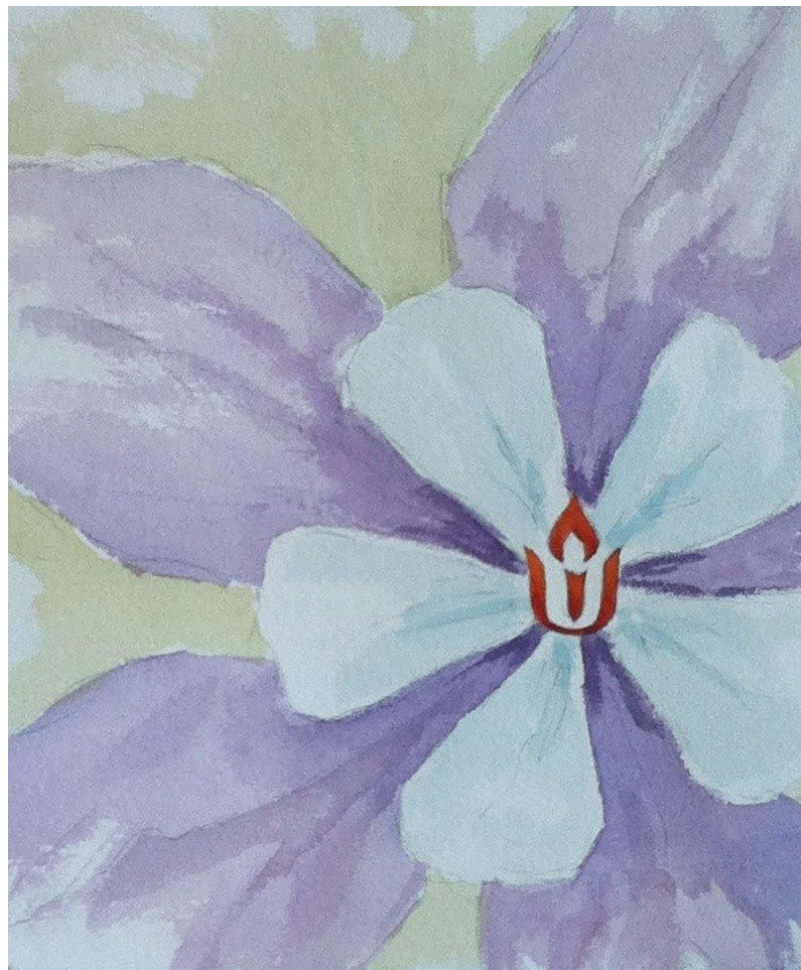


**BYLAWS of the  
COLUMBINE UNITARIAN UNIVERSALIST CHURCH  
LITTLETON, COLORADO**

*Amended MM DD YYYY*



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## Article I. Definitions

As used in these Bylaws, the following definitions shall apply. For ease of reference, these definitions are presented in alphabetical order.

### Section 1.01 Affinity Groups

Affinity Groups are member-led small communities within the church that support the congregation's mission and values. The groups are approved by the Minister, who shall inform the Board of Trustees of their formation.

### Section 1.02 Annual Canvass

The Annual Canvass is the primary stewardship and fundraising activity of the Church. During the Annual Canvass, each Pledging Unit is asked to specify a Pledge for the next fiscal year.

### Section 1.03 Annual Reports

Annual Reports are written reports of official activities during the Fiscal Year.

### Section 1.04 Board of Trustees

The Board of Trustees, or Board, is the governing body of the Church. The Board is composed of Officers (consisting of President, Vice President/Secretary, Treasurer and Past President) and ~~optionally between 0 and 4~~ two (2) Trustees. The membership, duties, and powers of the Board are set forth in Articles II, III, and IV in these Bylaws.

### Section 1.05 Board Teams

Board teams are created and appointed by the Board to perform one or more particular functions, and may be time limited. They are often known as ad hoc teams.

### Section 1.06 Church

All references to the Church shall refer to Columbine Unitarian Universalist Church.

### Section 1.07 Church Sponsored Organization

A Church Sponsored Organization is any organization recognized by the Board and which includes in its membership more than fifty percent (50%) who are Members of the Church, and which has as a function the achievement of one or more of the purposes set forth in the ~~Principles and Purposes~~ Purposes, Values and Covenants of the Unitarian Universalist Association.

### Section 1.08 Congregation

The Congregation is composed of all Members and Pledging Friends of the Church.

## Section 1.09 Congregational Meeting

A Congregational Meeting is a meeting called by the Board ~~of Trustees~~ and attended by at least thirty three percent (33%) of the Voting Members of the Church. The purposes and procedures for Congregational Meetings are specified in Article VIII.

## Section 1.10 Council

The Council is composed of at least one member of the Shared Ministry Team and the Chairs, or appointed representatives, from each Standing Team. The function and duties of the Council are specified in Article VI (6.03b). Standing Team duties are specified in Article VII, [Section 7.02](#).

## Section 1.11 Family and Household

A Family is any group of people united by marriage, mutual commitment, parent-child relationship, or sibling relationship. A Household is any group of people sharing living quarters.

## Section 1.12 Fiscal Year

The Church's Fiscal Year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

## Section 1.13 Leadership Slate

A group of candidates for elected positions that has been vetted and recommended by the [Leadership Development Team](#) or the Board ~~(or Leadership Development Team, if this team is in place)~~.

## Section 1.14 Member

A Member is any person who is in general sympathy with the purposes, goals, and programs of the Church, who makes a pledge or contribution of record thereto, who signs the membership book, and has remitted all or part of their current pledge, and maintains behavior that is compatible with the safety of the community. [Pledges must be made for every fiscal year in order to retain membership.](#)

## Section 1.15 Officer

The Officers are the elected leaders of the Church. The officers are President, Vice-President/Secretary, Treasurer and Past President. Officers serve as members of the Board. The duties, terms, and qualifications of Officers are specified in Article II.

## Section 1.16 Pledge

A Pledge is a commitment to provide financial support to the Church.

## Section 1.17 Pledging Friend

A Pledging Friend is any person who is in general sympathy with the purposes, goals, and programs of the Church, and who makes a pledge or contribution of record thereto, but who chooses not to sign the membership book.

## Section 1.18 Pledging Unit

A Pledging Unit is any Member or Pledging Friend, or combination of two or more Members or Pledging Friends, whose contributions are considered a single Pledge for accounting purposes.

### Section 1.19 Standing Rules

Standing Rules are procedural rules and policy, which are adopted and revised from time to time by the Board, Teams, and Affinity Groups to govern their own operations in the implementation of these Bylaws. Standing rules must comply with Church bylaws and policies.

### Section 1.20 Standing Teams

Standing teams are created and appointed by the Board and are responsible to the Board. They are generally created to be permanent teams and they meet regularly. Their duties are specified in Article VII.

### Section 1.21 Trustees

A Trustee is a member of the Board who is not an Officer. The duties, terms, and qualifications of Trustees are specified in Article III.

### Section 1.22 Voting Member

A Voting Member is any Member who has attained the age of sixteen (16) years and has been a Member of the Church for at least ninety (90) days. Only Voting Members may vote at Congregational Meetings.

## Article II. Officers

### Section 2.01 Qualifications

Only a Member who has been a Member of the Church for at least two (2) years and has attained the age of eighteen (18) years may serve as President. Only a Member who has been a Member of the Church for at least one (1) year and has attained the age of eighteen (18) years may serve as Vice President/Secretary, or Treasurer. More than one member of a Family or Household shall not serve in an elected leadership position (either the Board, Shared Ministry Team, Leadership Development Team, or Ministerial Search Team) at the same time.

### Section 2.02 Certification of Candidates

The qualifications for election as an Officer shall be reviewed by the Board (or Leadership Development Team, if this team is in place) to determine conformity with Section 2H.01 of this Article.

### Section 2.03 Term of Office

- a. Officers shall serve for a term of one (1) year. Terms of Officers shall coincide with the Fiscal Year.

- b. Reelection or Reappointment. Members elected, or appointed, to the Board of Trustees for a term of office shall be limited to two (2) consecutive terms in the same position. Serving more than one-half (1/2) of a term shall be considered a full term. After being out of a particular position for at least one (1) term, a Member may serve again in that position.

## Section 2.04 Duties

- a. President. The President shall serve as chair of the Board of Trustees, shall preside at all meetings of the Congregation, and shall represent the Church on all appropriate occasions. They shall perform such other duties as usually appertains to the office. They shall be an ex officio member of all Board Teams and Standing Teams without the right to vote.
- b. Vice-President/Secretary. The Vice-President/Secretary shall act in the absence of or at the request of the President, at which time they shall have all powers and functions applicable to the President. In addition, the Vice-President/Secretary shall perform such other duties as may be specified by the Board. The Vice-President/Secretary shall be the official Secretary of the Board, shall see that proper records are maintained, and that proceedings of the Board are regularly reported to the Congregation, per Article IV, Section 4.05d. All records of the Secretary shall be the property of the Church. The Secretary shall be responsible for notifying the membership by mail or electronic mail of all Congregational Meetings and of all matters to be acted upon at said meetings.
- c. Treasurer. The Treasurer shall receive, safely keep, and account for all money and other property of the Church entrusted to their care, and shall disburse the same under the direction and to the satisfaction of the Board. They shall maintain:
  - 1. Oversight of a ~~A~~ current roster of the Members, Pledging Friends, Pledging Units and their Pledges, and ~~shall have oversight~~ shall have oversight of pledge payments as recorded.
  - 2. A complete accounting of the financial records of the Church, which shall remain the property of the Church, and which shall be open for inspection by any Member, per Article X, Section 10.06 on Open Records.
  - 3. The annual financial report of the Church, which shall be ~~independently audited~~ reviewed by a person, ~~neither~~ not a member of the Board nor the person directly responsible for the preparation of the financial statement(s), who is designated by the Board.
  - 4. ¶
  - 5. ¶
  - 6. At the discretion of the Board, the Treasurer shall be bonded by the Church in such amount as the Board may determine.
- d. Past President. The Past President shall serve as a voting member of the Board for the duration of their remaining tenure on the board..

## Article III. Trustees

### Section 3.01 Qualifications

Only a Member who has been a Member of the Church for at least one (1) year ~~and~~ ~~and~~ ~~has~~ ~~attained the age of eighteen (18) years~~ ~~may~~ ~~years~~ ~~say~~ serve as a Trustee. More than one member of a Family or Household shall not serve as Officers and/or Trustees at the same time.

### Section 3.02 Certification of Candidates

The qualifications for election as a Trustee shall be reviewed by the Board (or Leadership Development Team ~~if this team is in place~~) to determine conformity with Section 3.01 of this Article.

### Section 3.03 Term of Office

- a. Trustees shall be elected to serve for a two (2) year term. ~~r two (2) year terms. Terms of office for Trustees shall begin on July 1 of the first Fiscal Year after election and end on June 30 of the second Fiscal Year. Since there could be up to four Trustees, their terms need to be staggered. Terms of office for one (1) Trustee shall begin in odd numbered years. Term of office for one (1) Trustee shall begin in even numbered years.~~
- b. Reelection or Reappointment. Trustees elected by the Members of the Congregation or appointed by the Board to a position shall be limited to two (2) consecutive terms in that position. Serving more than one-half (1/2) of a term shall be considered a full term. After being out of a particular position for at least one (1) term, a Member may serve again in that position.

## Article IV. Board of Trustees

### Section 4.01 Composition

The Board of Trustees ~~(Board)~~ shall be composed of the Officers of the Church and Trustees. ~~The Minister serves as an non-voting ex officio member of the Board.~~

### Section 4.02 Quorum

A quorum shall be a majority of the Board.

### Section 4.03 Board Vacancies

- a. Vacancies on the Board occurring by resignation, inability to serve, or removal for cause shall be filled by majority vote of the Board, unless a vacancy occurs within 90 days of the Spring Congregational Meeting in the first year of a two-year term. In that case, the second year of the vacancy shall be filled by election at that meeting.

- b. Vacancies on the Board occurring by no candidate being elected at a Congregational Meeting shall be filled by a majority vote of the Board at any point during that church year when the vacancy may be filled.
- c. All vacancies filled by Board appointment shall then be ratified by the Members at a special congregational meeting held no more than 30 days after the appointment. These appointments shall be for the remainder of the term of office.

#### Section 4.04 Termination and Removal

- a. Automatic Termination. Failure of an Officer or Trustee to attend three (3) consecutive regular Board meetings or five (5) regular Board meetings ~~annually in a fiscal year~~ shall be ~~considered a resignation~~ ~~resigned~~ ~~cause for resignation~~ from the Board.
- b. Removal for Cause. Removal for cause of an Officer or a Trustee shall be made by a collective majority vote of the Board, the Shared Ministry Team, and Leadership Development Team ~~(if active)~~.

#### Section 4.05 Duties, Powers, and Procedures of the Board

The Board of Trustees shall govern the Church and shall be responsible for the finances, administration, property, and business affairs of the Church. The Board shall have oversight over all Church programs. Any decision, action, or omission of the Board may be overruled by a majority vote of the Members present and voting at a Congregational Meeting with that purpose in its call. The Board's specific duties and obligations include:

- a. To hold monthly meetings at such time and place as the Board shall designate.
- b. To hold special Board meetings when requested to do so by the President, the Minister, or three (3) members of the Board. Due notice of special Board meetings, stating the date, time, place, and purpose of the meeting shall be given to each Board member. No business except that stated in the notice shall be acted upon, but other matters may be discussed.
- c. To give notice to the Congregation at least seven (7) days in advance of special Board meetings, except when the Executive Team, Board, or Minister determines the existence of an emergency that allows insufficient time for prior notice as prescribed herein. Whenever a special Board meeting is held without prior notice to the Congregation, the Board shall make ~~a written report~~ minutes available to the Congregation of the business transacted at such meeting, in accordance with Section 4.05d.
- d. To make minutes available to the Congregation ~~minutes of each~~ all Board meetings ~~meeting, or a summary of all business transacted at the Board meeting,~~ in a reasonable timeframe after Board approval at the next regularly scheduled Board meeting ~~and before the next Board meeting.~~ ¶

- e. ~~To appoint and dismiss all employees of the Church and fix their salaries, with the advice of the Minister, except as provided in Article VIII.~~
- f. To establish budgets for Congregational approval, monitor those budgets, and ~~ensure~~ <sup>see</sup> that Church expenditures are within those budgets except as ~~allowed~~ <sup>specified in paragraph j)</sup> of Section ~~43.05.i~~.
- g. To assist with recruitment of volunteers to staff Standing Teams and to fill unelected positions needed to carry out Church programs or administration.
- h. To have oversight of all polls and surveys of the Congregation.
- i. To authorize unbudgeted expenditures during the fiscal year, ~~exceeding its budget~~ to the extent that the sum of these expenditures in the fiscal year is ~~of not more than three percent (3%) of the total annual operating budget, as periodically adjusted in light of actual income.~~ Any expenditure in excess of this limitation shall be approved by a majority of those Voting Members present and voting at a Congregational Meeting with such expenditure in its call.
- j. To establish Standing Rules for conducting its own business and, if needed, approve Standing Rules for each of the Standing Teams.

## Article V. Teams

### Section 5.01 Qualifications

Only Members or Pledging Friends of the Church shall serve as ~~Chairs members~~ of Teams.

### Section 5.02 Executive Team

- a. **Composition.** The Executive Team shall consist of the President and Vice President of the Church.
- b. **Quorum.** Two (2) members of the Executive Team shall constitute a quorum. Minutes of meetings shall be kept, and actions taken shall stand unless disavowed by the Board.
- c. **Powers and Responsibilities.** The Executive Team shall be responsible for the conduct of the affairs of the Church between meetings of the Board, and it shall have such other duties and perform such functions as are delegated to it by the Board. Any action taken by the Executive Team must be ratified by the full Board at its next meeting. The Executive Team functions as the Personnel Team for the Congregation.
- d. **Ministerial Agreement:** The Executive Team shall negotiate the Minister's conditions of employment in consultation with the Board, and jointly with the Board shall propose the Minister's compensation to the Congregation as prescribed in Article IX Section ~~98~~.04.

### Section 5.03 Board Teams

Board Teams are created and appointed by the Board to perform one or more particular functions, e.g., ~~Facilities Team, Finance Team, Strategic Planning Team~~. The members of Board Teams serve at the pleasure of the Board. The Board specifies the duties and monitors ongoing function of Board Teams. ~~Board Teams may be time limited.~~

### Section 5.04 Congregational Teams

Congregational Teams are elected by the Voting Members. Their duties are specified in Article VI. Additional Congregational Teams may occur at the discretion of the board.

The Congregational Teams are:

- 1) Leadership Development Team
- 2) Shared Ministry Team
- 3) Ministerial Search Team

### Section 5.05 Standing Teams

Standing Teams perform actions necessary for the program operation and management of the Church ministry. The duties of Standing Teams are specified in Article VII.

## Article VI. Congregational Teams

### Section 6.01 Structure and Procedure

- a. Congregational Teams are responsible solely to the Congregation. Candidates for service on these Teams shall have been Members for at least one (1) year **and have attained the age of eighteen (18) years.**
  1. The Ministerial Search Team shall convene when necessary, have its first meeting within two (2) weeks of its election, and shall serve through the course of the search and settlement of a Minister.
  2. The Shared Ministry Team and the Leadership Development Team ~~(if this team is in place)~~ shall have their first meetings within two (2) weeks of the beginning of the fiscal year or at the first opportunity agreed upon by a majority of their members. ~~Members of the Leadership Development team and Shared Ministry Team shall serve for a term of three (3) years, or until successors are qualified and elected.~~
- b. **Whenever there is a vacancy on any Congregational Team the vacancy shall be filled by a majority vote of the Board at any point during that church year when the vacancy can be filled. A vacancy filled by Board appointment shall then be voted upon by the Voting Members at a special Congregational meeting held no more than 30 days after the appointment. These appointments shall be for the remainder of the term of office.**

- c. Members elected to a position shall be limited to one (1) term in that position. Serving more than one-half (1/2) of a term shall be considered a full term. After being out of a particular position for at least one (1) term, a Member may serve again in that position.
- d. The manner of functioning of the team shall be governed by the team's policies, which are available to the congregation.

### Section 6.02 Leadership Development Team

- a. ~~The Board shall determine if the Leadership Development Team is in place.~~
- a. The Leadership Development Team shall be an elected team whose purpose is:
  1. ~~To~~ encourage broad-based lay leadership in the ~~C~~ongregation.
  2. ~~To~~ work in consultation with the Minister, the Board of Trustees, and the Shared Ministry Team to develop a slate of congregational office candidates, i.e., Officers, Trustees, or members of Congregational Teams.
  3. ~~To~~ present a slate of qualified candidates to the congregation for election to congregational office.
- b. ~~The Leadership Development Team shall be composed of at least two (2) Members who shall serve a ~~two~~three year term commencing on the first day of the fiscal year after their election and ending on the last day of the ~~second~~third fiscal year. Members shall be elected on a ~~staggered~~ rotating basis so that at least ~~one new member is elected each year~~. The Leadership Development Team shall be composed of three (3) Members who shall serve a three-year term commencing on the first day of the fiscal year after their election and ending on the last day of the third fiscal year. Members shall be elected on a staggered basis, so that one new member is elected each year.~~
- c. ~~The manner of functioning of on the team shall be governed by the team's policies, which are available to the congregation.~~

### Section 6.03 Shared Ministry Team

- a. The Shared Ministry Team shall work with the Minister and the Standing Teams to further the mission of the ~~C~~hurch. The Shared Ministry Team, in conjunction with at least one board member, shall be responsible for assessing congregational health and effectiveness in living our mission, including monitoring Standing Team function and Minister effectiveness in leading these efforts. An assessment will occur no less than once every three years.
- b. The Shared Ministry Team will support Standing Team functions by convening and facilitating Council meetings as often as necessary, but no less than once every two months. The Council will be comprised of all Standing Team Chairs (or appointed team representative) in order that all teams collaborate to support the Church's mission and ministry.

- c. The Shared Ministry Team shall be elected by the Voting Members of the Congregation from candidates mutually agreed upon by the Board and the Minister.
- d. The Shared Ministry Team shall be composed of ~~three (3)~~ ~~at least two (2)~~ Members who shall serve a three-year term commencing on the first day of the fiscal year after their election and ending on the last day of the third fiscal year. Members shall be elected on a ~~staggered rotating~~ basis, so that one new member is elected each year.
- e. When necessary the Shared Ministry Team will be called upon to assess Board of Trustee and Congregational Team accountability.

#### Section 6.04 Ministerial Search Team

A Ministerial Search Team shall be elected by the Voting Members of the Congregation when necessary. Rules and procedures concerning the Team's composition and operation shall be approved by the Voting Members at a meeting with election of the Team in its call, the only restriction being that employees of the Church shall not serve on the Team. ~~Rules and practices shall follow UUA recommended guidelines. practices.~~

### Article VII. Standing Teams

#### Section 7.01 Structure and Procedure

- a. ~~Standing Teams may be created and dissolved by the Board and are responsible to the Board.~~
- b. Chairs of Standing Teams serve at the pleasure of the Board.

#### Section 7.02 Duties, Power, and Responsibilities of Standing Teams

Each Team shall:

- a. ~~Have such duties and perform such functions as are delegated to it by the Board. Each Team shall appoint such sub-teams as it deems necessary to the proper performance of its duties.~~
- b. ~~Annually provide budget recommendations to the Board for that Team's areas of responsibility.~~
- c. Meet as often as necessary, but no less than once every two months.

### Article VIII. Congregational Meetings

#### Section 8.01 Notice and Quorum

- a. ~~Except as otherwise provided in Article IX, Section 9.9, w~~Written or electronic notice or call of a Congregational Meeting shall be given to Voting Members at least fourteen (14) days before the date of the meeting and shall be read from the pulpit on two consecutive Sundays immediately preceding the date of the meeting. The notice shall state the business to be transacted.
- b. A quorum for a Congregational Meeting is thirty three percent (33%) of the Voting Members.

## Section 8.02 Regular Congregational Meetings

There shall be at least two regularly scheduled Congregational Meetings per year: the Winter Meeting and the Spring Meeting.

- a. **Winter Meeting** - A Congregational Meeting shall be held each year on or between January 1 and February 28, and shall include as part of its agenda:
  1. Approve minutes from the last Congregational Meeting;
  2. ~~Consideration of a goal budget for the next Fiscal Year;~~
  3. Any other business that may properly come before the Meeting;
- b. **Spring Meeting** - A Congregational Meeting shall be held each year on or between April 15 and May 31, and shall include as part of its agenda:
  1. Approve minutes from the last Congregational Meeting;
  2. Election of Officers and Trustees;
  3. Election of Congregational Teams, including filling any partial-term vacancies;
  4. Approval of the annual budget;
  5. Any other business that ~~as~~ may properly come before the meeting;

## Section 8.03 Special Congregational Meetings

Special Congregational Meetings shall be called by the Board whenever deemed necessary by the Board or the Minister, or by written request from a Member stating the purpose of the Meeting, signed by at least ten percent (10%) of the Voting Members, and delivered to any member of the Board.

# Article IX. Minister

## Section 9.01 Preamble

~~The Members of the Congregation acknowledge their need for the service of one prepared by education and personal commitment to serve as Minister.~~

In calling or hiring a Minister, the Congregation acknowledges the Church's need for the service of those prepared by education and personal commitment, and they pledge to support the work of the Minister to strive to provide fair compensation, and to work with them to bring to realization the mission and vision of the Church.

## Section 9.02 Qualifications

The Minister of this Church shall have final or preliminary Ministerial Fellowship with the Unitarian Universalist Association. Race, color, disability, sex, gender or gender expression, affectional or sexual orientation, marital status, age, or national origin shall have no bearing on the choice or retention of a Minister.

### Section 9.03 New Minister

a. New Minister (Called)

Recommendation of a new Minister shall be made by the Ministerial Search Team for a Called Minister. Election of a new Called Ministers ~~are~~ is held at a Congregational Meeting called for that purpose. Election shall be made by a ninety (90%) vote of those Voting Members present and voting.

b. New Minister (Contract or Interim)

The Board appoints a Contract or Interim Minister, with the Congregation voting to affirm that appointment. Affirmation of a new Contract or Interim Minister is held at a Congregational Meeting called for that purpose. Affirmation shall be made by a ninety (90%) vote of those Voting Members present and voting.

### Section 9.04 Minister's Compensation and Conditions

The initial Ministerial Agreement which includes compensation and conditions of employment shall be proposed by the ~~Ministerial Search Team~~ ~~Negotiating team~~ and the Board, in consultation with the Shared Ministry Team, and shall be ratified by the Voting Members of the Congregation upon acceptance by the Minister. Thereafter, the Ministerial Agreement shall be reviewed annually by the Personnel Team (or Executive Team) in consultation with the Shared Ministry Team, and ratified by the Board. The agreement is considered approved at the Annual Spring Congregational Meeting when the Voting Members vote to accept the budget, which includes all amended provisions in the Ministerial Agreement.

### Section 9.05 Length of Ministry

The length of the Called Ministry shall be indefinite, subject to resignation, retirement, ~~or~~ dismissal ~~or~~ death. The length of the Contract or Interim Ministry shall be per the terms of the Contract or Ministerial Agreement.

### Section 9.06 Duties

- a. The Minister is responsible for the duties outlined in the Ministerial Agreement.
- b. The Minister shall keep an official register, in a book provided by the Board for that purpose, in which they shall record all dedications, unions and marriages, and funerals or memorial services performed, and all other such matters as they may consider worthwhile. This record shall remain the property of the Church.
- c. The Minister shall be the Chief of Staff of the Church and shall supervise the Church employees.

- d. The Minister shall be an ex officio member of the Board, all Teams (except the Ministerial Search Team), and Church Sponsored Organizations, but shall have no vote. They may assist and advise Officers, Trustees and Teams in the performance of their duties.

### Section 9.07 Freedom of Expression

The Minister shall be free at all times to express their opinion on any subject both in and out of the pulpit.

### Section 9.08 Resignation or Retirement

The Minister shall give at least ninety (90) days' notice in writing to the Board of their resignation or retirement, as outlined in the Ministerial Agreement.

### Section 9.09 Dismissal

Dismissal of a Minister shall occur as outlined in the Ministerial Agreement.

### Section 9.10 Interim Minister

The decision to seek an Interim Minister shall be made at any Congregational Meeting that includes such a decision in its call or at a Congregational Meeting that includes in its call the election of a Ministerial Search Team. An Interim Minister shall have the qualifications of Minister as set forth in ~~Article VIII, Section 8.02~~ ~~Section 9.02~~. The Board shall call any Interim Minister and specify their compensation, conditions of employment, and duties in compliance with policies of the Unitarian Universalist Association.

## Article X. Miscellaneous

### Section 10.01 Procedures

- a. Unless otherwise specified herein or modified by duly adopted Standing Rules, Robert's Rules of Order shall govern Board and Congregational Meetings.
- b. The Executive Team may appoint a parliamentarian and such other persons as may be necessary to serve and assist at each Congregational Meeting. The Executive Team may appoint a parliamentarian to serve at Board meetings. Any Voting Member of the Church, including members of the Board, may serve as parliamentarian.

### Section 10.02 Voting

- a. The result of all voting shall be determined by a simple majority of the members present and voting, except as otherwise noted in these Bylaws.

- b. The Board or Leadership Development Team, ~~if this team is in place,~~ will provide a slate of candidates for all elected positions that are to be voted on at the Congregational Meeting. Voting will occur by secret ballot, either 'yes' or 'no' for the slate. Write in names are allowed.

### Section 10.03 Indemnification

- a. A duly elected or appointed Officer, Trustee, employee, or agent of the Church shall not be personally liable to the Church or to its Members for monetary damages for breach of fiduciary duty, except for liability resulting from:
  - 1. ~~a~~Any breach of duty or loyalty to the Church or its Members, or
  - 2. ~~a~~Acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law.
- b. The Church shall indemnify any person and their estate and personal representative against all liability and expense incurred by reason of the person being or having been duly elected or appointed as an Officer, Trustee, employee, or agent of the Church.

### Section 10.04 Real Property

- a. The Board shall have the authority to enter into a contractual agreement for the sale, encumbrance, and/or acquisition of real property or improvements thereon, subject to ratification by the Voting Members of the Congregation as described in paragraph 10.04-~~b~~). Any such Board action shall require a majority affirmative vote of the full Board.
- b. At any Congregational Meeting where the sale, encumbrance, and/or acquisition by the Church of real property or improvements thereon is to be voted on, written notice of the same shall be given to Voting Members at least fourteen (14) days prior to the date of said meeting, and read from the pulpit on at least two consecutive Sundays immediately preceding the meeting. Any action requiring the sale, encumbrance, and/or acquisition by the Church of real property shall require a two-thirds (2/3) vote in favor of the action of those Voting Members present and voting at the Congregational Meeting with such action in its call.

### Section 10.05 Dissolution

In case of the dissolution of this Church, all its property, real and personal, after paying all just claims upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, and the Board of Trustees of the Church shall perform all actions necessary to effectuate such conveyance.

### Section 10.06 Open Records

All records of the Church other than ~~an those of a~~ personnel records or those of a ~~confidential personal~~ personal nature shall be made available for inspection to any Member during reasonable office hours.

## Section 10.07 Interpretation

These Bylaws shall be liberally interpreted in order to accomplish their basic intent, which is hereby stated to be the efficient and responsible operation and management of the Church in order to accomplish the purposes stated in the Church's mission statement.

## Section 10.08 Amendments

Amendments to the Articles of Incorporation, or to these Bylaws may be made at duly called Congregational Meetings, and voted upon, affirmatively, by at least two-thirds (2/3) of those present and voting. The content of such amendments shall be stated in the notice or call for the Congregational Meeting as prescribed in Article VIII.

## Section 10.009 Effective Date

These initial Bylaws became effective 21 August 1992 and all amendments adopted thereto are hereby repealed. Each subsequent iteration of amendments/changes will become effective at the congregational meeting at which they are approved.

## Section 10.10 ~~Initial Elections ¶¶~~

~~The first three elections under these Bylaws shall be in accordance with these Bylaws for all positions, except that: a) qualifications related to length of membership shall be waived, and b) Trustees and Congregational Team members to be elected in even numbered years shall be elected in 1993 to one (1) year terms. After the first three elections this Section of the Bylaws shall be void.~~

## Section 10.11 ~~Pilot Programs ¶¶~~

~~From time to time, Columbine UU Church leadership may want to consider a major change in the structure or functions as defined by these Bylaws. This can be accomplished by creating a Pilot Program according to the Policies set forth by the Board. At the end of the Pilot Program, the changes will be evaluated and, if acceptable, these Bylaws will then be changed as necessary to accommodate the change. ¶¶~~

~~The Pilot Program will be defined by the individuals proposing the change. The definition will include: ¶¶~~

- ~~1. The proposed change. ¶¶~~
- ~~2. The duration of the Pilot Program which must be 1 year or less. ¶¶~~

~~The Pilot Program will automatically expire at the end of the duration specified in the Program definition. Any changes that were being tested in the Pilot Program may not be continued without approval by the Congregation at a regular or special Congregational Meeting.~~



## APPENDIX

### History of Bylaws and Modifications/Amendments

Adopted by Board of Trustees: 20 August 1992

Minister: None

President: Sally J. Popiel

Secretary: Nancy H. Bale

Charter Sunday: 7 February 1993

Confirmed by Congregation: 14 February 1993

Minister: Joel Miller

President: Sally J. Popiel

Secretary: Heather Barnett Ponek

Amended at Congregational Meeting: 16 May 1993

Minister: Joel Miller

President: Sally J. Popiel

Secretary: Heather Barnett Ponek

Amended at Congregational Meeting: 15 May 1994

Minister: Joel Miller

President: Leonard Brady

Secretary: Jill Benson

Amended at Congregational Meeting: 6 August 1995

Minister: Joel Miller

President: Robert Blizard

Secretary: Jill Benson

Amended at Congregational Meeting: 6 December 1998

Minister: Joel Miller

President: Greg Bradt

Secretary: Robert Blizard

Amended at Congregational Meeting: 6 May 2001

Minister: Sandra Lee

President: Debbie Doyle

Secretary: Robert Blizard

Amended at Congregational Meeting: 13 April 2003

Minister: Barry Bloom

President: Paula Busey

Secretary: Sue Fazio

Amended at Congregational Meeting: 13 February 2005

Minister: Barry Bloom  
President: Ruthann Cauley  
Secretary: Sue Fraley

Amended at Congregational Meeting: 21 May 2006

Minister: Barry Bloom  
President: Sue Fraley  
Secretary: Rachel Paull

Amended at Congregational Meeting: 12 February 2012

Minister: Mary Wellemeyer  
President: Sarah Manning  
Vice President/ Secretary: Maureen Flanigan

Amended at Congregational Meeting: 20 January 2013

Minister: Mary Wellemeyer  
President: Sarah Manning  
Secretary: Kathy Derrick

Amended at Congregational Meeting: 7 June 2015

Minister: Reverend Julia McKay  
President: Sue Fraley  
Secretary: Maura Wamsley

Amended at Congregational Meeting: 10 April 2016

Minister: Reverend Julia McKay  
President: Greg Lauer  
Secretary: Deb Suzuki

Amended at Congregational Meeting 28 April 2019

Minister: Reverend Jeannie Shero  
President: Marie Hodges  
Secretary:

Amended at Congregational Meeting 21 May 2023

Minister: Reverend Jenny Amstutz  
President: Laura Mirabito  
Vice President/Secretary: Georgia Ferguson