

By-Laws

BALLOU CHANNING UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION

I. NAME, AFFILIATION, PURPOSE

The Ballou Channing Unitarian Universalist Ministers Association (BCUUMA) is a chapter of the continental Unitarian Universalist Ministers association (UUMA) existing for the purpose of bringing together ministers serving Unitarian Universalist (UU) congregations, community ministry, and retired ministers in the Ballou Channing District (BCD) of the Unitarian Universalist Association (UUA) for professional and spiritual growth, to support collegial relationships, and to lift up a vision of vibrant Unitarian Universalism in the District.

II. MEMBERSHIP

Members of the BCUUMA shall include:

1. All members of the UUMA residing in or serving UU congregations or community ministry in the BCD.
2. Students in Candidate status with the Ministerial Fellowship Committee, or serving Internships in the BCD, shall be eligible for Candidate membership of the BCUUMA. Such membership shall include such privileges as the Executive Board may determine, but shall include the right to attend BCUUMA meetings, be non-voting, and to uphold the BCUUMA Professional Covenant.
3. Others not covered in Article II, Sections 1 and 2 may be accepted into membership on an annual basis by a two-thirds (2/3) vote of the Executive Board.
4. The chapter may vote by two-thirds (2/3) vote of the members present and voting to deny membership or to remove from membership a colleague who has violated our professional code of ethics.

III. MEETINGS

1. The annual meeting for the election of officers and Good Offices ministers shall take place in April, unless otherwise voted at a prior business meeting, and shall be announced to the membership 30 days in advance.
2. Business meetings of the membership may be called by the Executive Board, or by petition to the Executive Board by at least 10% of the membership, and shall be announced to the membership 30 days in advance.

IV. EXECUTIVE BOARD

1. The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Retreat Coordinator, and Continuing Education (CENTER) Representative.

2. Officers shall be elected to serve three years in staggered terms at the annual meeting. Vacancies may be filled by the Executive Board until the next election. Officers shall serve no more than two consecutive terms. After election, a meeting of incoming and outgoing officers shall be held. The Executive Board shall meet no less than once quarterly during the year.
3. Roles and Responsibilities:
 - The Executive Board shall conduct the business of the BCUUMA between business meetings.
 - The President shall establish the agenda and preside at meetings, appoint any ad hoc committees, convene the Executive Board, represent the chapter to the UUMA and when possible, at ceremonial functions.
 - The Vice President shall facilitate the planning and coordination of the worship and program components of chapter meetings, assist with retreat planning as needed, and shall preside in the absence of the President.
 - The Treasurer shall be the chief financial officer of the chapter and shall present a budget at the annual meeting.
 - The Secretary shall maintain the membership database and website, send notices of meetings and other information to members, record minutes of business meetings, and do correspondence as needed.
 - The Retreat Coordinator shall plan and lead chapter retreats with a Committee composed of the Treasurer and members to assist in this work.
 - The Continuing Education (CENTER) Representative shall act as a liaison between the UUMA and [to] the chapter regarding CENTER and other continuing education opportunities.

V. GOOD OFFICES

The Good Offices ministers shall serve the members of the chapter as minister to ministers. There shall be two or more people elected to serve in this capacity for three years, in staggered terms, and for no more than two consecutive terms each. They shall attend the Good Offices Training provided by the UUMA. While maintaining appropriate confidentiality, the Good Offices person shall report in writing or in person on the condition of our ministry to the Executive Board twice each year, and to the members at the Annual Meeting.

VI. NOMINATING COMMITTEE

The Nominating Committee shall be three persons, elected at the annual meeting for one year terms. They shall present to the membership at the annual meeting a slate of candidates for the Executive Board, Nominating Committee and Good Offices positions.

VII. COMMITTEES

Ad hoc committees may be appointed, charged and given a term for completion of the charge by the president; and will report to the Executive Board. An ad hoc committee may become a standing committee by a majority vote of the membership at the annual meeting.

VIII. PROFESSIONAL COVENANT

Members are required to follow the Code of Professional Practice of the UUMA in their relationships with ministers and congregations, whether or not they themselves are members of the UUMA.

IX. CONFIDENTIALITY

Personal and professional matters of a confidential nature that are revealed at BCUUMA meetings shall not be discussed outside our professional association.

X. RELATION TO THE UUMA

As a chapter of the UUMA the BCUUMA shall operate in conformity with the bylaws of the UUMA.

XI. AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any business meeting, provided the proposed amendment has been included in the notice of the meeting. Voting on amendments to these bylaws shall be limited to those members of the chapter who are also members of the UUMA.

amended, October 25, 2006