

**BYLAWS OF THE  
UNITARIAN UNIVERSALIST FELLOWSHIP  
OF PLATTSBURGH**

BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

TABLE OF CONTENTS

	Page
I Name .....	4
I.1 Unitarian Universalist Fellowship of Plattsburgh	
II Purpose and Affirmation .....	4
II.1 Provide for a religious community	
II.2 Affirm and encourage spiritual and intellectual growth	
II.3 Support actions and activities of the fellowship	
II.4 Support the UUA	
II.5 Affirm and promote the full participation	
III Denominational Affiliation.....	4
III.1 Membership in the UUA	
IV Membership .....	4
IV.1 Membership	
IV.2 Membership Qualifications	
IV.2.A Signing the Membership Book	
IV.2.B Contributing	
IV.3 Privileges and Responsibilities of Members	
IV.3.A Members of greater than six weeks	
IV.3.B All members shall be considered	
IV.4 Removing a Member	
IV.4.A A member may be removed from membership	
IV.4.B Members may be removed for violation	
IV.5 Affiliates	
IV.5.A Lifetime Honorary Members	
IV.5.B Youth Membership	
IV.5.C Seasonal Membership	
V Administration.....	5
V.1 Administration	
V.2 Board of Trustees	
V.2.A The Board of Trustees will interpret	
V.2.B The Board will administer and manage	
V.2.C The Board will not sell or otherwise dispose	
V.2.D Chairpersons of special or standing committees	
V.2.E Meetings of the Board will be open to all members	
V.2.F The Board will establish its own meeting schedule	
V.3 Executive Officers.....	6
V.3.A After the June election, all incumbent officers	
V.3.B The president will have general and active management	
V.3.C The vice president will assist the president	
V.3.D The treasurer will be responsible for keeping accurate records	
V.4 Members-at-Large.....	6
V.4. The members-at-large promote the organization	

**BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH**

V. 5 Minister.....7  
    V.5.A The minister will be a non-voting ex-officio  
    V.5.B The call and dismissal of the minister

VI Committees.....7  
    VI.1 Committees

VII Rules and Procedures.....7  
    VII.1 Robert’s Rules of Order  
    VII.2 Ex-officio members of committees  
    VII.3 Quorums  
        VII.3.A Thirty percent of voting members  
        VII.3.B Three Board members, including at least one officer  
    VII.4 Fellowship Year  
        VII.4. A fellowship year is defined  
    VII.5 Congregational Meetings.....8  
        VII.5.A A time for regular meetings  
        VII.5.B No later than the third Sunday of June  
        VII.5.C The annual business meeting  
        VII.5.D With the signed request of 15 percent or more  
        VII.5.E At the direction of the Board, the president  
        VII.5.F No election or business meeting  
    VII.6 Elections and Conditions of Office  
        VII.6.A The members of the Board of Trustees  
        VII.6.B At least one week prior to the election  
        VII.6.C Each voting member will be entitled to one vote  
        VII.6.D At the annual election, after all nominations  
        VII.6.E Officers will be elected at the same meeting  
    VII.7 Board Vacancies  
        VII.7A Any Board officer or member-at-large  
        VII.7.B The members of the fellowship, or the Board  
    VII.8 Use of Building, Facilities and Equipment.....9  
        VII.8. Activities of potential users of the building  
    VII.9 Protection of Non-Profit Status  
        VII.9 Neither the fellowship, the Board, officer, employee

VIII Amendments .....9  
    VIII.1 These bylaws may be amended or repealed

IX Dissolution of the Unitarian Universalist Fellowship of Plattsburgh .....9  
    IX.1 In the event that a majority of three-quarters  
    IX.2 No part of the fellowship’s assets shall inure

X Establishment of Endowment Fund  
    X.1 An endowment fund shall be established.....9

List of Amendments to Bylaws.....10

Appendix A: Responsibilities of Committees.....11

Appendix B: Use of Building and Facilities .....16

# BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

## **I Name**

**I.1** The name of this organization is the Unitarian Universalist Fellowship of Plattsburgh, New York, Inc.

## **II Purpose and Affirmation**

**II.1** Provide for a religious community where freedom of worship, speech and thought are welcomed, protected and fostered;

**II.2** Affirm and encourage spiritual and intellectual growth and the use of the democratic process;

**II.3** Support actions and activities of the fellowship that benefit the environment, embrace human diversity and provide for the common good;

**II.4** Support the Unitarian Universalist Association and its principles and purposes as listed in Article III below;

**II.5** Affirm and promote the full participation of all persons in all fellowship activities without regard to race, color, gender, expression, physical or mental abilities, affectional or sexual orientation, age, socioeconomic status or national origin.

## **III Denominational Affiliation**

**III.1** The Unitarian Universalist Fellowship of Plattsburgh is a member of the Unitarian Universalist Association of Congregations (UUA) and is part of the Central East Region. We, the member congregations, covenant to affirm and promote the inherent worth and dignity of every person; justice, equity and compassion in human relations; acceptance of one another and encouragement to spiritual growth in our congregations; a free and responsible search for truth and meaning; the right of conscience and the use of the democratic process within our congregations and in society at large; the goal of world community with peace, liberty and justice for all; respect for the interdependent web of all existence of which we are a part; journeying toward spiritual wholeness by working to build diverse multicultural Beloved Community by our actions that accountability dismantle racism and other oppressions in ourselves and in our institutions.

## **IV Membership**

IV. 1 Membership in the Unitarian Universalist Fellowship of Plattsburgh, New York, is an affirmation of support for the shared vision of the congregation. Members agree to participate in the life of the UUFP and to support the fellowship. To be a member is to enter into a covenant with the congregation. Membership is a bilateral, dynamic relationship between an individual and the congregation, and, therefore, the decision to join should be voluntary, deliberate and heartfelt.

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

**IV. 2 Membership Qualification:** Any person having reached the age of 18 may become a member through the following means:

**IV.2.A** Signing the Membership Book and agreeing to uphold the UUA principles outlined in Article II of the fellowship bylaws.

**IV.2.B** And contributing to the support of the fellowship on an annual basis.

**IV.3 Privileges and Responsibilities of Members**

**IV.3.A** Members of greater than six weeks duration are eligible to vote, to stand for election and to chair committees.

**IV.3.B** All members shall be considered members of the Unitarian Universalist Association and the St. Lawrence District/Central East Region.

**IV.4 Removing a Member**

**IV.4.A** A member may be removed from membership upon written request to the Board or by action of the Board in the event that the member has moved away, or has died.

**IV.4.B** Members may be removed for violation of the covenantal relationship with the fellowship according to procedures set out in the congregation's Policies and Procedures.

**IV.5 Affiliates**

**IV.5.A** Lifetime Honorary Members - A member who is no longer able to participate in the activities of the fellowship but who wishes to retain an affiliation may be elected to a Lifetime Honorary Membership upon recommendation of membership, favorable action by the Board of Trustees, and notification to the person that Honorary Membership has been conferred.

**IV.5.B** Youth Membership — Youth Membership is a non-voting status open to persons age 16-18.

**IV.5.C** Seasonal Membership — Seasonal Membership is a non-voting status open to adults participating in the life of the fellowship for less than half of the year.

## V Administration

**V.1** The ultimate authority of this fellowship is with the congregation. The affairs and business of the congregation will be managed and its corporate powers exerted by a Board of Trustees. The Board will consist of three officers and no fewer than two and no more than five members-at-large. The officers are the president, vice president, and treasurer. If mutually agreed upon, the president and vice-president may function as co-chairs, dividing up the responsibilities of these two positions as they see fit. The director of fund development will be a non-voting ex-officio member of the Board.

**V.2 Board of Trustees**

**V.2.A** The Board of Trustees will interpret and execute, to the best of its ability, the will of the fellowship's membership with respect to long-term goals, public policies, facilities, contracts, paid employees, major disbursements and methods of financing. The Board will hire and/or dismiss all personnel

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

in accordance with the existing laws of the state of New York and the bylaws of the fellowship. This responsibility may not be delegated to another committee or individual.

**V.2.B** The Board will administer and manage the business of the fellowship. At each annual business meeting, the Board will submit an operating budget for the coming fiscal year. The budgeted expenses may not exceed the anticipated income. Once a budget is approved, the Board may authorize and expend the funds as budgeted. The Board may reallocate funds, as long as the reallocation does not exceed 10 percent of the approved budget.

**V.2.C** The Board will not sell or otherwise dispose of or encumber the real estate of the fellowship without prior approval of the membership, nor will it authorize aggregate expenditures or incur a total indebtedness in excess of 10 percent of the approved annual budget without approval by the membership of the fellowship.

**V.2.D** Chairpersons of special or standing committees or other individuals may be requested to attend meetings of the Board in order to present information and make recommendations.

**V.2.E** Meetings of the Board will be open to all members and friends except where the Board is dealing with an agenda item involving personnel matters. Visitors may participate in discussions when recognized by the chairperson.

**V.2.F** The Board will establish its own meeting schedule, and the dates of the meetings will generally be published in the newsletter and on the website.

### **V.3 Executive Officers**

**V.3.A** After the June election, all incumbent officers will continue to serve through June 30. The newly elected officers will assume their responsibilities July 1 of the new fellowship year. All official books and papers of the fellowship will be turned over to the new officers no later than the first Board meeting of the new fellowship year.

**V.3.B** The president will have general and active management of the business and the affairs of the corporation, subject to the direction of the Board of Trustees of the fellowship, and will be the chairperson of the Board of Trustees. The president will preside at all meetings of the congregation and Board. As the chairperson of the Board of Trustees and as an ex-officio member of all committees, the president will cast the deciding vote in case of a tie vote.

**V.3.C** The vice president will assist the president and assume specific responsibilities as delegated by the president. The vice president will serve as acting president in the president's absence.

**V.3.D** The treasurer will be responsible for keeping accurate records of all money received and distributed by the fellowship; for keeping books and securities in a safe place; and for the banking of the fellowship's funds.

**V.4 Members-at-Large** The members-at-large promote the organization and participate in the enhancement of the fellowship's assets and financial stability.

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

### V.5 Minister

**V.5.A** The minister will be a non-voting ex-officio member of the Board and of all committees of the fellowship with the exception of the Ministerial Search Committee. Specific duties of a minister will be designated in the letter of agreement.

**V.5.B** The call and dismissal of the minister will be by written ballot and will require a two-thirds vote of those present and voting at a congregational meeting called specifically for that purpose. The minister will have a written letter of agreement with the fellowship and the Board will act as the agent of the UU Fellowship of Plattsburgh in its negotiations and implementation.

### VI Committees

**VI.1** The Board may appoint standing and temporary committees as it deems necessary. All committees will report to the Board or Executive Committee at the time and in the form determined by the Board. Membership of all committees with the exception of Human Resources, Leadership Development, Ministerial Relations and Ministerial Search Committee will be open to all church members.

### VII Rules and Procedures

**VII.1** The rules and procedures contained in *Robert's Rules of Order Newly Revised* will be used in governing this fellowship in all cases where they apply and are not inconsistent with the Articles of Incorporation, the fellowship bylaws, or any special rules of order adopted by the congregation.

**VII.2** Ex-officio members of committees may enter into all discussions and ask questions; however, they may not offer resolutions or motions and do not have the right to vote. An ex-officio member is not counted as a member in establishing a quorum.

#### VII.3 Quorums

**VII.3.A** Thirty percent of the voting members of the congregation will constitute a quorum in any congregational meeting.

**VII.3.B** Three Board members, including at least one officer, will constitute a quorum, for the Board of Trustees meetings versus four board members.

#### VII.4 Fellowship Year

A fellowship year is defined as the first day of July through the last day of June of the following calendar year. The fiscal year will correspond to the calendar year.

#### VII.5 Congregational Meetings

**VII.5.A** A time for regular meetings of the fellowship will be determined by the majority of the members or by persons delegated that responsibility. At least two meetings will be scheduled each year in order to conduct

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

business, review the work and progress of the fellowship or to elect members and officers of the Board of Trustees.

**VII.5.B** No later than the third Sunday of June, the congregation will meet immediately after the Sunday Service for the purpose of electing the members to the Board of Trustees and the officers of the fellowship.

**VII.5.C** The annual business meeting will be held in December or January, on a Sunday to be determined annually by the Board. The purpose is to approve the annual budget, discuss any current business and resolve issues by vote if necessary.

**VII.5.D** With the signed request of 15 percent or more of the members, the president will call a special business meeting to consider a challenge to policies or planned action of the Board. No issue except the one specified in the request will be considered at such a meeting; and, once the issue is resolved, it will not be subject to challenge again for the remainder of that fellowship year.

**VII.5.E** At the direction of the Board, the president will call a special business meeting.

**VII.5.F** No election or business meeting will be held without advance notice of one week or more to all members readily reached by mail, electronic communication or telephone. No meeting will be held at a time or place inconvenient to a significant number of members. Issues to be dealt with at the special meeting will be fully detailed in the notice of the meetings.

### **VII.6 Elections and Conditions of Office**

**VII.6.A** The members of the Board of Trustees will be elected for a three-year term at an annual business meeting. The terms of office will be staggered so that only three terms expire each year. In order to be eligible for election to the Board of Trustees, a candidate must meet the qualifications stipulated in Article IV of the fellowship bylaws. Board members may serve for a second three-year term.

**VII.6.B** At least one week prior to the election, the nominated candidates' names will be posted at the place of worship. Nominations from the floor at the meeting will be accepted.

**VII.6.C** Each voting member will be entitled to one vote for each trustee and officer to be elected. Each voting member must vote in person or while attending the meeting online.

**VII.6.D** At the annual election, after all nominations are made, recorded and announced, voting will occur by secret ballot. If there are no nominations from the floor, and no position is contested, the president or a co-chair will cast one ballot instead of the secretary and the slate of nominees by the Leadership Development Committee will be considered elected.

**VII.6.E** Officers will be elected at the same meeting for a one-year term. Each officer may be re-elected.

### **VII.7 Board Vacancies**

**VII.7.A** Any Board officer or member-at-large may be removed from office for cause with a two-thirds majority vote of the full Board of Trustees.

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

**VII.7.B** The members of the fellowship, or the Board, if authorized by the congregation, will fill the unexpired term for any vacancy that may occur on the Board. In the event the vacancy is an officer, the Board may schedule a special election to fill the vacancy of the term; or the president, in consultation with the Board and the Leadership Development Committee, may fill the vacancy by appointment. The election or appointment will be for the completion of the term of office.

### **VII.8 Use of Building, Facilities and Equipment**

The activities of potential users of the building, facilities, and equipment do not conflict with the purposes and affirmation of the fellowship as articulated in Article II.

### **VII.9 Protection of Non-Profit Status**

Neither the fellowship, the Board, officer, employee nor member of the fellowship will take any action or allow any activity or use of fellowship property that will endanger the non-profit corporate status or charitable, tax-exempt status of the church or its property. Nothing in these bylaws may be construed to allow a violation of this section.

## **VIII Amendments**

**VIII.1** These bylaws may be amended or repealed at any congregational meeting of the fellowship by a two-thirds vote of a quorum of qualified voters present, provided adequate notice of the proposed changes has been made known to the membership one month prior to the business meeting. The proposed amendment or change will be posted on the fellowship Board and be included in the newsletter.

## **IX Dissolution of the Unitarian Universalist Fellowship of Plattsburgh**

**IX.1** In the event that a majority of three-quarters of the active congregation membership, or the Board of Trustees by authorization of two-thirds of the congregation's active membership, votes to dissolve the Unitarian Universalist Fellowship of Plattsburgh, all of its physical and financial assets may be transferred to another entity affiliated with, or a part of, the Unitarian Universalist Association.

**IX.2** No part of the fellowship's assets shall inure to the benefit of any member of the fellowship or its trustees.

## **X Establishment of Endowment Fund**

**X.1** An endowment fund shall be established for the purpose of the governance, and operational procedures shall be defined by special resolution adopted by the congregation.

### **List of Amendments to Bylaws**

**BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH**

<u>Date</u>	<u>Article/Section</u>	<u>Amendment Description</u>
6/11/17	VII.4	Changes the fiscal year to correspond with the calendar year.
	VII.5.A	Decreases the number of required congregational meetings from 3 to 2.
	VII.5.B	Removes the vote on the annual budget from the June congregational meeting agenda.
	VII.5.C	Specifies that the vote on the annual budget occur at the December congregational meeting.
	VII.5.D	Eliminates the January Town Meeting in favor of calling congregational meetings as needed by the Board or the congregation now contained in sections VII.5.D and VII.5.F
6/17/18	VII.5.C	Specifies that the Board will call the annual congregational business meeting in either December or January.
1/26/20	V.1	The director of fund development changes from being a board member to being a non-voting ex-officio member of the board.
1/16/22	III.1	Addition of the 8th Principle
	X.1	Establishment of an endowment fund
06/04/23	V.1	The president and vice president may function as co-chairs.
	V11.6.C	Voting members may vote while attending the meeting online.
06/08/25	V.1	Board will consist of three officers and no fewer than 2 and no more than 4 members-at-large. The officers are president, vice president and treasurer.
	V.3.D	Removed eliminating the secretary duties which are shifted to the Office Assistant Position.
	VII.3.B	Three board members, including at least one officer, will constitute a quorum, for the Board of Trustees meetings versus four board members.
	VII.6.D	The president or a co-chair will cast one ballot instead of the secretary.

**Appendix A.**

**VI.1** The Board may appoint standing and ad hoc committees as it deems necessary. All committees will report to the Board or Executive Committee at the time and in the form determined by the Board. Membership of all committees, with the exception of Human Resources, Leadership Development, Fund Development, and Finance Committees, will be open to all church members.

**Responsibilities of Committees**

Any changes to appendices to the Bylaws are not subject to the provisions of Article VIII (Amendments). The Board of Trustees or Council on Shared Ministry may modify the structures and duties of the committees and will report such changes to the congregation.

**COUNCIL ON SHARED MINISTRY (CoSM)** shall be responsible for overseeing the day-to-day operations and programs of the UUF. The CoSM coordinates the work of clusters and committees to meet the goals prioritized annually by the Board of Trustees.

The Council includes two clusters, each of which houses a number of related committees or teams. In addition to these two clusters, CoSM may include committees that are not housed within a cluster. These committees are Buildings and Grounds (day-to-day operations); Communications; Leadership Development; Short-term Fundraisers; Coffeehouse; Technology. The CoSM shall also include at least two Board members (VP and Treasurer).

**Religious Life Cluster** comprises Sunday Service Committee, RE Program, Adult Education Committee, Social Justice Committee, and Music Committee.

**Membership Cluster** comprises New Member Committee, Greeters and Ambassadors Committee, Caring Committee, Compassionate Cooks, and Hospitality Committee.

**RELIGIOUS LIFE CLUSTER**

- The Sunday Services Committee is responsible for coordinating all elements of the Sunday morning worship service. Services will be designed to be welcoming, consistent with UU principles and inspirational. The Sunday Services Committee is also responsible for coordinating the Christmas Eve Service. Membership on the Sunday Services Committee is open to all members of the congregation.
- The Religious Education Committee is responsible for advising and collaborating with the Director of Religious Education in all aspects of the development of the UUF children's and family programs. This process may include: establishing mission and

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

goals consistent with UU principles, selection of themes and curriculum, development of RE policies and procedures, advocating for children, youth and families, working with the Sunday Services Committee.

- The Social Justice Committee works to implement the UU ideal of “deeds not creeds,” by helping to inspire members to learn and work together on issues of social justice. We are guided through the UUA justice ministries which focus on economic, environmental, immigrant, LGBTQ, racial and reproductive justice, as well as voting rights. The Social Justice Committee is fulfilling the mission of building community through communal action, while also building the spiritual well-being of congregants as individuals and strengthen the spiritual life of the Fellowship as a whole. Social Justice works in tandem with the Adult Education program to provide congregational and community education about social justice topics; while also coordinating with the Sunday Services Committee to integrate messages throughout our Religious Life.
- The Adult Education Committee shall be responsible for adult programs including mid-week activities, discussion groups, special events and the library. The programs should be designed to increase religious knowledge, foster personal growth and wellbeing, enhance the spirit of community and provide for the exchange of diverse opinions. The committee will coordinate activities with any related adult participation options (Religious Education, Social Action, Membership, etc.).
- The Music Committee shall coordinate the musical requirements for the Sunday morning services, including providing a choir on occasion, providing a piano player or coordinator of any service music. The committee will work closely with a minister, guest speaker, the Sunday Services Committee, and worship leader of the Sunday morning service.

### MEMBERSHIP CLUSTER

The Membership Cluster works to assess the needs of members, friends and visitors, looking at how well the fellowship is meeting those needs and strategizing on ways to maintain, increase and sustain membership. They also attempt to contact all individuals who no longer meet the requirements of active membership to help those individuals problem solve, where needed, so that they can continue on with the fellowship and, where that is not possible, to better understand the dynamics that lead to people away from the fellowship.

Membership cluster efforts include the maintenance of the Sunday greeting efforts, the supply of UU literature in the rack, the guest book, membership book, membership records (with help from the president and treasurer), attendance records and the directory.

The cluster is comprised of several committees:

- The New Member Committee helps welcome, greet and identify potential candidates for membership. It organizes and implements the sequence of two classes required for

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

membership, and it works with the Sunday Services Committee to plan new member services, overseeing the book signing.

- The Greeters and Ambassadors Committee works to make sure that the fellowship has a friendly person at the door and others in place who look out for those who are new, may be lonely or may have other needs. Both greeters and ambassadors also help collect contact information via the fellowship's guestbook and work to provide new people with resources about Unitarian Universalism, the fellowship and its activities.
- The Hospitality Committee plans Sunday morning Coffee Hour. At the request of the board or other fellowship clusters or committees, the Hospitality Committee may also support planned events, including refreshments at congregation meetings or during other fellowship activities.
- Compassionate Cooks coordinate meals for members and friends in need.
- The Caring Committee was formed in 2015 and has eight dedicated members and others who are happy to care for people in their own ways. The committee stores a file of emergency contacts for members and friends in the congregation's office. The committee arranges visits to our homebound and rides to the fellowship for those members who no longer drive and sends cards and/or makes visits to those who have unfortunate difficulties or planned surgeries.

### OTHER COMMITTEES

- Communications Committee works to support congregational programming by coordinating internal and external publicity efforts. It supports the production of print (brochures, posters, building rental application forms, design) and electronic (website, e-Blasts, The Chalice, and more) materials. The committee's public relations efforts assure a positive presence in the community. The committee coordinates paid advertisement with Finance Committee.
- The Finance Committee shall consist of at least four members and will include the chairperson of the Fund Raising Committee, the Director of Fund Development, the Treasurer of the Board of Trustees, and one member appointed by the Board. This committee shall be responsible for developing a budget for the Fellowship and coordinating efforts to meet this budget through annual canvass, gifts, rental fees, and other fundraising activities. It will arrange for a periodic audit of the books by a committee of members or a certified public accountant.
- The Building and Grounds Committee shall be responsible for the maintenance, repair and day-to-day operations of the physical facilities and the grounds of the Fellowship. The committee shall have the authority to contract for routine maintenance within the financial limits described in the bylaws and may advise the Board of major repairs and additions needed on the property.

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

- Leadership Development Committee  
The Leadership Development Committee, in consultation with the members of the Board of Trustees, will assess the leadership needs of the Fellowship annually. It shall recommend ways in which continuing leadership needs may be met through training, through reducing obstacles to effective leadership, or by other means, and it shall annually recommend to the board a list of nominees to fill trustee vacancies and Board offices. This committee shall consist of five members: the members of the Board completing the last year of their term of office on the Board with the remainder being non-trustees appointed by the Board. The committee will ensure that all nominees have given their consent to serve on the Board as a member-at-large or as an officer. Any member of the Fellowship may nominate a candidate provided prior consent of the nominee has been obtained.
- Fund Development Committee (FDC) is established by the Board. All at-large board members are automatically members of FDC. The committee will develop and execute a fund plan for the needs of the Fellowship. The committee will collaborate with the Finance Committee regarding the long- and short-range fiscal planning, including the annual budget. The chair of FDC may serve on the CoSM.

The Fund Development Committee will develop and see to the execution of major campaigns including capital and stewardship campaigns. The Director of Fund Development will review and make a recommendation to the board on any proposed fund raising plan to benefit the Fellowship or to be promoted by or take place on the properties of the Fellowship. The Director may appoint leadership to execute a major campaign with a goal of \$25,000 or more.

- The Human Resources Committee shall consist of at least a Human Resources Officer who shall have the responsibility to handle the personnel matters of the Fellowship, including the preparation of contracts and maintenance of records for all employees. It is the responsibility of the committee to handle personnel matters of the Fellowship, including the preparation of contracts and maintenance of records for all employees. The committee will maintain a policy and procedures manual. Personnel records shall be kept in a restricted file. These files shall not be open to the public, but they shall be available to a Board member, when a need is demonstrated.

In regard to the Ministry, this committee will coordinate with the Board in all matters relating to the minister. The committee will be responsible for the preparation and the maintenance of the working agreement between the Minister and the Fellowship.

The Human Resources Committee may suspend personnel in accordance with existing laws of the State of New York and make recommendations to the Board to hire or fire.

**BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH**

Strategic Planning Committee (SPC) is appointed by the Board of Trustees to review the congregation's mission, vision and goals. The mission, vision and goals will be reviewed by the SPC every three to five years.

**APPENDIX B: Use of Building and Facilities**

VII.8. POLICIES AND PROCEDURES

1. Policies

- a. The primary use for Fellowship buildings is to promote the principles and purposes of Unitarian Universalism by providing space for activities related to them.
- b. It is not our intention to compete with tax-paying property by granting space to commercial enterprises; however, the building may be rented to individuals or groups which charge fees for their services as long as they meet and follow UU Fellowship guidelines.
- c. The building will not be available to individuals or groups whose activities are inconsistent with the principles of Unitarian Universalism or the Fellowship. Also, the building will not be available to groups for fund raising activities that compete with the Fellowship fund raising activities.
- d. Individuals or groups using the Fellowship for activities other than Fellowship-sponsored events shall refer to the street address of the building only (4 Palmer Street) and not reference the name of the building (UU Fellowship).
- e. All building uses must be in compliance with IRS Guidelines on advocacy, lobbying, and elections.

2. Procedures

- a. Applications will be made to the designated Building Use Coordinator. All decisions regarding use and fees will be made by the Building Use Coordinator. In order to avoid conflicts, the Building Use Coordinator will maintain a record and calendar of building use. Any questions or issues regarding building use will be referred to the Board of Trustees by the Building Use Coordinator at his or her discretion.

b. Categories of Potential Users

Fellowship-sponsored activity

No charge

If a member wishes to conduct a program that is consistent with the fore mentioned Policies on his or her own initiative, and is willing to make it a "Fellowship activity" (i.e., using Fellowship name, open to any Fellowship member and the general public), there will be no charge for use, but an

## BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF PLATTSBURGH

application is still required. Proposed programs that are designated as “Fellowship activities” are best shared with the Council on Shared Ministries, so that coordination with other fellowship programs may be optimized.

### Fellowship member, private use

### Discounted charge

If a Fellowship member takes responsibility for the activity, but it is not a “Fellowship activity,” then he or she (or his or her organization) will be charged based on a discounted fee schedule.

### Non-Fellowship group

### Regular charge

A non-Fellowship group may rent the building, and will be charged based on the regular fee schedule.

### Weddings and other ceremonies

Persons wishing to use the building for weddings and other ceremonies should direct their request to the Building Use Coordinator. Fees and other guidelines for such use are not covered by these policies.

- c. Building occupancy may not exceed 120 people
- d. Liability insurance and a security deposit may be required.
- e. Groups using the building on a regular basis must renew their contracts annually. The expiration date of each contract will be added to the Fellowship’s permanent calendar by the Building Use Coordinator to assure annual review/renewal.

### Attached:

1. Application for Use of UU Fellowship.
2. Guidelines for Using the Fellowship Building.
3. Fee Schedule.
4. Template for press release, including required language.