



## BYLAWS

As Amended June 12, 2022

### Article I: NAME, PURPOSE, AFFILIATION-

**Section 1: Name:** The name of this religious society shall be the

TENNESSEE VALLEY UNITARIAN UNIVERSALIST CHURCH (referred to as TVUUC, Congregation, or Church).-

**Section 2: Purpose:** ~~The mission of~~ TVUUC is ~~to create~~ a welcoming community that nurtures spiritual growth and challenges us to transform the world through acts of love and justice. The fundamental guiding principles of the Church are expressed in the Unitarian Universalist principles, the TVUUC ~~mission~~ Shared Vision (Core Values, Covenant, Mission, and Vision), and the ~~goals and mission~~ Goals adopted by the Board of Directors. The Church will operate in accordance with these principles.-

**Section 3: Affiliation:** The Church ~~shall~~ will maintain membership with the Unitarian Universalist Association and ~~with~~ the UUA district association for the region in which the Church is located.-

### Article II. MEMBERSHIP——

**Section 1: Eligibility:-** A person may become a member of TVUUC who is at least sixteen years of age, who subscribes to the mission and values of TVUUC, who considers TVUUC their primary place of worship, and who intends to actively participate in the activities and programs of the Church community.-

**Section 2: Register of Members:** There ~~shall~~ will be a register of all members.-

**Section 3: Resignation/Reinstatement of Membership:** Any member may resign at any time by giving notice to the Church office. Their name will then be removed from the Register of Members. Anyone who has been dropped from the Register of Members may be reinstated at any time by giving notice to the Church office.—



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### Article III: CONGREGATIONAL MEETINGS-

**Section 1:** ~~The Annual Meeting and Midyear Meetings~~ of the Congregation ~~shall will~~ be held each year ~~before on~~ the ~~beginning of the next fiscal year, at such time and place as shall be fixed~~ dates selected by the Board of Directors. During these meetings, the Board of Directors and the Management Team will provide the Congregation with updates on the Church's priorities as they relate to the Church's Shared Vision and Goals.

**Section 2:** Special congregational meetings ~~shall will~~ be called by the Board of Directors, either on its own initiative or upon the written request of at least fifteen members of the Church. In the latter case, the Board will call the meeting within 30 days of ~~the date on which receiving~~ the written request ~~is received~~. Special meetings are held at such times and places as will be determined by the Board of Directors.-

**Section 3:** The Secretary ~~Clerk~~, working with the President and Director of Finance and Operations, ~~shall will~~ notify members of meetings of the Congregation by TVUUC electronic communication and in the TVUUC newsletter communications at least eight (8) days before the meeting. The business to be transacted at any meeting ~~shall will~~ be specified in reasonable detail, including any actions to be voted on, in the notice of that meeting. ~~No other business shall be transacted.~~ Copies of proposals to be considered ~~shall will~~ be available for distribution at meetings.-

**Section 4:** All meetings ~~shall will~~ be conducted ~~according to in accordance with~~ the ~~procedures set forth in the current edition of Church Covenant, but~~ Robert's Rules of Order, ~~but provisions of these Bylaws shall will~~ take precedence in the event of a conflict. An opportunity for online participation and voting will be made available to those members who prefer not to attend in person.

**Section 5:** Fifty (50) members, or one-fourth of the total membership eligible to vote, whichever is less, ~~shall will~~ constitute a quorum. ~~Proxy votes shall not be counted toward a quorum.~~ Questions ~~shall will~~ be decided by majority vote unless otherwise stipulated in the Bylaws.-



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**Section 6:** Proxy voting ~~shall~~will be permitted at ~~the annual meeting~~congregational meetings and at all special congregational meetings. Proxy voting will be conducted in accordance with the procedures approved by the Board of Directors.-

### Article IV. BOARD OF DIRECTORS-

**Section 1:** The Church is governed by a Board of Directors comprising Church officers, ~~a Treasurer-Elect~~, seven members--at-large, and up to two youth representative members. The ~~Senior Minister~~Management Team members and ~~the Director of Finance and Operations~~Program Council Chairs can attend Board Meetings as ex-officio, non-voting members.-

a) *Church Officers shall will be:-*

~~The~~ President, ~~Vice~~ President ~~elect, immediate past President,~~ Secretary ~~Clerk, and~~ Treasurer.-

b) *The Board of Directors shall will be:-*

The seven members--at-large are elected by the Church for terms of three years. The terms shall will be staggered so that two directors are elected every two of three years, and three are elected every third year. When a vacancy occurs during ~~the a director's term of a director,~~ the Board will appoint a replacement to serve until the next ~~annual~~regular meeting of the Congregation. If the person filling the vacated director position is willing to remain on the Board for the remainder of the term of the vacated position, then that person's name will be on the ballot at the next ~~annual~~congregational meeting along with the other nominees to the Board. If that person ~~is unable to~~cannot serve past the next ~~annual~~regular meeting of the congregation, the Leadership Development Committee shall will present a nominee at the next ~~annual~~ meeting. At that meeting, the Congregation shall will elect a person to serve the remainder of the unexpired term. Board members can be removed in accordance with Board Policies and Procedures ~~and/or the Board Covenant.-.~~

c) *Youth Representative:-*

One or two additional directors may be elected ~~by the solely by TVUUC~~ youth registered as High School ~~Youth Group. If two are elected and both~~



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~~are present students in the TVUUC Religious Exploration program. The candidates must be enrolled in high school, registered in the TVUUC Religious Exploration program, and, by the time they begin fulfilling their role on the Board of Directors, a member of TVUUC. Each youth representative at a Board meeting, they shall each will have one half vote. One Each youth representative present at a meeting shall have will serve one vote. Candidates must be members of the Church year and active members of the youth group may be elected to serve a maximum of three years. Religious Education staff shall will oversee the election and communicate to the Congregation congregation the name(s) names of the youth(s) elected. Vacancies arising mid-term will be filled via the same process of election solely by TVUUC youth registered as High School students in the TVUUC Exploration program and must meet the requirements listed above.~~

**Section 2:** The Board of Directors serves the Church and is responsible for following the Bylaws as approved by members at congregational meetings. On behalf of the Congregation, it ~~shall~~ will have general charge of the property of the Church, the conduct of all business affairs of the Church, and oversight of the administration. It ~~shall~~ will have the power to receive and administer gifts, make appointments as it deems appropriate and necessary, and otherwise set policies for the conduct of TVUUC affairs.-

### Section 3: Budget-

~~a) a)~~ *Approval of Detailed and Summary Budget-*

In discharging its responsibility for fiscal management and accountability on behalf of the Church, the Board ~~will have prepared,~~ before the beginning of ~~the~~ new fiscal year, ~~shall have prepared a~~ detailed, balanced line-item ~~detailed~~ budget of anticipated revenue and expenditures ~~for the coming year.~~ At the ~~annual~~ Annual Congregational meeting, the Board ~~shall~~ will present a broad category summary of the line-item budget to the Congregation for approval.-

~~b)~~

*b) Approval of Extraordinary Expenditures*

No expenditure ~~shall be made which that~~ exceeds \$15,000 and is not in the budget, ~~will be made~~ unless the expenditure has been approved at a meeting of the Congregation, ~~or unless the~~ expenditure has been approved by all members of the Finance Committee and 75% of all Board members to meet a dire



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emergency involving the building.

**Section 4:** The Church's financial records ~~of the Church shall will~~ be subject to an independent financial review or audit at any time the Board designates. Financial review or audit reports ~~shall will~~ be made available to any member of the Church requesting access.—

**Section 5:** The Board of Directors ~~shall will~~ meet monthly and at such other times as called by the President or any three members of the Board. All members ~~shall will~~ be notified of meetings in a timely manner. A quorum of seven Directors is required, and a simple majority of votes cast, but not fewer than four affirmative votes, is needed for formal action.—

### Article V. ~~EXECUTIVE MANAGEMENT~~ TEAM—

**Section 1: Members:** The Executive Management Team ~~(ET) shall have the will be accountable to and regularly report to the Board of Directors. It will consist of the~~ following members: ~~who will be ex-officio members of the Board:~~

- a) The Senior Minister, ~~who as Chief Executive Officer of the Church, shall be the ranking member and serve as Chair of the ET.~~
- b) The Director of Finance and Operations, with overall responsibility for operations and administration, will function as Executive in-Charge when the Senior Minister is unavailable and when specifically appointed to the role by the Senior Minister or the President
- b)c) The Director of the Congregation—Religious Exploration
- d) The Director of Music

**Section 2: Responsibilities:** The ~~ET is responsible for supervising day today~~ Management Team collaborates to manage the ongoing operations of the Church. Its four peer members are the Director of Finance and Operations, who chairs the team, the Senior Minister, the Director of Religious Exploration, and the Director of Music. Their respective focuses are Managerial, Financial, and Operational Affairs, Pastoral Care and Outreach, Lifespan Religious Education, and organization



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of the Music Program. In carrying out its responsibilities, the ~~ET-~~  
Management Team:

- a) Will meet regularly to coordinate its members' ministerial, educational, worship, outreach, and operational duties.
- b) Will consult with pertinent sectors of the Church community when making decisions.
- a)c) Will provide ~~executive~~empowering leadership and oversight to all programmatic elements of the Church including Lifespan Religious Education, Music, Membership and other programs withinmaximize the various Program Council cluster groups.development opportunities for staff and volunteers involved in church operations.
- 
- d) Will formulate the Management Team Charter to establish meeting, decision, and evaluation guidelines.
- e) Will provide regular reports to the Board.
- b)f) Will not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful or imprudent or that is in violation ofviolates Unitarian Universalist principles, Church Bylaws, Church policies, or commonly accepted business practices, accounting, and professional ethics and practices.-
- 
- e) ~~Will~~ consult with pertinent sectors of the Church community before making decisions. Attending regularly scheduled meetings of the Leadership Team and Program Council should constitute an important means for obtaining said input.
- 
- d)g) Will carry out other responsibilities as designated in its Board-approved charter.
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## Article VI. PROGRAM COUNCIL-

### ~~Section 1: Members:-~~



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Section 1: Members: Every program, from service groups to community partnerships, will have a designated leader and should belong to a relevant cluster for focused collaboration.

~~The Program Council (PC) shall be organized in a manner that will provide representation of all program committees of the Church, composition reflects diverse viewpoints, and two Co-Chairs will facilitate seamless operations and membership updates. Co-chairs will be elected by the Congregation annually, but each can seek re-election as desired. Co-Chairs will act as ex-officio members of the Board. The composition and organization of the PC shall~~ Program Council will be as described in the Board-approved Program Council Charter. ~~The Program Council rising-Chair shall be recruited by the Leadership Development Committee. At the beginning of each Church fiscal year, the Chair shall become the past-Chair, the rising-Chair shall become the Chair, and a new rising-Chair shall be appointed by the Board. The President-elect shall serve as an ex-officio, non-voting member of the PC.~~

### ~~Section 2: Responsibilities:~~

~~The PC shall~~

Section 2: Responsibilities: The Program Council fosters collaboration and synergy among church programs. It supports TVUUC's Shared Vision and Goals by reviewing and voting on new program proposals, establishing thematic clusters, and recruiting cluster leaders.

~~The Program Council will~~ assume a leadership role in designing and monitoring program activities of the Church, including establishing Program Council clusters/~~committees~~ and recruiting ~~committee~~ program chairs. ~~The PC shall~~ Program Council will facilitate communication and coordination among the various program committees and encourage joint planning in program areas. Additional responsibilities are described in the Board-approved ~~PC-Program Council~~ charter. Minutes or a summary of Program Council meetings ~~shall~~ will be sent to the President for distribution to the Board.

## Article VII. ~~LEADERSHIP TEAM~~ Church Groups

~~Section 1: Members:~~ The Leadership Team (LT) is composed of the President, President-elect, immediate past President, Program Council Chair, Program Council rising-Chair, Treasurer, Treasurer-elect, Director of Lifespan-Religious Education, Senior Minister, and the Director of Finance and



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~~Operations.~~

-

~~Section 2: Responsibilities: The Leadership Team shall support the Executive Team, the Board, and the Program Council in the following ways:~~

- ~~a) Assist the President with the development of the monthly Board agenda and provide any advice as may be appropriate.~~
- ~~b) Assist other members of the team with regard to important decisions that affect their official responsibilities.~~
- ~~c) Ensure that important decisions are made by the appropriate Church entities, and serve as a consultative body for the Executive Team.~~
- ~~d) Comply with the requirements of the Board approved Leadership Team Charter.~~

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## ~~Article VIII. COMMITTEES~~

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### ~~Section 1: Committee~~

~~Section 1: Group Definition: Standard definitions for each type of group that supports Church functions or is involved in Church activities are required for data management, documentation, and communication consistency. These bylaws assume the following definitions:~~

- ~~• Committees – Groups supporting church governance and Board functions.~~
- ~~• Programs – Groups involved in Church service, special interest, community involvement, activism, and community partnerships.~~
- ~~• Standing Teams – Groups involved with ongoing processes to support worship services and day-to-day operations.~~
- ~~• Volunteer Teams – Groups recruited with specialist skills for short-term commitments and specific tasks for major projects and initiatives.~~

~~Section 2: Group Charters: The Board of Directors will determine which Church committees, teams, or programs need to have Board-approved charters and/or manuals/policies to describe their operations.~~

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~~Section 23: Attendance at Committee/Group Meetings: Meetings of the~~





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Board and any ~~Church~~TVUUC committee are open to attendance by TVUUC members, except for sessions designated by the relevant body as executive sessions because of the sensitive nature of issues under consideration. ~~The participation of visitors~~Visitors will ~~follow~~participate by following procedures established by the relevant body.-

**Section 34: Board Committees:** Board committees ~~shall~~will be defined as those committees whose functions are important to fulfilling the responsibilities of the Board or that are fundamental to the operation of the Church; they are accountable to the Board of Directors. Each Board Committee charter will specify reporting and liaison requirements (some committees may have members who are currently Board members).

All Board committees ~~shall~~will have a ~~chair~~Chair or Co-Chairs appointed by the Board (except for the Finance Committee) for a term determined by the respective committee charters. Members of Board committees ~~shall~~will be selected by their chairs in consultation with the President and approved by the Board.-

All chairs ~~and members~~ of Board committees must be members of the Church.

A list of all Board committees and their membership ~~shall~~will be maintained in the

Church office. The following are Board committees: Finance Committee, Personnel Committee, Stewardship Committee, Strategic Planning Committee, Building and Grounds Committee, and any Board ~~task-~~force~~project team~~ or other ~~committee~~group so designated by the Board.-

a)-

a) Finance Committee-

The Finance Committee ~~shall~~will consist of the Treasurer, acting as chairperson, ~~and a Treasurer-elect selected during odd-numbered years, the President, President-elect, the Director of Finance and Operations, the Senior Minister and such other members as the Board shall designate.~~Elect- The Committee ~~shall be responsible for preparing~~will prepare an annual budget, ~~overseeing~~oversee the management of the Church's funds, and ~~advising~~advise the Board on all financial matters, including non-cash assets. ~~These and Membership other than the Treasurer, Treasure-Elect, and any other duties shall~~will be described in a Board-approved Finance ~~Manual.~~



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~~b) Personnel Committee -Charter.~~

b) Personnel Committee

The Personnel Committee ~~shall~~will consist of a Chair, ~~a rising Chair, a past Chair, or Co-chairs~~ and at least three additional at-large members. The Personnel Committee supports the ~~Executive Team Board~~ in all matters related to Church staff, ~~except for the minister(s).~~ The ~~Senior Minister, the Director of Finance and Operations and a liaison member~~Management Team and the President of the Board or their assigned representative will be ex-officio, ~~nonvoting~~non-voting members. ~~of the Personnel Committee.~~

The Personnel Committee ~~shall~~will maintain the Personnel Policies and Procedures Manual and abide by any responsibilities as assigned therein to the Personnel Committee. Additional roles and responsibilities ~~shall~~will be as described in the Board-approved Personnel Committee Charter.

~~e)-~~

c) Stewardship Committee

The Stewardship Committee ~~shall~~will consist of a Chair or Co-Chairs and ~~rising Chair(s),~~ a flexible number of committee members, ~~and a liaison member of the Board as an ex-officio, non-voting member.~~ The Stewardship Committee ~~shall~~will be responsible for conducting an annual pledge campaign ~~toward a goal determined by the Board~~ and, at the end of the campaign, reporting the results to the Finance Committee so that a final budget for the next fiscal year can be prepared. The Stewardship Committee will provide the Board with regular updates during the planning and implementation of the campaign.

~~d)-~~

d) Strategic Planning Committee

The Strategic Planning Committee ~~shall~~will consist of a Chair or Co-Chairs, ~~and~~ a flexible number of committee members, ~~and a liaison member of the Board as ex-officio, non-voting member.~~ The Strategic Planning Committee ~~shall~~will be responsible for gathering ~~member~~congregation, staff, and volunteer input and feedback concerning TVUUC's Shared Vision (Core Values, Covenant, Mission, Vision) and Goals. It will assist the Board in developing, deploying, and tracking Goals and ~~Strategy~~other Board-sponsored efforts and



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provide the Board with quarterly updates. -The Strategic Planning Committee ~~shall~~will ensure that there are processes in place for ~~member~~ accountability ~~for tasks~~ and results.-

e) Building and Grounds Committee

The Building and Grounds Committee will consist of a Chair or Co-Chairs and a flexible number of committee members. It will serve as the Congregation's responsible body for ensuring that TVUUC's buildings and grounds are adequately maintained and that they represent the wishes of the Congregation. It will actively coordinate with the Director of Finance and Operations in determining priorities and assisting with implementing plans, programs, and activities. The Committee will also collaborate with other church entities in carrying out its responsibilities.

**Section 4: Elected Committees:** All members of the Endowment Fund Committee and the Leadership Development Committee are elected by the Congregation and must be members of the Church.-

Elected committees will periodically report to the Board but are ultimately responsible to the Congregation.-

A mid-term vacancy on either elected committee will be filled by Board appointment until the next ~~annual~~ congregational meeting, ~~at which. At that time,~~ a nominee will be put on the slate for a vote by the Congregation.-

a)-

a) Leadership Development Committee-

The Leadership Development Committee ~~shall~~will be composed of at least six (6) elected ~~persons, members~~ who ~~shall~~will serve at least two-year terms. Committee members may ~~not~~ be elected for successive terms. In addition to the elected members, ~~a liaison member of the Board shall~~Vice President will also attend as an ex-officio member. ~~At each year's Annual Meeting, the~~The Congregation will elect two members and a Chair-elect. ~~at each year's Annual Meeting.~~ The previous year's Chair-elect becomes the new Chair, and the Chair becomes the Past Chair. At least two members elected the previous year serve the second year of their term. The Committee ~~shall~~will



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present nominee(s) at the Annual Meeting for the following positions:-

- ~~President-elect~~ to serve a term of one year and can be re-elected up to three successive terms with the expectation that each President-elect, will serve at least two years.
- ~~Vice President~~ to serve a term of one year and can be re-elected up to three successive terms with the expectation that each Vice President would serve at least two years.
- ~~President, and one year as past-President;~~
- ~~Secretary-Clerk~~ for a one-year term;~~;~~
- ~~Treasurer-elect~~Elect, in odd-numbered years ~~to, will~~ serve one year as
- ~~Treasurer-elect~~ and two years as Treasurer;~~;~~
- ~~Rising-Chair~~Co-Chairs of the Program Council ~~to serve one year as rising-~~
- ~~Chair, one year as Chair, and one year as past-Chair;~~ who can be reelected as the Congregation chooses.
- ~~Two members of the Leadership Development Committee;~~
- ~~Chair-elect~~ of the Leadership Development Committee to serve one year as Chair-elect, one year as Chair, and one year as Past Chair;
- ~~Nominees for Board member--at-large~~ will be presented for ~~three year~~three-year terms; two Board members are nominated every two of three years, and three are nominated every third year;~~;~~
- ~~The number of Endowment Fund Committee members needed to maintain a total membership of seven (7), as reflected in the~~ Endowment Fund Committee Charter.
- ~~Endowment Fund Committee Charter; and~~
- ~~Rising-Chair of the Personnel Committee.~~

In addition to providing nominees, the Leadership Development Committee ~~shall~~will provide a training and development plan for each nominee, identifying resources and time frames consistent with the responsibilities of the position the nominee will be assuming. ~~—~~

The names of all nominees ~~shall~~will be made available to members of the Church at least eight (8) days prior to any election. If the Leadership Development Committee has not been able to find a nominee for any position, this should be communicated to the President at least eight



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(8) days prior to any election. Nominations from the floor for such positions ~~shall~~will then be in order.-

Nominations from the floor for any elected office ~~shall~~will also be in order.-

b)-

~~b) Endowment Fund Committee-~~

The Endowment Fund Committee ~~shall~~will have seven (7) voting members elected for three-year terms. Each year, the Board ~~shall~~will select one or two of its members, or one of its members and the Senior Minister, to be the ~~nonvotingnon-voting~~, ex-officio member(s) of the Endowment Fund Committee for that year.- Qualifications for voting membership on the Committee are defined in the Endowment Fund Committee Charter. Any amendments to the charter must be reviewed by the Board and approved by the Congregation.-

~~Section 5: Other Committees, Teams, and Volunteer Teams:-~~

~~Programs:~~ In addition to those committees defined in these Bylaws, the Board, Program Council, and ~~Executive Management~~ Team may establish any other ~~committees~~Standing Teams, Volunteer Teams, and ~~volunteer teams~~Programs deemed necessary to accomplish their respective roles in fulfilling the mission of the Church.-

~~Chairpersons of committees shall serve for one year or until their successors have been appointed or the committee is dissolved.-~~

A list of all ~~committees~~Committees, Teams, and Programs and their members ~~shall~~will be maintained in the Church office and on the Church website.-

Volunteer Teams will be composed of church members and friends with expertise and/or other resources that can contribute substantially to ~~TVUUC's~~TVUUC's Goals and Shared Vision (Mission, Values, Covenant, and Vision). -Team members may be called on to accomplish a specific task in an agreed-upon time frame or work on a short-term project. ~~Meeting attendance~~Attendance at Board or ~~committee~~Committee meetings is not required but may be requested ~~as needed.-~~



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Standing Teams will consist of volunteers and staff members involved in ongoing processes supporting worship services and day-to-day operations. These teams are expected to receive feedback from the Congregation and constantly improve the Church's processes.

### Article ~~IX~~XVIII. OFFICERS-

**Section 1: President:** The President is the chief lay officer of the Church and is responsible for the implementation of rules, policies, and directives established by the Congregation and the Board. ~~They shall~~They will serve a term of one year and can be re-elected up to three terms with the expectation that each President would serve at least two years. They will recommend for Board approval those committee chairpersons whose selection is not otherwise specified by these Bylaws or by policy statement. In the event of a vacancy in the office of the President-~~occurring during the first six months of,~~ the ~~term, the immediate past-~~Vice President shall~~will~~ fulfill those duties. ~~If the vacancy shall occur in the second six months of the term, the~~ until a new President-elect shall take office for the unexpired period in addition to their regular term. ~~is elected.~~ A new President will be elected at the next scheduled congregational meeting. The President will ~~also chair~~consult with the ~~Leadership~~Management Team, ~~and other TVUUC stakeholders in preparation for Board Meetings.~~

**Section 2: Vice President-elect:** ~~The President-elect shall automatically become President after their term as President-elect.;~~ During their term, the Vice President-elect shall will act for the ~~president~~President in their absence and attend meetings ~~of committees-~~ advised~~requested~~ by the President. ~~The President-elect will also attend Leadership Team meetings.~~ In the event of a vacancy in the office of ~~President~~electVice President, the Leadership Development Committee ~~shall~~will present for congregational approval at least one successor candidate at a special congregational meeting to be held as soon as possible after it is anticipated that the Vice President-elect is no longer- will not be available to perform the duties of the office. Nominations from the floor ~~shall~~will be in order. The successor will fulfill the unexpired term.-

**Section 3: Secretary-**~~Clerk~~: The Secretary-~~Clerk shall will~~ take the minutes of the meetings of the Congregation and the Board. The draft



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proposal ~~offor~~ the ~~Secretary-Clerk's~~Secretary's minutes of meetings ~~shall~~should be prepared promptly. Board minutes ~~shall~~will be available in the Church office. Congregational meeting minutes and Board meeting minutes ~~shall~~will be approved by the Board and posted electronically and in the Church in a manner conducive to congregational inspection, ~~and~~ ~~shall~~. They will thereafter be available in the Church office for congregational review. The Secretary ~~Clerk shall~~ will prepare official correspondence and ~~make revisions in~~revise official records of meetings as directed by the Board. The ~~Secretary-Clerk's~~Secretary's records for the past year(s) ~~shall~~will be turned over to the incoming Secretary ~~Clerk~~.

**Section 4: Treasurer:** The Treasurer is the chief financial officer of the Church and, as Chairperson of the Finance Committee, ~~shall~~will coordinate and implement the duties of that Committee. The Treasurer is specifically vested with the power to sell, transfer, reinvest, or otherwise manage the Church's non-cash assets ~~of the Church~~ at the board's direction ~~of the Board~~. The Treasurer ~~shall~~will report to the Board, at the Annual Meeting, and at special meetings as required, and ~~shall~~will serve as an ex-officio member of the Endowment Fund Committee. The Treasurer ~~shall~~will be responsible for ~~review~~reviewing and ~~reconciliation of~~reconciling account balances for the Board.

### Article IX.

#### ~~Article X.~~ FISCAL YEAR-

The fiscal year ~~shall~~will begin July 1st of each year and end June 30th.

### ~~Article XI.~~

#### Article X. EMPLOYEES OF TVUUC-

**Section 1:** TVUUC ~~shall~~will endeavor to have on its staff a full-time ~~minister and such~~ Senior Minister, a Director of Finance and Operations, and other ministers and staff members ~~as are~~ deemed necessary for the discharge of its mission. ~~In the event there is more than one ministerial staff position, one of these is herein referred to as that of Senior Minister. If there is only one ministerial staff position, then bylaw provisions related to Senior Minister shall apply to that position.~~



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**Section 2:** A job description describing current duties, responsibilities, and requirements for each position ~~shall~~will be recommended by the Personnel Committee and available to ~~members of the~~ Congregation ~~members~~. The Board ~~shall approve the~~will have final approval of all Job Descriptions ~~for the called ministers, non-called ministers, and the Director of Finance and Operations. Job descriptions for other employees will be approved by the Executive Team and the Personnel Committee. that are recommended by the Personnel Committee.~~

**Section 3:** Each employee will also have a Letter of Agreement specifying salary, benefits, and any other aspects of the employer/employee relationship as appropriate. ~~Letters~~The Board will negotiate and approve letters of Agreement for called ministers and the Director of Finance and Operations. All other Letters of Agreement will be negotiated and approved by the ~~Board. All other Letters of Agreement, will be negotiated and approved by the Executive Team and the Personnel Committee. and presented to the Board of Directors.~~

**Section 4:** The Senior Minister ~~shall~~will have primary responsibility for the spiritual interests and ~~wellbeing~~well-being of the Congregation, by way of religious gatherings of the Congregation and pastoral services to individuals and families. ~~The Senior Minister shall also serve as the Chief of Staff and Chair of the Executive Team and shall conduct such administrative and management duties as defined by the Job Description, Letter of Agreement and the Executive Team Charter.~~

- a) The Ministers of ~~this~~the Church ~~shall~~will have the freedom to express their opinions on any and all matters, both within and without the pulpit.
- b) The Senior Minister ~~shall be an ex-officio member of~~will provide input and suggestions to the Board of Directors, ~~without a vote,~~ and ~~of all other committees as appropriate, save the Leadership Development Committee, to which the Minister shall have the privilege of submitting suggestions.~~
- c) Election and dismissal of the Senior Minister ~~shall~~will be by written ballot and ~~shall~~will require a two-thirds vote of those present and





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voting at a meeting of the Congregation. A minimum ~~of 90-day~~  
days notice is required in case of resignation or dismissal.-

**Section 5:** Candidates for the office of Senior Minister shall will be chosen from among ministers in fellowship with the Unitarian Universalist Association and according to the procedures recommended by the Association.-

- a) When a Search Committee becomes necessary, the Board shall will submit for congregational approval nominations to form a committee of at least five (5) and no more than nine (9) persons. The Search Committee shall will be composed of personspeople who are members of the Church on the date of their election.-

Additional nominations from the floor shall will be in order. The election of the Search Committee shall will take place at a ~~called~~ congregational meeting.-

- b) The Search Committee, having been elected by the Congregation and having diligently searched, shall will recommend a single candidate, keeping confidential its contacts with all other ministers.-

**Section 6:** The selection and dismissal of any other called ministers on the Church staff shall will be by the same procedure as for the Senior Minister.-

**Section 7:** The Search Committee for any full-time position other than that of a called minister shall will be selected by the Personnel Committee and the ExecutiveManagement Team. ~~Selection~~The selection and dismissal of any full-time employee ~~other than a called minister or the Director of Finance and Operations shall will~~ be made by the ~~Executive Team~~Board of Directors in consultation with the Personnel Committee.-

Director-level staff are empowered to conduct the hiring for limited-time departmental staff.

### Article XI. -

~~Dismissal of the Director of Finance and Operations requires Board approval by a two-thirds majority.-~~

~~**Section 8:** It is expected that employees of TVUUC shall work harmoniously together in accomplishing the mission of the Church. However, in case of~~



TENNESSEE VALLEY UNITARIAN UNIVERSALIST CHURCH

## BYLAWS

As Amended June 12, 2022

~~serious conflict the Personnel Committee, in consort with the Board, shall mediate or arrange for mediation.~~

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### ~~Article XII. AMENDMENTS~~

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These Bylaws may be amended or repealed at any ~~annual~~ meeting of the

Congregation or at any special meeting called for that purpose, by a two-thirds vote of those present and voting. The text of any proposed changes will be provided in the meeting notice.

Article XII. ~~by a two-thirds~~



## TENNESSEE VALLEY UNITARIAN UNIVERSALIST CHURCH

### BYLAWS

As Amended June 12, 2022

vote of those present and voting. The text of any proposed changes shall be provided in the notice of the meeting.


## Article XIII. DISSOLUTION

Should this Church cease to function and the membership vote to disband, the Board, in consultation with the Endowment Fund Committee, will disperse endowment funds in accordance with the TVUUC Endowment Charter, and the Board will transfer other assets of the Church to the Southeastern District of the Unitarian Universalist Association or its successor, for its general purposes. These transfers shall be made in full compliance with relevant state and federal laws. The Board, in consultation with the EFC, shall make provision for the perpetual care of the Memorial Garden.


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## Certification

This is to certify that the above document is a true and correct copy of the Tennessee Valley Unitarian Universalist Church Bylaws as amended by the TVUUC Congregation at its annual meeting on June 12, 2022.

  
\_\_\_\_\_  
Ryan McBee, President

6/26/2022

  
\_\_\_\_\_  
Jeff Mellor, Secretary

6/26/2022



**Tennessee Valley Unitarian Universalist Church**  
**2024 Bylaws Revision Version 7b**

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**Certification**

This is to certify that the above document is a true and correct copy of the Tennessee Valley Unitarian Universalist Church Bylaws as amended by the TVUUC Congregation at its meeting on February 25, 2024

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Edward Chin, President

Date

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Jeff Mellor, Secretary

Date