

**Bylaws of  
Bradford Community Church Unitarian Universalist  
5810 8th Avenue  
Kenosha, Wisconsin 53140**

Bylaws adopted by vote of the Congregation November 18, 1984.

Amended by vote of the Congregation on March 9, 1986; June 6, 1993; December 11, 1994; February 26, 1995; March 21, 1999; June 11, 2000; June 13, 2004; June 12, 2005; June 11, 2006; June 14, 2009; June 12, 2011; June 10, 2012; June 16, 2013; June 8, 2014, March 1, 2015, January 31, 2016, June 11, 2017 and June 10, 2018.

**Article I. Name**

The name of this society shall be Bradford Community Church Unitarian Universalist, hereinafter referred to as this church, this congregation, this society or BCCUU.

**Article II. Purpose**

The purpose of this society shall be to:

- 1) provide a place for Sunday worship and religious education for all ages;
- 2) offer a sense of family and community, acceptance and understanding to all members, friends, the unchurched and the religiously disenfranchised;
- 3) promote individual spiritual growth, freedom of religious belief, and a respect for the natural world of which we are a part;
- 4) provide pastoral counseling and a supportive community;
- 5) promote social responsibility in our community and in the world at large;
- 6) promote just causes and peace in the world;
- 7) promote this church as a liberal religious alternative in our community;
- 8) promote the free search for truth; and
- 9) promote the welfare and safety of participants in its activities.

While this society will also strive to promote the welfare, safety of members and others while participating in its activities, it has no extraordinary obligation or duty to do so, recognizing that every individual must assume a large measure of personal responsibility for a safe church environment.

**Article III. Membership**

**Section 01 - *Acceptance into Membership.***

Persons eighteen (18) years of age or older, without regard to race, color, gender, physical or mental challenge, sexual orientation, gender identification, age, financial condition, or national origin; who accept and pledge to actively support the bylaws, principles and purposes of this church and the principles and purposes of the Unitarian Universalist Association, shall, upon signing the Membership Book and recording a financial pledge, be accepted into the membership of this church and the Unitarian Universalist Association. This church reserves the right to exclude from-membership any

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person who constitutes a threat to the welfare or safety of the Church environment as determined by action of the Board.

**Section 02 - Provisions for Special Youth Membership.**

Any person aged 14-17, without regard to race, color, gender, physical or mental challenge, sexual orientation, gender identification, age, financial condition, or national origin; who is currently enrolled in or has successfully completed BCCUU's "coming of age" curriculum and who accepts and pledges to actively support the bylaws, principles and purposes of this church and the principles and purposes of the Unitarian Universalist Association, shall be accepted into special youth membership. These youth members shall have membership privileges, including the right to vote at the local level but are not eligible to run for elected Board positions.

**Section 03 - Duties of Members**

Members are expected to actively participate in the life of this church. Each person's membership shall be reaffirmed annually signified by participating in the affairs of this church and by documenting a financial pledge.

**Section 04- Voting Members**

Any person accepted into the membership of this church, in accordance with Article III, Section 1 or 2 above, shall be a qualified voting member, and shall have the right to vote at all congregational meetings.

**Section 05- Termination of Membership and Restricted Participation of Members**

A member may terminate membership by submitting a written resignation. This church may restrict or terminate an individual's membership if:

1. A record of a financial pledge is not received and/or the member fails to respond to inquiries of intent to continue membership, or
2. The Board of Trustees determines that the individual's participation in any church activity or continued membership constitutes a threat to the welfare or safety of the Church environment.

**Article IV. Denominational Affiliation**

This society shall be affiliated with the Unitarian Universalist Association, the Mid-America Region and the Southeastern Wisconsin Unitarian Universalist Council or their successor organization(s).

**Article V. Church Officers on the Board of Trustees**

**Section 01 - Officers of the Church**

The elected officers on this church's Board of Trustees, hereinafter referred to as the Board, shall be President, Board Secretary, and Finance Director of the Church, and four (4) Trustees at Large. An

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additional Trustee at Large shall be added any time membership exceeds 150 members to a maximum of five (5) Trustees at Large. The Board shall elect a Vice-President from among the trustees at the first meeting of the fiscal year. The Minister shall be ex-officio, non-voting member of the Board.

**Section 02 - Election, Terms of Office and Term Limitations**

The officers shall be elected by majority vote of the BCCUU members present and voting at the annual meeting. Election shall be by secret ballot. The term of office for all elected officers shall be (3) years. All elected officers shall not serve for more than two (2) successive terms in each office. Terms of office shall coincide with the fiscal year.

**Section 03 - Duties of Officers**

Said officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by this church. Additional duties of specific offices shall be as follows:

1. President shall preside at all regular and special meetings of the congregation and the Board. The President is responsible for the integrity of the Board's process in its governance of this church and shall fulfill the duties assigned to the Board President in the Governance Process Policies of the Board.
2. Board Secretary shall take and provide the church office with a copy of minutes of all regular and special meetings of the Board of Trustees and congregation; shall keep such records as may be designated by the Board and shall annually verify updated and published Bylaws and Governance Policies of the Board.
3. Finance Director of the Church shall have final responsibility for the following: chair meetings of the Finance Committee, collect pledges and issue periodic statements to financial contributors; maintain custody of all church funds; maintain records of all receipts and expenditures of the church; review payment of church bills; prepare and present financial statements as required or requested by the Board and/or congregation.
4. Trustees at Large shall perform such tasks as are designated in Article V, Section 7 of the bylaws or by the Board.
5. The Vice-President will preside over a meeting in the case of a temporary absence of the President.

**Section 04 - Removal of Officers**

Any elected member of the Board shall be considered to have resigned his or her position upon unexcused absence from three (3) consecutive duly called meetings. The determination of excused absence shall be made by the President for all other Board members, and for the President by a vote of all Board members except the President. Any member of the Board may be removed for cause.

**Section 05 - Recall of Officers**

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Any elected officer may be recalled by a duly called special meeting of the congregation for which notice has been given to all qualified voting members of the congregation at least fifteen (15) days before the meeting and for which the purpose of such meeting has been set forth in the call of that meeting.

**Section 06 - Vacancies**

Vacancies on the Board may be filled by appointment of the Board for the remainder of the term. Should a vacancy occur in the office of President, the Vice-President shall be Acting President until such time that a special election be called.

**Section 07 - Duties and Authority of the Board**

- a) The Board shall govern this church by means of a policy structure and governing practices that preserve the separation of governance from executive functions to effectively conduct the affairs of the congregation. The Board has power to act on behalf of the congregation in all manners not specifically restricted by these bylaws.
- b) The Board shall meet monthly, September through June and shall hold such other meetings as may be required to effectively govern the church. Board meetings shall be open to all BCCUU members with the exception as noted in Article V Section 7 (e) below
- c) The Board shall develop and maintain a set of broad governance policies that address:
  - i. Organizational Ends (including broad church goals);
  - ii. Executive Limitations
  - iii. Governance Process
  - iv. Board-Executive Relationship
- d) The Board shall have the authority to adopt and implement policies and procedures which are consistent with Unitarian Universalist Principles, this church's mission and vision, these bylaws, and the Board's governing policy structure.
- e) The Board shall, to help ensure the privacy of individuals or for appropriate legal matters, conduct closed meetings to discuss issues of participation in church activities, membership status, personnel issues, or sensitive financial and/or legal matters. Such minutes from these meetings shall, to the extent permitted by law, be restricted to access by Board only and will not be made part of any public record.
- f) All members of the Board shall pledge confidentiality, to the extent required by law, for all matters discussed in closed meetings.

**Section 08 - Incurring Liabilities**

The Board shall not make an unbudgeted expenditure that either incurs a liability of any amount or is more than 10% of the current adopted budget or 80% of the balance in the contingency fund, whichever is less; without the authority of the membership of the congregational *meeting called least fifteen (15) days prior.*

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**Article VI. The Minister**

**Section 01 - *Consideration of Candidates***

Consideration of all ministerial candidate applicants shall be made without regard to race, color, gender, sexual orientation, gender identification, physical challenge, age, class, or national origin.

**Section 02 - *UUA Fellowship Requirement***

No minister shall be called to, or continue the pastoral charge of this church, unless that person has fellowship in the Unitarian Universalist Association or its successor.

**Section 03 - *Call by the Congregation***

The minister shall be called by the congregation. The call of the minister shall require a vote of the qualified voting members of the congregation, present and voting, at a duly constituted congregational meeting for which notice of this agenda item is given in the call of the meeting at least 15 day prior.

**Section 04 - *Minister's Letter of Agreement***

The Board shall execute an annual Letter of Agreement with the minister incorporating employment conditions which shall be consistent with the terms of these bylaws. The minister shall continue to serve for such time as may be mutually satisfactory to both the minister and the congregation, and in keeping with the terms of such contract.

**Section 05 - *Dismissal of Minister***

Any minister may be dismissed only upon a majority vote of the qualified voting members of the congregation, present and voting, at a duly constituted congregational meeting for which notice of this agenda item is given in the call of the meeting at least 15 days prior. The matter of dismissal may be placed upon the agenda by action of the Board or by a petition of qualified voting members filed pursuant to bylaw Article VIII Section 02 - Special Meetings. Such a vote may not be taken again for six (6) months.

**Article VII. Committees**

**Section 01 - *Standing Committees***

The standing committees shall be: Nominating Committee, Finance Committee and Endowment Fund Committee.

**Section 02 - *Standing Committees Membership, Dues, Required Procedures***

a) Nominating Committee.

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- 1) The Nominating Committee shall consist of four (4) members of the church elected by the congregation at the Annual Meeting and one member of the Board selected by the Board.
- 2) The term of office for members of the Nominating Committee elected by the congregation shall be two (2) years, with a staggered term system that brings two new Nominators to the committee each year. The Board will appoint a 5th member every year.
- 3) The duties of the Nominating Committee shall be to nominate qualified voting members of the congregation for all elected church positions and to conduct elections.
- 4) A Trustee selected by the Board shall call a meeting of the Nominating Committee within 90 days following the annual meeting to elect a chairperson from their number.
- 5) Should a member of this committee be unable to complete their term of office, the Board shall name an individual within two (2) months to complete that un-expired term.

(b) Finance Committee.

- 1) The Finance Committee shall be chaired by the Finance Director of the Church and shall include an appointed church treasurer and at least two (2) other members of the church who shall be appointed annually by the Finance Director in charge of the Finance Committee with approval of the Board.
- 2) The duties of the Finance Committee shall be to:
  - a) prepare, in consultation with the Finance Director, a church operating budget for the following fiscal year;
  - b) operate the annual stewardship drive;
  - c) revise the budget after completion of the stewardship drive in accordance with the funds pledged;
  - d) present the revised budget to the Board prior to the annual meeting;
  - e) present the proposed budget to the congregation at the Annual Meeting; and
  - f) create and oversee such special sub-committees as it finds necessary to coordinate and accomplish its tasks.
  - g) The church treasurer, with oversight by the Finance Director, shall monitor custody of all church funds, pay church bills, oversee and maintain records of all receipts and expenditures of the church and prepare appropriate financial records for the Finance Director and made available for the Board and/or congregation.
  - h) Coordinate with the Endowment Committee the transfer of church funds to and the receipt of disbursements from the Endowment Committee.

(c) Endowment Committee

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- 1) Purpose. The work of the church is strengthened through cash gifts, bequests, assignment of life insurance, and transfers of real, intangible and tangible property. Therefore, Bradford Community Church Unitarian Universalist (BCCUU) has established a separate Endowment Fund (Fund) to be administered, and its monies expended, independent of the annual operating budget. The purpose of the Fund is to assist the Church's mission in perpetuity and to promote long-term sustainability.
- 2) Assets. Fund assets are kept separate from the operating funds of BCCUU, under the name "BCCUU Endowment Fund." Fund assets are managed and invested by a professional financial management institution in consolidation with the Endowment Fund committee (Fund Committee).
- 3) Ordinary Disbursements. The Fund Committee in conjunction with the Board makes disbursements to BCCUU. In any given budget year, the maximum amount that can be taken from the endowment fund shall be the lesser of: 5% of the fund balance at the start of the previous calendar year, or the net earnings of the fund accrued during the previous calendar year.
- 4) Extraordinary Disbursement of Assets. A proposal passed by a two-thirds (2/3) majority vote of the Board and then by a two-thirds majority vote of Members at a congregational meeting can compel the Fund Committee to disburse any portion of Fund assets for whatever purpose the church may direct.
- 5) Fund Committee. The Fund Committee is comprised of three members. One new member is elected yearly at the annual meeting from a slate provided by the Nominating Committee for a three-year term. In the event a member resigns or is removed, the Board President appoints a member to complete that year of membership. At the next annual election, any remainder of that term is filled by BCCUU election. A fund committee member may be removed for fiduciary irresponsibility by recommendation from two-thirds (2/3) of the Board. A member completing a three-year term may stand for one additional consecutive term. Members are not required to be bonded but must comply with applicable state and federal laws.

Officers of the Committee. The officers are chair, treasurer, and secretary, selected from among themselves yearly by Fund Committee members.

- a. Responsibilities of Chair. The chair conducts Committee meetings, serves as liaison to the Board, and supervises reporting responsibilities.
- b. Responsibilities of Treasurer. The treasurer keeps financial records of the Committee, is responsible for its financial transactions, prepares its required financial reports, makes financial records available for review by the Board and is its responsible agent with all financial institutions.

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- c. Responsibilities of Secretary. The secretary is responsible for recording minutes of all Committee meetings and maintaining a file of past minutes in the church office.
- 6) Meetings of the Committee. The Fund Committee shall meet quarterly as determined by the chair. A quorum is two voting members. A simple majority is required to pass motions. Members must attend 50% of the meetings in a given year or face possible removal through a majority vote of the Board. Additional meetings may be called by the Board President, the Fund Committee chair, or any two members of the Committee. The minutes of all meetings are kept in the Church office and are made available to church members for viewing in the Church office.
- 7) Reporting Obligations. The Fund Committee issues statements on assets and financial transactions quarterly for the Board and at least annually for the church. The board may require additional reports. The Fund is audited at least annually by a BCCUU member not on the Fund Committee or by a professional auditor. The Fund Committee may request the advice or assistance of other persons in the preparation of reports. The cost of such assistance is borne by the assets of the Fund.
- 8) Investment Advisor. The Fund Committee shall use the services of an investment advisor from an accredited fiduciary institution. This individual may advise on investment strategy and/or report preparation. Costs of such service are borne by the assets of the Fund.
- 9) Investment Strategy. The Fund Committee invests the Fund's assets in a prudent manner to protect its purchasing power and to produce income. It may adjust the mixture of investment types in the Fund to maximize investment goals.
- 10) Fund Solicitation. The Committee works to educate and encourage contributions and bequests to the Fund. Contributions or bequests are publicly acknowledged unless anonymity is desired. Contributions must be approved for acceptance by the Fund Committee which may seek board guidance regarding restricted contributions.

**Section 03 - *Operating and Special Committees.***

The Board shall maintain a system of operating and special committees as required to manage the business and programming of this church.

**Article VIII. Meetings**

**Section 01 - *Annual Meeting.***

The annual meeting shall be held prior to the end of the fiscal year and notice shall be given to all qualified voting members of the congregation at least fifteen (15) days before the meeting.

**Section 02 - *Special Meetings.***



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Special meetings of the congregation may be called by the Board or by petition of twenty (20) qualified voting members and written notice shall be given to all qualified voting members of the congregation at least fifteen (15) days before the meeting. The purpose of such meeting(s) shall be set forth in the call of the meeting.

**Section 03 - Quorum.**

A quorum shall be defined as One-third (1/3) of the voting members of the church, as defined in Article III, Section 4, herein. A quorum of the Board shall be defined as one-half (1/2) of the members thereof.

**Section 04 - Super Majority Votes.**

The congregation may, by simple majority vote of a duly convened meeting, require a Super Majority Vote to pass an individual business item. Such Super Majority Vote shall be defined as eighty percent (80%) of the qualified members present and voting.

**Section 05 - Petition to Add Items to an Agenda.**

In the case of petition of twenty (20) qualified voting members of the congregation, the Board shall include additional items on the agenda of any regular or special meeting of the congregation when such petition shall have been received by the Board a minimum of fifteen (20) days before the meeting is scheduled to be held.

**Article IX. Fiscal Year**

The fiscal year of this church shall be from July 1 through June 30.

**Article X. Hearings**

Any individual who has been notified of the intent of the Board to deny or terminate membership or restrict his/her participation in congregational activities shall have a right to a hearing prior to any decision of the Board. A decision to terminate membership or restrict his/her participation in congregational activities shall require a two-thirds majority of the Board and duly recorded. A decision to deny or terminate membership or restrict participation in congregational activities is effective immediately and is subject to a timely review by a review panel.

A review panel shall consist of the three most immediate past Board Presidents (if all are still active members of this church). If any of these three individuals is no longer an active member of BCCUU, is a party to the incident under review or is otherwise not available to serve on the review panel, the open slot(s) on the review panel shall be filled by the next available person(s) in order from the list below. In each case, the individual is disqualified from serving if he/she is a current Board member or a party to the incident under review: Next most immediate past Board Presidents (going back as far as possible); Current chair of the Nominating Committee; Most immediate past Financial Directors

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(going back as far as possible); Most immediate past Nominating Committee Chairs (going back as far as possible).

The review panel's primary charge is to review the process undertaken by the Board in reaching the limitation, exclusion or termination decision to assure that proper procedures were followed. The review panel shall not undertake to evaluate evidence or form an independent opinion regarding the merits of the decision. The review panel shall not be empowered to overrule the Board's decision. Rather, the review panel's sole purpose is to evaluate whether the Board followed proper procedure. If the review panel determines that proper procedures were not followed, the review panel shall specify what aspects of the Board's process were flawed and how. In this case, the Board's original decision shall be rendered invalid and the Board shall be obligated to re-open the proceedings in such a manner that its procedures are corrected. After this, the Board shall render a new decision, which is also subject to review by the review panel.

**Article XI. Indemnification**

BCCUU shall indemnify the minister, other clergy person(s), any and all of the employees, and trustees of this church, any and all members of any committee or other subdivision of this church, and any and all of the former ministers, other clergy person(s), employees, trustees or committee members of the same, or any person who may have served or is serving at the request of this church, against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they or any of them are made parties or a party by reason of being or having been the minister or other clergy person or employee or trustee or member of any committee or other subdivision of this church, except in relation to matters as to which any such minister or other clergy person or employee or trustee or committee member, or former minister or other clergy person or employee or trustee or committee member shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty, and to such matters as shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty, and to such matters as shall be settled by agreement predicated on the existence of such liability.

BCCUU shall also have authority to purchase and maintain insurance on behalf of its minister, other clergy person(s), any and all of the employees, and trustees of this church, any and all members of any committee or other subdivision of this church, or former ministers, other clergy person(s), employees, trustees or committee members of the same, or any person who may have served or is serving at the request of this church, against any liability or settlement based on asserted liability incurred by them by reason of being or having been the minister, other clergy person, employee, trustee or committee member of this church or any committee or other subdivision of this church, whether or not this church would have the power to indemnify them against such liability or settlement under the provisions of this section.

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**Article XII. Parliamentary Authority**

Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters not covered by these bylaws or special rules adopted during specific meetings.

**Article XIII. Amendments**

Proposed amendments to these bylaws may be voted on at any duly convened meeting of the congregation if such proposed amendments have been set forth in the call of the meeting. A two-thirds (2/3) majority vote of those qualified voting members attending shall be required for adoption.

**Article XIV. Dissolution**

In the event of the dissolution of this church, all outstanding debts shall be paid and the remaining assets, both real and personal, and including all property heretofore and hereinafter donated to said church, shall become the property of the Unitarian Universalist Association or its successor, subject to all applicable laws.