

Association of Unitarian Universalist Administrators

Bylaws

(Approved at Annual Meeting, June 22, 2021)

Article I. NAME and AFFILIATION

The name of this organization shall be the Association of Unitarian Universalist Administrators (AUUA). The AUUA shall maintain affiliation with the Unitarian Universalist Association (UUA).

Article II. PURPOSE

The purpose of the AUUA is to provide training and support for members, to be a clearing-house for church administrative information, and to improve recognition of church administration as a profession.

The AUUA shall maintain affiliation with the Unitarian Universalist Association.

Article III. MEMBERS

Active (voting) membership shall be open to those persons who have paid current dues working as paid professional administrators in local congregations, UUA Staff at any level, or with UU affiliated organizations with primary or supervisory responsibility in one or more of the following areas: Administration, Finance, Development, Building and Facilities Management, Human Resources, Food Service Management, Technology Systems Management or any other area of responsibility after consultation and acceptance by the current AUUA Board. Retired administrators may request active membership.

Associate (non-voting) membership is available to all those who do not meet the requirements for Active Membership and who have paid current dues.

Dues as set by the annual meeting will be payable each year on the anniversary of current membership.

Only Active members are entitled to vote, to be an officer, to serve on the Board, and to chair committees in the Association. Associate members are eligible to participate in committees and other activities of the organization.

A member may be suspended or removed with cause by a 2/3 vote of the Board.

Article IV. BOARD OF DIRECTORS

New members of the Board are elected at the annual meeting for a three year term. Those members of the Board serving as Officers (President, Vice President, Secretary, Treasurer) are confirmed in those roles for one year by election at the annual meeting. No Board Member can serve in the same Officer position for more than three consecutive years. No Board Member shall serve in any capacity more than six consecutive years without a one-year hiatus.

The duties of the President shall be to preside at business meetings, to represent the Association at appropriate occasions, and to appoint committees in consultation with the Board of Directors. The President shall make a report at the annual meeting; this report shall include any actions taken by the Board since the last annual meeting.

The duties of the Secretary shall be to keep minutes of all meetings. The Secretary shall notify members of future plans and meeting dates.

The Treasurer shall be responsible for the collection of annual dues and registration fees for Professional Day and any other monies paid to the AUUA. The Treasurer shall oversee disbursement of funds for AUUA expenditures and the maintenance of the financial records of the Association. The Treasurer shall present an annual report at the annual meeting; this report will include a financial report since the last Annual Meeting.

If the President resigns from office mid-term, the Vice-President shall assume the Presidency. If the Vice-President, Secretary or Treasurer resign mid-term, a replacement may be appointed by the Board.

The Board will meet at least quarterly. Quorum for any Board meeting is a simple majority.

The Board of Trustees will act as the Nominating Committee or appoint a Nominating Committee as necessary.

Article V. ANNUAL MEETING

The annual meeting shall be held in conjunction with the General Assembly of the Unitarian Universalist Association, at a time and place determined by the Board.

Notice of 14 days prior to the AUUA Annual Meeting will be given to all voting members regarding items to be voted on at that Meeting.

Each Active member is entitled to one vote on AUUA business.

A quorum shall consist of those Voting Members present at a duly called Annual Meeting.

Voting for any ballot shall be accomplished by any method authorized by the Board and communicated to the Members prior to the meeting where the vote shall occur.

Voting by proxy shall not be permitted.

Article VI. COMMITTEES

Committees may be appointed by the President or Board of Trustees as needed to study special topics or problems pertaining to the AUUA.

Article VII. PARLIAMENTARY AUTHORITY

The method used to govern any meeting of the Association shall be determined at the outset of the meeting with the acceptance of a simple majority of those participating in the meeting.

Article VII. AMENDMENT

These Bylaws may be amended at the annual meeting by the affirmative vote of at least two-thirds of the active members present and voting at such meeting, provided that advance written notice of such amendments shall have been given along with notice of the meeting at which such action is to be considered. Amendments shall become effective immediately after adjournment of the meeting at which they are adopted.

Article IX. DURATION AND DISSOLUTION

The Association shall continue until a proposal for dissolution shall be passed by the Board and a majority of the Active members of the Association.

Upon the dissolution of the Association, the Board shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all of the assets of the corporation exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organizations under Section 501 (C3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the Council shall determine. Any of such assets shall be disposed of by the Court of Competent Jurisdiction of the county or district in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The Association of Unitarian Universalist Administrators would prefer to designate as the recipient of such remaining assets the Office of Church Staff Finances of the Unitarian

Universalist Association, 24 Farnsworth Street, Boston, MA 02210-1409. [Adopted as amended June 19, 2007, at the AUUA Annual Meeting, Portland, Oregon]