

**Fox Valley Unitarian Universalist Fellowship  
Annual Meeting Sunday, June 2, 2024 11:00 AM**

**2024 Proposed Bylaws Amendments**

All changes indicated in bold. Additions are underlined.  
Deletions are stricken.

**1. ARTICLE III NON-DISCRIMINATION**

The Fellowship affirms and promotes the full participation of persons in all our activities and endeavors including membership, programming, hiring practices and the calling of religious professionals without regard to age, race, religion (except in regard to ministers), ~~color~~, gender, gender identity/expression, national origin, ancestry, physical ~~or mental challenge~~ ability, **neurodiversity**, sexual orientation, marital status or any other federally protected category. All members and employees are expected to support these goals and programmatic activities related to non-discrimination.

**2. ARTICLE IV MEMBERSHIP**

Section 1. Conditions and Privileges

Membership is open to all people **without discrimination**. ~~Neither~~ Never shall there be any creedal test, expressed or implied **as a condition of membership**. Members are eligible to vote at congregational meetings and hold office after they have been members for a period of eight (8) weeks. Members may attend any meetings of the Governing Board, committees, task forces, or ministry teams, except when the Governing Board **goes enters** into executive session. Members below the legal age of majority shall be prohibited from signing binding documents on behalf of the Fellowship and may not serve as President.

Section 4. ~~Resignation~~ Withdrawal or Transfer

Section 5. Cessation of Membership

Any member who has neither made a financial contribution to the operating fund nor has been otherwise active in the life of the Fellowship for the previous two (2) years may be removed from ~~the membership rolls~~. Members who cannot be located may also be removed. Reasonable efforts shall be made to contact members prior to removal. The Governing Board, following consultation with a minister, may terminate membership by two-thirds vote if the member's actions are harmful or threatening to the Fellowship. A member whose membership was terminated may appeal to the Governing Board for reconsideration. The Governing Board may decline a new membership within eight (8) weeks after the membership book is signed.

### 3. ARTICLE VII CONGREGATIONAL AUTHORITY

#### Section 4. Notice of Meetings

Written notice and an agenda for all congregational meetings shall be **physically** mailed, **emailed, provided via electronic means**, or otherwise provided to each member at least fourteen (14) days before the meeting.

### 4. ARTICLE VIII GOVERNING BOARD: AUTHORITY AND RESPONSIBILITIES

#### Section 2. Responsibilities

A. The Governing Board shall be responsible for the health of the entire Fellowship. To this end, the Governing Board shall:

- 31.** Ensure that the Fellowship has up-to-date Mission, Vision, and **Ends Strategic Plan.**
- 12.** Develop appropriate and necessary policies to guide the operations of the Fellowship.
- 23.** Develop appropriate policies and procedures to guide the operation of the Governing Board, including **job position** descriptions for all board members.
- 104.** Appoint ~~any appropriate and~~ necessary committees that shall report to the Governing Board.
- 115.** Approve **appropriate** job descriptions for members of the Executive Team.
- 56.** Monitor and assess the ministry, programs and administration of the Fellowship.
- 47.** Monitor and evaluate progress toward achieving the Fellowship's **Ends Strategic Plan.**
- 68.** Be responsible for the **fiscal oversight and** management of all funds and property of the Fellowship; members of the Governing Board shall not be liable for any losses, which may be incurred upon the investments of the assets of the Fellowship.
- 79.** Approve all expenditures of unbudgeted funds in excess of ½ of 1% of the current annual budget per occurrence, or when the total unbudgeted expenditures during the fiscal year reaches a maximum of 3% of the annual budget.
- 810.** Approve all contracts that require the expenditure of funds in future fiscal years.
- 911.** Approve the use of any of the funds in the Endowment Mission Account.

## 5. ARTICLE X COMMITTEES

Section 1. Leadership Development Committee (**Elected**)

Section 2. Audit Committee (**Appointed**)

- A. The Governing Board shall appoint an Audit Committee ~~comprised~~ **composed** of a minimum of 2 people with broad financial/accounting knowledge as available.

**Section 3. Human Resources Committee (Appointed)**

- A. **The Governing Board shall appoint a Human Resources Committee composed of a minimum of 3 people, including at least one member of the Governing Board with broad human resource or employee management/employee performance evaluation knowledge and experience as available.**
- B. **The Human Resource Committee will monitor and advise the Governing Board and Executive Team on human resource matters and other items requested by the Governing Board or Executive Team.**
- C. **Fulfill the responsibilities indicated in the Human Resource Committee Charge to the best of their ability, including but not limited to;**
- a. **Assisting the Governing Board and Executive Team in developing and updating the Employee Handbook,**
  - b. **Ensuring that the Congregation is in compliance with applicable laws as an employer,**
  - c. **Evaluating the Executive Team and the Ministry at the Fellowship and,**
  - d. **Researches, ensures, and recommends staff compensation changes on an annual basis.**

## 6. ARTICLE XI: EXECUTIVE TEAM

Section 2. Responsibilities

- B. The Executive Team shall monitor progress toward achieving the Mission, Vision, and ~~Ends Statements~~ **Strategic Plan** of the Fellowship and shall regularly **or as requested by the Board**, report their findings to the Governing Board.
- D. ~~The Executive Team shall be responsible for the supervision of all other staff.~~ The Executive Team, **in consultation with the Human Resources Committee**, shall establish a reporting structure that appropriately aligns staff duties with Executive Team member responsibilities.