

**Bylaws  
of the  
Unitarian Universalist Church of the Shenandoah Valley**

Article I: Officers

Section 1: President

The responsibilities of the president shall be to:

- a. Serve as chief executive officer of the Church and supervise its affairs;
- b. Preside at all Annual, Special and Board meetings;
- c. Represent the Church on all appropriate occasions;
- d. Be a non-voting member of all committees except the Nominating Committee;  
and
- e. Perform such other duties as the Board may specify.

Section 2: Vice President

The responsibilities of the Vice President shall be to:

- a. Perform the duties listed in Section 1 when the President is absent; and
- b. Perform such other duties as the Board or the President may specify.

Section 3: Secretary

The responsibilities of the Secretary shall be to:

- a. Be custodian of the records, including the Church Membership Book, of the Church except those pertaining to the office of Treasurer;
- b. Keep minutes of all Annual, Special and Board meetings and to post an agenda of Board meetings one week prior to those meetings and a draft of the minutes of each Annual, Special and Board meetings on the Church website no later than two weeks after each such meeting;
- c. Send notices to the Voting Members regarding Annual or Special meetings and other matters, as instructed by the Board or Voting Members;
- d. Transact such Church correspondence as the Board may designate;
- e. Maintain a list of Voting Members as specified in Article IV of the Constitution; and
- f. Perform such other duties as the Board or the President may specify.

Section 4: Treasurer

The responsibilities of the Treasurer shall be to:

- a. Have custody of all Church money and disburse it under the direction and to the satisfaction of the Board;
- b. Assure that no funds received by the Church shall be expended without first being deposited to its order in such depositories as the Board may designate;

- c. Keep a complete account of the finances of the Church in close cooperation with the Finance Committee and in a manner acceptable to the Board, and on books that shall be open to inspection at any time by members of the Board;
- d. Provide to the Board a monthly report on income and expenditures, and other financial reports as requested;
- e. Provide the Secretary with a list of all persons who have made an annual financial contribution of record in the year preceding the Record Date. An “annual financial contribution of record” for this purpose is a contribution of money or negotiable securities to the Church that is clearly identifiable by donor. As examples, checks, money orders or cash in envelopes with the donor’s name, and negotiable stocks and bonds all qualify. Contributions for any purpose, including the annual canvass, the building fund, the Endowment Fund, or earmarked for some special purpose all qualify. Contributions of services, food or other tangible items are not financial contributions, nor are funds used to pay for these items during Church fund-raisers.
- f. Perform such other duties as the Board or the President may specify.

#### Article II: Records

All records kept by officers or committees shall be the property of the Church. The permanent preservation of all records of the Church shall be the responsibility of the Archivist.

#### Article III: Fiscal Year

The fiscal year of the Church shall be from July 1 through June 30.

#### Article IV: Voting and Membership

- a. For the purpose of ascertaining Voting Membership at each Annual or Special Meeting, the Board shall establish a Record Date. The Record Date shall be no earlier than 14 days prior to the mailing of notice of meeting provided in Article V Section 5 of the Constitution, and no later than the date of mailing the notice.
- b. The Secretary shall prepare a list of Voting Members as of the Record Date by comparing the list provided by the Treasurer (as set forth in Article 1, Section 4e,) with the names of those who have signed the Membership Book. Persons who are on both lists and who have not resigned are entitled to vote at the Special or Annual Meeting for which the list was prepared. The Secretary shall post this list and have it available for inspection no later than one week before the meeting.

#### Article V: Annual Meeting

The Annual Meeting shall be held on a day and time convenient to the Congregation, at a place designated by the Board, and announced in a Notice of Meeting. It may be preceded by a worship service.

## Article VI: Committees and Delegates

### Section 1: Nominating Committee

The Nominating Committee shall solicit candidates for all vacancies on the Board and Nominating Committee through the Newsletter, announcements in the Sunday bulletin, at Sunday services, and by word of mouth. The Nominating Committee shall prepare a written report by April 15th of each year that shall include a biography of each candidate. Each candidate may also prepare a statement of the candidate's aspirations, which shall be included as an annex to the Committee's report. Any voting member of the Church who wishes to run for the Board or any member of the Church who wishes to run for the Nominating Committee, but was not nominated by the Nominating Committee, may also submit a statement for inclusion in the annex.

### Section 2: Standing and Ad Hoc Committees

A list of current Standing and Ad Hoc Committees of the Board and their charters will be maintained on the Church website.

### Section 3: Unitarian Universalist Association (UUA) Delegates

In February of each year, the Board shall solicit candidates for UUA delegates through the Newsletter, announcements in the Sunday bulletin, at Sunday services, and by word of mouth. By the end of March the Board shall appoint the number of delegates to which the Church is entitled. In appointing delegates the Board shall take into account the needs of the Church, the desirability of exposing as many members of the Church as possible to the denomination at large, and such other factors as the Board deems appropriate. The Board may appoint alternates at any time prior to the Annual Meeting of the UUA, and shall encourage as many members as possible to attend as alternates.

## Article VII: Amendments

These bylaws may be amended by the Voting Members or by the Board. Amendments by the Board shall be reported in the Newsletter and to the Voting Members in the Notice of the Annual Meeting or Notice of a Special Meeting. Amendments made by the Board may be repealed by a majority of the Voting Members present and voting at the Annual Meeting or a Special Meeting.

These Bylaws were approved by the Board on February 7, 2006, James Peters, President.