

*The Unitarian Universalist
Fellowship
of the Emerald Coast*

UUFEC ANNUAL

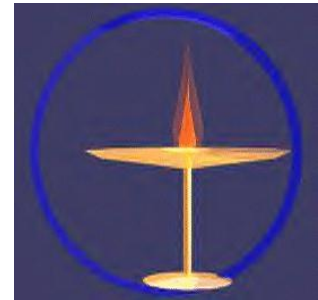
BUSINESS MEETING

Sunday October 23, 2011



MEETING AGENDA

- I Call to Order President Denny Lauer**
- II. Verification of Quorum Secretary Diane Gibson**
- III. New Business**
 - A. Election of 2012 UUFEC Board Officers & Board Members ,
Nomination Committee Members - Chris Larson**
 - B. Proposed Changes to the UUFEC By-Laws- Karen Lauer**
 - C. Report from Committee on Ministry- Tiny Anderson**
 - D. Endowment Fund Report- Don Hawkins**
- IV. Adjournment**



Proposed UUFEC Board 2012

The UUFEC Nominating Committee recommends :

Positions to be voted on:

Executive Board (1 year term):

President	Micah Krider
Vice President	Kathy Roniger
Secretary	Sandra Topp
Treasurer	Ed Farley

At Large:

Brenda Fleming	12/13	2 year term	(Fill Kathy Roniger's Position)
Derek Reading	12/13	2 year term	(Fill Sandra Topp's Position)
Josh Ashley	12/14	3 year term	
Diane Gibson	12/14	3 Year term	

2012 Board positions currently filled:

At Large:

Millie Williams	12/12	1 year remaining
Scotty Zilinsky	12/12	1 year remaining
Past President:		Denny Lauer
Ex-Officio:		Rev Rod Debs

Proposed Bylaws Changes
Submitted by UUFEC Board By-Laws Committee
Approved by UUFEC Board of Directors

Changes consist of two types: 1- Major issues 2- Grammatical

Major Issue Changes:

Section 1-2: Compassion was added in line 3

Section 3-1: Rewording to eliminate election of Committee on Ministry members by fellowship and include date of an annual meeting

Section 6-5: Congregational Ministry Committee explanation which replaced Committee on Ministry in the last revision was not changed in all sections

Section 7-2: Added CMC in review of committee policies and procedures.

Remove strike-out sentence about committee quarterly reports as this is a cumbersome practice not being done. Liaison board members make reports as necessary

Section 7-3: Change of name to Congregational Ministry Committee

Section 7-4: Reference CMC in Section 6-5

Section 8-1: Insertion of finance committee *and* board approval of budget presented to the congregation (wording approved by the Finance Committee on 10/9/11 and Board on 10/13/11)

Grammatical:

Various grammatical changes (**printed in RED**) to agree with grammar practice such as spelling out Board of Directors versus board.

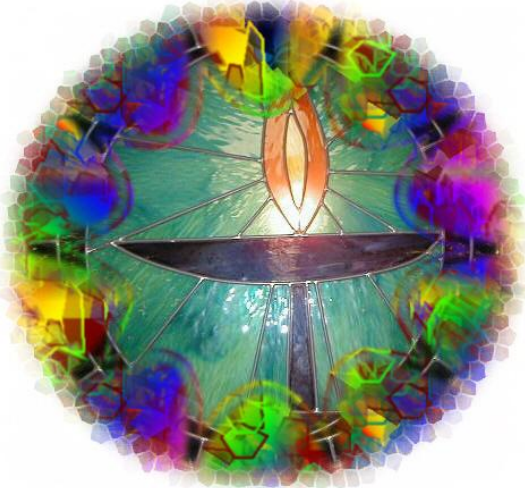
Bylaws Committee: Karen Lauer Kathy Roniger Don Harrison

Article 1. NAME, PURPOSE, DENOMINATIONAL AFFILIATION

1-1 The name shall be the **Unitarian Universalist Fellowship of the Emerald Coast.**

1-2 Purpose: Our purpose is to foster a religious fellowship accepting a diversity of spiritual convictions. We strive to grow in understanding and support of one another and the world community. We emphasize freedom, reason, and compassion in shared worship, inquiry, and service. We affirm and promote the full participation of persons in all our activities and endeavors without regard to race, color, gender, gender expression, physical or mental abilities, affectional or sexual orientation, age, class, or national origin.

1-3 This fellowship shall be a member of the Unitarian Universalist Association and the Mid-South District of that association.



Article 2. MEMBERSHIP

2-1 Membership in the UU Fellowship of the Emerald Coast (UUFEC) is open to all persons who are at least fourteen years of age and have indicated to the Membership committee their understanding of Unitarian Universalist principles, the UUFEC organization, and their interest in supporting and participating in UUFEC activities. Youth members age 14 to 18 will enjoy all privileges of membership except those that are prohibited by law. No test of creed, of faith, of national origin, of race or color, of gender, of gender expression, of sexual or affectional orientation, of physical or mental abilities, or other similar test shall be imposed as a condition of membership. Signing the official register formalizes one's membership status.

2-2 Membership in UUFEC may be revoked by a vote of the Board of Directors. A person whose membership is to be canceled will be notified by first class mail one month before any action is taken. The notification will include the reason(s) for the pending action.



Article 3. CONGREGATIONAL MEETINGS AND VOTING

3-1 The annual meeting for electing **the Board of Directors' officers** and **open seats for members at large** shall be held at the fellowship during October at a time **and date** to be determined by the Board of Directors.

3-2 The **annual business meeting** shall be held at the fellowship in April at a time to be determined by the Board of Directors.

3-3 Special meetings of the fellowship may be called by the president, by the Board of Directors, or by 20% of the membership.

3-4 For all fellowship meetings, at least one week official notice, including the agenda of the meeting, will be given to all members of the fellowship.

3-5 A quorum is 25% of the membership. Meetings shall be conducted by *Roberts'*
Rules of Order, Revised.

3-6 In all congregational votes, the **majority of ayes or nays** will prevail. Proxy votes are not allowed.

3-7 Absentee ballots may be given or sent to the past president prior to the annual fall election. Otherwise absentee ballots will be used only when deemed appropriate by the Board of Directors.

3-8 The fellowship **president** shall preside over all congregational meetings except the annual election meeting which shall be conducted by the past president as chair of the nominating committee.

Article 4. BOARD OF DIRECTORS

4-1 The affairs of the fellowship shall be directed by a Board of Directors made up of the following members of the fellowship: the officers, elected to one-year terms; the six members-at-large, elected for three-year, staggered terms; and the immediate past president. No person shall occupy more than one position on the board.

4-2 A board member missing three or more consecutive scheduled board meetings may be replaced at the discretion of the board.

4-3 Meetings of the Board of Directors shall be held at least monthly at the direction of the president. The quorum for board meetings will be 50% of the board membership.

4-4 Special votes of the Board of Directors may be called by the president using telephonic or electronic means **in place** of a board meeting, provided that there is a unanimous agreement to so vote by all available board members. Results of a special vote will be reported in the minutes of the next regular board meeting.

4-5 The Board of Directors will fill board vacancies with interim **board members**. The interim **board member** will serve until a permanent board member is elected at the next **congregational** election.

Article 5. OFFICERS

5-1 The officers of the fellowship are the president, vice president, secretary, treasurer and immediate past president. They are members of the fellowship who, except for the immediate past president are elected at the annual election meeting in October, to serve one year terms beginning on 1 January, or until their successors have been elected.

5-2 The president is responsible to the congregation for its overall leadership and management. The president shall appoint the chair of each **standing committee**. The president may also appoint and dissolve special or ad hoc committees as needed.

5-3 The vice president shall assist the president with the duties of that office. In the temporary absence of the president, or in case of the resignation or incapacity of the president, the vice president shall assume those responsibilities.

5-4 The secretary shall maintain a permanent, written and current record of the bylaws, the minutes of the Board of Directors, all the congregational meetings and the Policies and Procedures Manual. The secretary shall handle all correspondence pertaining to the actions of the Board of Directors and actions of the fellowship meetings.

5-5 The treasurer shall be a member of the finance committee but may not serve as committee chair. The treasurer shall be guided by the policies and procedures adopted by the Finance Committee.

5-6 In case of resignation or incapacity of any of the other officers, the Board of Directors will designate a replacement for the remainder of that term.

Article 6. THE MINISTER

6-1 A minister shall be called upon a recommendation by the Ministerial Search Committee and by a 4/5 vote of the eligible members present at a congregational meeting duly called for that purpose.

6-2 The minister shall have freedom of the pulpit.

6-3 The minister, in consultation with the Fellowship Religious Services Committee, shall be responsible for the religious leadership of the congregation.

6-4 The minister shall be an ex-officio member of the governing board.

6-5 A Congregational **Ministry Committee (CMC, formerly referred to as “Committee on Ministry”)** shall consist of four members, to serve staggered three (3) year terms, with one vacancy each year except for each third year when there will be two (2) vacancies. Members shall be appointed by the Board of Directors from a list of nominees submitted by the Minister to the Board of Directors and having the confidence of both the Minister and the Board of Directors. Vacancies in the committee resulting from incomplete terms shall be replaced in this same manner, with the replacement member appointed to fill the remainder of the term of the vacating member. **The Congregational Ministry Committee** is charged with the support and advocacy for the minister and for the ministry of the congregation as a whole.

6-6 In the case of resignation of the minister, a three-month notice shall be required unless the board allows an interval of lesser time.

6-7 The minister may be dismissed by a majority vote of the qualified members of the congregation at a duly called meeting for that deliberation. In this situation, the congregational meeting can only be called by a majority vote of the board or by 40% of eligible voting members of the congregation. In event of dismissal, a three-month salary shall be paid from the date of dismissal, except in case of clear misconduct on the part of the minister.

Article 7. COMMITTEES

7-1 The affairs and activities of the fellowship will be organized around six standing committees: **Finance, Religious Exploration, Religious Services, Membership, Facilities, and Communication.**

7-2 Each standing committee shall develop a set of policies and procedures for review by the Congregational Ministry Committee and subsequently by the Board of Directors. ~~The chair of each standing committee will make a written or verbal report to the board on a quarterly schedule.~~

7-3 The **Congregational Ministry Committee** is a congregational committee described elsewhere in the Bylaws.

7-4 **Nominating Committee:** The two third year board members whose terms will expire, plus the immediate past president, shall comprise the Nominating Committee, with the past president as chair. The Nominating Committee shall present a slate of at least one candidate for each of the offices of president, vice president, secretary, and treasurer. The committee shall also nominate at least one candidate to replace the outgoing board members. ~~and the member of the Committee on Ministry whose term expires.~~ The committee shall advertise upcoming elections three months in advance and solicit recommendations from the membership.

Article 8. FINANCES

8-1 The **Finance Committee** shall be responsible for fellowship financial operations. The activities of the Fellowship shall be financed by fellowship members who adopt an annual budget. The Finance Committee will present a proposed budget to the Board of Directors. **Both the committee and board must approve a final budget to be presented to the congregation for final approval at the Annual Business Meeting in April.**

8-2 During the fiscal year, the Board of Directors may move funds between line items of the adopted budget. Cumulative annual expenditures of up to fifteen percent (15%) of the Annual Operating Budget may be approved by the Board of Directors if operating funds are available.

8-3 The **Canvass Committee**, as a sub-committee of the Finance Committee, will conduct all financial canvass operations as directed by the Finance Committee and approved by the Board of Directors.

8-4 There will be an audit done at the end of the calendar year to correspond with the new term of the treasurer. If there shall be a change in the treasurer position at any other time of year, an audit will be done at that time also.

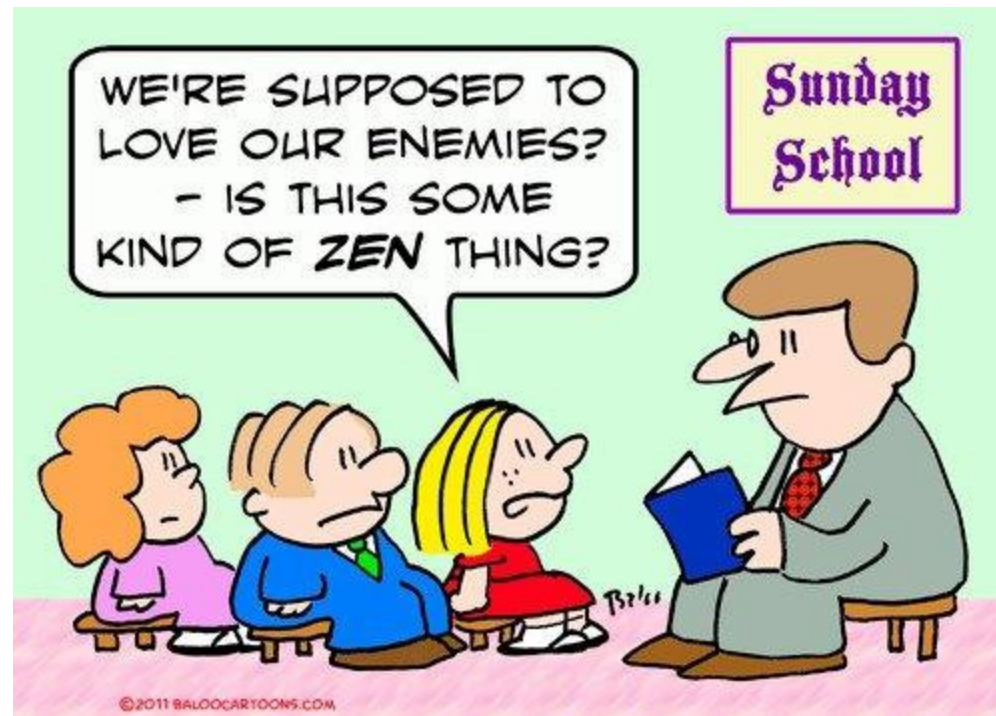
Article 9. AMENDMENTS

Any proposed bylaw amendment will first be reviewed by the Board of Directors. The Board of Directors will report its recommendation on the proposal to the membership at the next congregational meeting.

Unitarian Universalist Fellowship of the Emerald Coast Bylaws

Adopted by UUFEC Congregation, October 27, 2002

Amended October 21, 2007, April 27, 2008



Annual Report to the Congregation - **UUFEC Endowment Fund** -

The Endowment Fund Committee Mebers:

Gail Frommeyer (Treasurer)

Daisy Horn (Recognition)

Joanne Nelson (Fact Checker)

Don Hawkins (Chair)

Rod Debs, Minister, Ex-officio

Denny Lauer, Board Chair, Ex-officio.



Emerson Society Assets

- Total Value of all Contributions: \$128,416
- Contributions by 32 members
- Contributions can be annuities, cash or stock.
- This year \$10,200 contributed to the fund.
- Further 12 members have named UUFEC in their will as a bequest.
- All contributors are honored as a part of our Emerson Society as are listed on the plaque in the Board Room.
- Several members use the UUA's Charitable Gift Annuity that pays the contributor a tax-free income of 4% 5.5%, or 6% based on age.

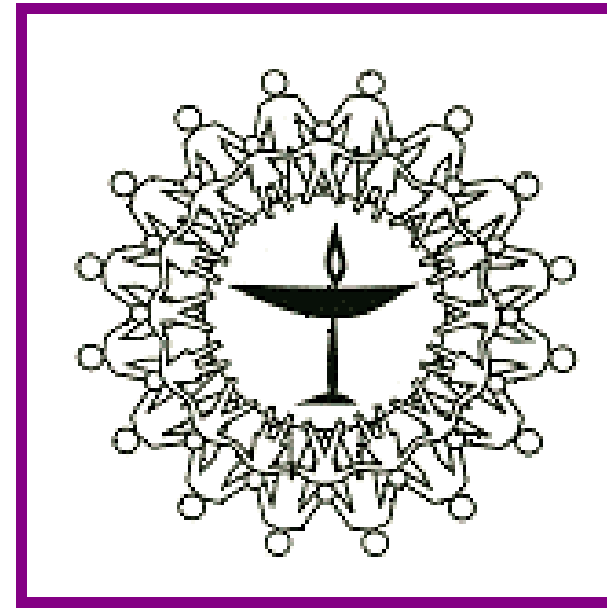
Emerson Society Investments

Two mutual funds we own are:	Value	Est.
Calvert Allocation Fund	\$ 22,354	
Calvert Short Term Bond Fund	\$ 9,020	
<u>Money Market</u>	<u>\$ 2,609</u>	
Liquid Funds:		\$ 33,983



Endowment Funds Usage

- Buildings and Equipment
- Scholarships or grants to members for theological, nursing or medical training
- Community outreach programs
- The wider mission of the UUA at home and overseas



Consider Joining the Emerson Society

- All gifts to the Endowment Fund are invested in a socially responsible manner.
- The Endowment Fund is here to support our values now and into the future.
- Ask a member for a personal consultation.

Adjournment

