested by the Board of Trustees and within six weeks after the close of the fiscal year to a special financial review committee established by the Board of Trustees.

### SECTION 2 BOARD OF TRUSTEES

The Board of Trustees shall consist of the Officers of the Society, the Immediate Past President (if available), the Chairpersons of Facilities Management, Finance and Human Resources committees, the Chairperson of the Council, and a trustee selected by the Council from its own membership. The Minister shall be an ex officio nonvoting member of the Board of Trustees.

#### A. Powers

The Board of Trustees shall be responsible for policy, finances, facilities and staffing. The Board of Trustees shall function as the executive power of the Society, always subject to the Bylaws, Articles of Incorporation and, ultimately, the control of the congregation. The Board of Trustees shall have general charge of the property and funds, conduct business affairs, and control the administration of the Society. No person shall have the power to assume the duties or exercise the privileges of any Officer or Board of Trustees Member without virtue of having been duly elected. No person may perform official acts in the name of the Society except as authorized by the Bylaws or the Board of Trustees.

#### B. Responsibilities

The Board of Trustees shall meet at least once a month to conduct the business of the Society (special meetings may be called by the President or any two other Board of Trustees members). A quorum of four Board of Trustee members is required to conduct business. Each person shall have one vote, and no proxy votes or absentee ballots shall be allowed. A preliminary agenda for the regular monthly Board of Trustees meetings shall be posted the Sunday preceding the meeting. Any Voting Member may submit potential agenda items prior to any regular Board of Trustees meeting. Board of Trustees meetings shall be open to the Membership and Friends of the Society, except when declared closed by the President with the approval of the Board of Trustees. In principle, only consideration of sensitive matters (e.g., personnel matters) justifies a closed meeting. All business resolutions adopted by the Board of Trustees in a closed meeting shall be reported in the minutes.

The Board of Trustees shall: (1) call Membership Business Meetings as required; (2) approve the Ministerial contract; (3) manage the finances of the Society, adjusting the budget as necessary (no single expenditure exceeding ten percent [10%] of the current budget shall be made without the affirmative vote of the membership at a Membership Business Meeting); (4) approve the proposed Budget, prepared by the Finance Committee, for the forthcoming fiscal year to be recommended to the congregation at the Annual Membership Budget Meeting; (5) approve the appointment or removal of all employees and fix their compensations; (6) establish, modify, or abolish Special Committees, including the financial review committee; (7) fill vacant positions of the Chairpersons of the Standing Committees; (8) confirm appointment and removal of the members of the Special committees; (9) establish, modify, or abolish relationships with Affiliate Organizations; (10) establish, modify, or abolish relationships with Sponsored Groups; (11) adopt and amend the Articles of Procedures for the Standing and Special Committees; (12) receive the reports of the committees (oral or written) at the regularly scheduled Board of Trustees meetings; (13) set policy for use of the buildings, grounds, and other facilities; and (14) appoint delegates to the General Assembly of the Unitarian Universalist Association.

The Board of Trustees shall operate under "Robert's Rules of Order, Newly Revised." The person designated to record the minutes of each Board of Trustees meeting shall promptly file with the Secretary the minutes and a list of business resolutions adopted.

### SECTION 3 COUNCIL

The Council shall consist of all Standing Committee chairs (except Finance, Facilities Management, and Human Resources), and the chair of the Religious Education Committee. Committee chairs may choose to send a representative to the Council rather than participating directly. The Council shall be chaired by a person appointed by the Board of Trustees. The Council Chairperson shall become a member of the Board of Trustees (if not already). The Council shall also select a representative from its own membership to serve on the Board of Trustees. The President and the Minister shall be ex officio nonvoting members of the Council. Chairpersons of Special Committees and persons with special responsibilities (e.g., newsletter editor, Roundtable leader, Alliance president and WomenSpirit steering committee chair) are encouraged to participate in Council meetings.

The Council shall meet regularly to plan and coordinate overall church programing, including workshops, retreats and special events. The Council shall oversee and coordinate the church calendar and shall resolve scheduling conflicts.

The Council shall establish, maintain and be guided by written Articles of Procedure and will keep written minutes of all meetings. The Council shall be subject to the policies of the Board of Trustees. Decisions by the Council shall be subject to veto by the Board of Trustees. A quorum of the Council shall be defined as five.

### SECTION 4 TERMS OF OFFICE

The terms of office, and restrictions thereon, are as follows:

#### A. OFFICERS

- President - one year (no more than two consecutive terms)
- Vice President - one year (no more than two consecutive terms)
- Secretary - one year
- Treasurer - one year

#### B. COMMITTEE CHAIRS

- Standing Committee Chairpersons - one year
- Religious Education Committee Chairperson - one year

#### C. RELIGIOUS EDUCATION COMMITTEE

- Three Members - two years (elected even years)
- Three Members - two years (elected odd years)

The newly elected Board of Trustees members and committee chairpersons shall assume their duties at the close of the regularly scheduled January Board of Trustees meeting. This meeting shall be a joint meeting of the old and new Board of Trustees but shall be conducted by the old Board of Trustees.

#### SECTION 5 PRESIDENTIAL SUCCESSION

In the absence of the President, the following Board of Trustees members shall, in succession, assume the duties of the President (excluding the marriage ceremony): the Vice President and the Immediate Past President. (Also see Vacancy below.)

#### SECTION 6 VACANCY

Should a vacancy arise in the position of any Officer or Standing Committee Chairperson, the position shall be filled by a Voting Member of the Society, elected by the Board of Trustees, to serve the remainder of the unexpired term. The position of Immediate Past President shall not be filled in the event of vacancy.

#### SECTION 7 REMOVAL

Any Officer, Board of Trustees Member, or Committee Chairperson (Standing or otherwise) may be removed by a two-thirds vote of the Voting Members present at a legally called Membership Business Meeting.

### ARTICLE VII COMMITTEES

#### SECTION 1 STANDING COMMITTEES

##### A. Standing Committees

The following shall be the Standing Committees:

- Adult Education
- Caring
- Facilities Management \*
- Finance \*
- Gallery
- Hospitality
- Human Resources \*
- Long Range Planning
- Membership
- Public Relations
- Social Action
- Sunday Services
- Unitarian Universalist Affairs

\* Also on Board of Trustees

##### B. Articles of Procedure

The Articles of Procedure of each Standing Committee shall include (1) the purpose, (2) the organization, (3) the duties, (4) the responsibilities, and (5) other administrative matters. The Articles of Procedure shall include those specifically defined in these Bylaws and others as determined from time to time by the Board of Trustees in consultation with the committee in question. At the final meeting of each church year, each committee shall review its Articles of Procedure and report to the Board of Trustees any recommended revisions.

##### C. Operating Rules

The Standing Committees shall operate under the committee rules stated in "Robert's Rules of Order, Newly Revised." They shall also operate under the following general rules:

- No one shall serve as Chairperson of more than one Standing Committee at a time.
- Each Chairperson (or committee representative) shall report on meetings and activities of the committee to the next meeting of its parent organization (i.e., Board of Trustees or Council) – preferably in writing and prior to the meeting.
- A current list of members of each Committee shall be filed with the Secretary.

- The Chairperson of each Standing Committee shall develop a working committee from interested Members and Friends of the Society. The Minister and Board of Trustees members are encouraged to make suggestions for committee membership.

## SECTION 2

### SPECIAL COMMITTEES (OF BOARD AND COUNCIL)

Special Committees may be established, modified, or abolished by the Board of Trustees or the Council, depending on the mission of the committee. A Special Committee shall be a committee of one or more persons having a special function (e.g., editor of the Society newsletter) or a specific task (e.g., bylaws revision, planning of a special celebration or a special fund raising task). At the time of establishment of the Special Committee, the Board of Trustees or Council shall determine the Articles of Procedure and set a life span for the committee. The Special Committees shall operate under the general rules of the Standing Committees. Chairpersons of the Council's Special Committees shall be ex officio non-voting members of the Council.

## SECTION 3 CONGREGATIONAL COMMITTEES

A Congregational Committee shall be a committee organized under the Bylaws, largely accountable to the Congregation. The Congregational Committees shall have specific functions requiring substantial independence. The Congregational Committees shall operate under Articles of Procedure as defined in these Bylaws. A current list of members of each Congregational Committee shall be filed with the Secretary.

### A. Nominating Committee

The Nominating Committee shall be responsible to prepare a slate of candidates for the election of Officers, Religious Education Committee Chairperson and members, and Standing Committee Chairpersons at the Annual Membership Business Meeting. The slate of candidates shall be reported to the December Board of Trustees meeting and shall be published in the January newsletter.

The Nominating Committee shall consist of five members, all Voting Members of the Society, elected at the Annual Membership Business Meeting. Nominations shall be from the floor. The slate of candidates for this Committee shall bear at least seven names. The five candidates receiving the most votes shall be members. The next two candidates in order of votes received shall become first and second alternates. Vacancies of Nominating Committee members shall be filled by the alternates, in order. If the alternate list is exhausted, the Board of Trustees will appoint a committee member. The Chairperson of the Nominating Committee shall be selected by its members. The Chairperson shall report on the general progress of the Nominating Committee to the Board of Trustees.

### B. Ministerial Search Committee

To facilitate a call by the Congregation of a new Minister, a Ministerial Search Committee shall be formed to locate, candidate, and settle a Minister. The Ministerial Search Committee shall be composed of six Voting Members elected by the Congregation at a legally called Membership Business meeting. Vacancies shall be filled by the Board of Trustees, which shall take care to seek the widest representation of the Congregation on the Ministerial Search Committee. The Chairperson shall be selected by the members of the Committee.

The Ministerial Search Committee shall follow the procedures stated in the Ministerial Settlement Handbook of the Unitarian Universalist Association except when directed otherwise by the Membership at a Membership Business Meeting. The Chairperson shall make appropriate reports on the progress of the Ministerial Search Committee at the monthly Board of Trustees Meetings. At the time of the Ministerial settlement, the committee shall recommend a Ministerial contract and make a final report to the Board of Trustees at which time the committee shall be dissolved.

### C. Religious Education Committee

The Religious Education Committee shall organize and operate the Sunday School for children and youth, provide Sunday nursery care for children who are too young for the Sunday School, and provide sex education classes as needed.

The Religious Education Committee shall consist of seven members, all elected at Annual Membership Business Meetings. The chairperson shall be a Voting Member of the Society and be elected for one year. The other members of the committee may be either Members or Friends of the Society and shall be elected for two-year terms. Each year, three members shall be elected to replace the three retiring members. Vacancies on the Religious Education Committee shall be filled by the Board of Trustees.

Although the responsibility of the program rests with the Religious Education Committee, participation in religious education by other Members and Friends of the Society is highly encouraged. Others are welcome to participate in planning, teaching, being guest speakers, providing childcare, helping with parties, and other appropriate religious education activities.

#### SECTION 4 COMMITTEE ON MINISTRY

The Committee on Ministry is a unique committee whose purpose is to strengthen the overall quality of ministry of the Society. This is done by serving as a support group for the minister, as a facilitator of communication between the minister and the congregation, and an evaluator of the ministry of both the minister and the congregation.

Each member shall serve a three-year term. The terms shall be staggered. Annually, the Minister shall submit a list of three names to the newly elected Board of Trustees, which shall appoint one new member to the committee from the three names submitted.

It is the responsibility of the committee to provide a constructive and positive process for sharing ideas, needs and concerns with respect to the ministerial needs of the congregation and the needs of the minister.

The Committee shall elect its own Chairperson. All Committee meetings will be closed and discussions will be confidential. The Chairperson shall report to and interact with the Board of Trustees, the Council and other committees as needed.

#### SECTION 5 OPEN MEETINGS

Meetings of committees shall be open to all Members and Friends of the Society except as follows:

- Committee on Ministry -- All meetings closed
- Finance -- Closed when setting individual pledge goals or determining the extent of financial support given by any Member
- Human Resources -- All meetings closed
- Ministerial Search -- All meetings closed
- Nominating -- All meetings closed
- Religious Education -- Closed when discussing personnel matters.

In principle, only consideration of sensitive matters justifies a closed meeting.

### ARTICLE VIII AFFILIATE ORGANIZATIONS AND SPONSORED GROUPS

#### SECTION 1 AFFILIATE ORGANIZATIONS

Voluntary organizations composed largely of Members and Friends of the Society, and who support the Purposes as stated in Article II, may be established with the approval of the Board of Trustees and shall be known as Affiliate Organizations. Affiliate Organizations shall operate under the following general rules:

- Each Affiliate Organization shall direct its own program and functions
- Each Affiliate Organization shall be responsible for its own finances, including fund-raising and costs incurred on its behalf and at its request
- Each Affiliate Organization shall appoint a contact person with whom the Board of Trustees can communicate.

## SECTION 2 SPONSORED GROUPS

Voluntary groups not necessarily composed of Members and Friends of the Society but which, for reasons determined by the Board of Trustees, serve to benefit the Society may be sponsored by the Society. Each Sponsored Group shall operate under the general rules for Affiliate Organizations. The extent of sponsorship (use of facilities, etc.) shall be established by the Board of Trustees when the sponsorship begins. The extent of sponsorship may be modified or terminated by the Board of Trustees at any time.

## ARTICLE IX MINISTER

### SECTION 1 GENERAL

The Minister shall be the spiritual leader of the Society. The Minister shall be responsible for religious services, rites of passage (e.g., dedications, marriages, and memorial services) and pastoral care of the Members and Friends of the Society. The Minister may be a resource person to the Society. Specific terms, agreed upon by a covenant between Minister and Society, shall be formalized in a written contract, approved by the Board of Trustees and signed by the President and the Minister.

### SECTION 2 SELECTION

Recommendation for a new Minister to the Membership shall be made by the Ministerial Search Committee, following the procedures stated in the Ministerial Settlement Handbook of the Unitarian Universalist Association. Selection of the Minister shall be by a three-quarters vote of the Voting Members of the Society present at a Membership Business Meeting. A quorum in this case shall be a number equal to forty percent of the Voting Members residing in Doña Ana County.

### SECTION 3 DISMISSAL

The minister may be dismissed at a legally called Business Meeting by a vote of two-thirds of the Voting Members currently on the official rolls of the Society. In the event of the minister's dismissal, his or her salary and allowance shall be continued for three months after date of dismissal.

### SECTION 4 RESIGNATION

The minister, in the event of resignation, is requested to give at least three months notice.

## ARTICLE X FINANCES

### SECTION 1 EXPENDITURES

No person or committee shall have the power to incur expenses on behalf of the Society except as authorized specifically by the Board of Trustees or the Congregation at a Membership Business Meeting.

### SECTION 2 CANVASS

The Finance Committee shall plan (with Board of Trustees approval) and conduct the annual every Member financial canvass before the Annual Membership Budget Meeting.

### SECTION 3 BUDGET

The Finance Committee shall hold open budget hearings prior to submitting a proposed budget to the Board of Trustees for its consideration and recommendation to the Annual Membership Budget Meeting. The Board of Trustees may revise the budget upward or downward as needed to meet the cash flow of the Society.

### SECTION 4 INCOME

All receipts and monies received by individuals and committees on behalf of the Society shall return to the general fund, unless specifically authorized by the Board of Trustees (e.g., special on-going and self-sustaining projects such as the Sunday morning coffee fund or Youth Group funds). All fund-raising efforts including those of Affiliated and Sponsored groups must be approved by the Board of Trustees.

#### SECTION 5 FISCAL YEAR

The Board of Trustees will determine the fiscal year.

#### SECTION 6 FINANCIAL REVIEW

The financial records of the Society shall be reviewed by a special committee (established by the Board of Trustees) no more than three weeks after the Treasurer's submission of the financial records and at such other times as may be deemed appropriate by the Board of Trustees.

#### ARTICLE XI LEGAL

This Society shall be a non-profit religious, charitable, and educational society incorporated under the laws of the State of New Mexico.

The legal address of the Society shall be 2000 South Solano Drive, Las Cruces, New Mexico 88001, located in the county of Doña Ana.

In the event of dissolution of this Society, all assets, fiscal and real, shall revert to the Unitarian Universalist Association. Any such assets not so disposed of shall be disposed of by the District Court of Doña Ana County, New Mexico, to such organizations, which are organized and operated exclusively for the Purposes as stated in Article II.

The Board of Trustees shall designate a registered corporate agent in conformity with the requirements of the Corporation Commission of the State of New Mexico.

#### ARTICLE XII AMENDMENTS

These Bylaws may be amended at any legally called Membership Business Meeting by a two-thirds vote of the Voting Members present. Proposed amendment(s) to these Bylaws must be included verbatim in the notice to the Voting Members for the Membership Business Meeting. Proposed amendments shall be passed or rejected verbatim.

#### ARTICLE XIII IMPLEMENTATION

These bylaws will take effect at the close of the April 2003 Board of Trustees meeting. The officers, committee chairs and RE committee members elected at the April 2003 Annual Membership Business Meeting will serve for approximately nine months, until the end of the January 2004 Board of Trustees meeting. This will bring the new board and council structure into alignment with the new fiscal year, beginning January 1, 2004, established by the Board of Trustees at the August 2002 board meeting.

#### APPROVED:

These Bylaws were approved, a quorum being present, by a vote of at least two thirds of the Voting Members present at a Membership Business Meeting on November 9, 2003.

Attest:

---

President 2003 James J. Basler

---

Secretary 2003 Beverley Pirtle