

**BYLAWS OF THE UNITARIAN COASTAL FELLOWSHIP
MOREHEAD CITY, NC**

TABLE OF CONTENTS

Articles:

1. Name	3
2. Purposes	3
3. Non-Profit Status	3
4. Denominational Affiliations	3
5. Membership	3
Section 5.1—Becoming a Member	3
Section 5.2—Maintaining Membership	3
Section 5.3—Termination of Membership	3
Section 5.4—Inactive Member Status	4
Section 5.5—Reinstatement of Membership	4
Section 5.6—Members’ Rights	4
Section 5.7—Membership Roll	4
Section 5.8—Friends of the Fellowship	4
6. Governing Structure	5
Section 6.1—Congregational Polity	5
Section 6.1.1—Conduct of Fellowship Meetings	5
Section 6.2—Responsibilities and Duties of the Board of Trustees	5
Section 6.3—Composition of the Board	5
Section 6.4—Qualifications	5
Section 6.5—Vacancies	5
Section 6.6—Officer Trustees	6
Section 6.6.1—Duties and Responsibilities of Officer Trustees	6
Section 6.7—The Leadership Council Trustee	6
Section 6.8—Co-Trustees	6
Section 6.9—Regular Meeting of the Board of Trustees	6
Section 6.9.1—Closed Sessions	6
Section 6.10—Removal of Trustees	6
Section 6.11—Leadership Council	6
Section 6.12—Deacons	7
7. Annual Congregational Meeting	7
Section 7.1—Month and Day	7
Section 7.2—Agenda Call	7
Section 7.3—Notice of Annual Congregational Business Meeting	7
Section 7.4—Business of the Annual Meeting	7
Section 7.5—Quorum	7
Section 7.5.1—Extraordinary Circumstances	7

UCF Bylaws – Revised July 2022

Section 7.6—Ballot Voting	7
Section 7.6.1—Absentee Ballots	7
Section 7.7—Proxies	8
Section 7.8—Nominations from the floor	8
Section 7.9—Voting on Questions	8
Section 7.10—Recording of Votes	8
Section 7.11—Minutes of Congregational Meetings	8
8. Special Congregational Meetings	8
9. Committees	9
Section 9.1—Standing Committees	9
Section 9.1.1—Duties of Standing Committees	9
Section 9.2—Other Committees and Their Functions	9
Section 9.2.1—Committee on Ministry	9
Section 9.2.2—Nominating Committee	9
Section 9.2.3—Staffing Committee	10
Section 9.2.4—Search Committees	10
Section 9.2.5—Negotiating Committee	10
Section 9.2.6—Ad Hoc Committees	10
10. Minister	10
Section 10.1—Preamble	10
Section 10.2—Qualifications	10
Section 10.3—Calling and Dismissing a Minister	10
Section 10.4--Agreement with the Minister	11
Section 10.5—Duties of the Minister	11
Section 10.6—Interim Minister	11
11. Fiscal Year	11
12. Amendments to These By-Laws	11
13. Dissolution	12
14. Indemnification	12
15. Taking a Stand on Social Justice Issues	12
Section 15.1—Statements of Conscience	12
Section 15.2—Purposes of Statements of Conscience	12
16. UCF Endowment Fund	12
Section 16.1—Scope	13
Section 16.2—Funding	13
Section 16.3—Administration	13
Section 16.4—Guiding Principles	13
Section 16.5—Use of Earnings	14

UCF Bylaws – Revised July 2022

ARTICLE 1. NAME

The name of this religious society shall be the Unitarian Coastal Fellowship (UUA), Inc., an Incorporated Religious Fellowship duly chartered by the State of North Carolina pursuant to the Nonprofit Corporation Act, Chapter 55A, of the General Statutes of North Carolina.

ARTICLE 2. PURPOSES

The purposes of this Fellowship are to promote the causes of liberal religion and our Unitarian Universalist Association (UUA) principles within our congregation and the larger community, thereby furthering the religious journey of all members and friends.

ARTICLE 3. NON-PROFIT STATUS

As a chartered Nonprofit Corporation, this Fellowship collects and distributes financial resources. In so doing, no officer, trustee, or member may derive a pecuniary, non-charitable benefit from its operation; nor may the Fellowship issue stock or declare or distribute dividends, and no part of its investments or income shall inure to the non-charitable benefit of any member.

ARTICLE 4. DENOMINATIONAL AFFILIATIONS

This Fellowship shall be a member of the Unitarian Universalist Association (UUA), the Unitarian Universalist Association Southern Region, and such other religious association(s) as decided by the congregation. It is the intention of this Fellowship to make annual denominational contributions equal to its full and fair share as determined by the UUA and the Southern Region.

ARTICLE 5. MEMBERSHIP

Section 5.1—Becoming a Member: Any person may become a member of this Fellowship provided that person is in sympathy with the Fellowship's purpose and program, is at least 16 years of age, has met with the minister, membership chairperson, or the President of the Board of Trustees in order to discuss the rights and responsibilities of membership, and agrees to sign the Membership Book. Each new member shall receive a copy of these Bylaws.

Section 5.2--Maintaining Membership: Membership is maintained through contributions of time, talent and financial assistance consistent with one's personal resources.

Section 5.3--Termination of Membership: Membership may be terminated for any of the following:

1. written resignation sent to the Secretary of the Fellowship,
2. death,
3. reason of no known address for a period of twelve (12) months,
4. disruptive behavior as defined by the UCF Policy Manual,

UCF Bylaws – Revised July 2022

5. recommendation of the Board of Trustees after one (1) month of no response to a letter from the Board Secretary informing them of a change in status from Active Member to Inactive Member (see Policy Manual).

Section 5.4--Inactive Member Status: A person may be designated an Inactive Member when they have not participated in the life of the Fellowship for twelve (12) months (see Policy Manual). Inactive members will not have a vote and will not be counted as part of a quorum required for voting.

Section 5.5--Reinstatement of Membership: Any past member may be reinstated by agreeing to affirm the conditions of membership cited in Article 5.1.

Section 5.6—Members' Rights: Each active member of the Fellowship is accorded these rights and privileges:

- (a) after thirty (30) days of membership, to vote on all issues that come before a Congregational Meeting;
- (b) to enjoy freedom of religious belief;
- (c) to receive pastoral care and counseling from the Minister without fee;

- (d) after one (1) year of membership, to serve on the Board of Trustees, if nominated and elected;
- (e) to serve on any Standing Committee;
- (f) to attend any Fellowship Meeting, as defined herein;

- (g) to influence the direction and focus of the Fellowship's actions related to such matters as policy, social concerns, and the like;
- (h) to use the facilities of the Fellowship in accordance with the UCF Policy Manual;
- (i) after six (6) months of membership, to be eligible for loans from the Circle Associates Fund.

Section 5.7--Membership Roll: The Fellowship shall maintain a complete and accurate membership roll that includes those who are active and inactive.

Section 5.8--Friends of the Fellowship: The Unitarian Coastal Fellowship recognizes that there are those who attend and associate themselves with this Fellowship, but who do not choose to become members. This congregation and these bylaws recognize this fact and welcome them as valued Friends. Friends are accorded the rights and privileges stated in Article 5, Section 5.6, except items (a) and (d). Friends shall not be considered members for purposes of reporting active members to the UUA and the TAD.

UCF Bylaws – Revised July 2022

ARTICLE 6. GOVERNING STRUCTURE

Section 6.1—Congregational Polity: This Fellowship is committed to the democratic principle that members of its congregation hold unrestricted authority or polity over the purposes, principles, policies, and procedures to which the Fellowship is committed. To this end, the members have approved these Bylaws and elected a Board of Trustees, consisting of Officer Trustees and one Leadership Council Trustee to conduct the business of the Fellowship. Additionally, the Fellowship supports and joins with the UUA, as well as its regional office, the Unitarian Universalist Association Southern Region, in order to promote and focus attention on our Unitarian Universalist principles. However, in all such matters, this Fellowship acts independently and the members retain autonomy. At their discretion, members may adopt and amend the Bylaws; adopt or amend the budget presented by the Board; elect and remove Trustees; and call and remove a settled Minister. In all such matters, these Bylaws provide for majority rule, except for certain items as specified herein.

Section 6.1.1—Conduct of Fellowship Meetings: Fellowship Meetings means meetings of the Congregation, Board, and Standing Committees, but not subcommittees or ad hoc committees. At all Fellowship Meetings, decision making by consensus may be used, except when considering matters of great importance to the members, at which time Parliamentary Procedures (i.e., Robert's Rules of Order (current edition)) shall apply. All such meetings shall be open to any member or friend of the Fellowship, except in limited cases when the Board of Trustees goes into Closed Session (see Article 6.9.1). Observers to a Fellowship Meeting may request time to present oral or written statements. Such contributions shall be included in minutes of the meeting. The Board shall prepare a schedule of regular Fellowship Meetings and make it public prior to the month in which the meetings are held.

Section 6.2—Responsibilities and Duties of the Board of Trustees: The Board of Trustees, as the duly elected governing body of the Fellowship, has broad discretion to conduct the procedural, strategic planning, and financial business of the Fellowship. Nevertheless, the Board's authority is derived from the members of the congregation, who retain the right to direct, amend, or correct actions of the Board when a majority of the members believe such action is necessary. The duties of the Board are set forth in the UCF Policy Manual.

Section 6.3--Composition of the Board: The Board shall be composed of five (5) elected Trustees: four (4) Officer Trustees and one Leadership Council Trustee. Newly elected Trustees shall take their positions on the Board July 1, the beginning of the church year.

Section 6.4—Qualifications: All Trustees shall be voting members of the Fellowship and shall have been members of the Fellowship for at least one (1) year.

Section 6.5—Vacancies: The Board of Trustees shall fill vacancies among the Officer Trustees and the Leadership Council Trustee with persons who shall serve until the next Annual Congregational Business Meeting.

UCF Bylaws – Revised July 2022

Section 6.6— Officer Trustees: Officers shall be elected at each annual meeting in a staggered fashion. The President, Vice President, and one among the Secretary, Treasurer and Leadership Council will be elected one year. The following year two among the Secretary, Treasurer and Leadership Council Trustee will be elected.

The President and Vice President shall each serve a term of two (2) years. Ideally the Vice President becomes the nominee for President the year following their term.

The Treasurer, Secretary and Leadership Trustee shall each serve a term two (2) years. Their terms shall be staggered.

Section 6.6.1--Duties and Responsibilities of Officer Trustees: The duties and responsibilities of officers are set forth in the UCF Policy Manual.

Section 6.7 -- The Leadership Council Trustee may serve two (2) consecutive terms and may be eligible for reelection after an absence from the Board of one (1) year.

Section 6.8--Co-Trustees: Two people, or Co-Secretaries, may share the position of Secretary. If Co-Secretaries are elected, they shall share between them a single vote on the Board.

Section 6.9—Regular Meetings of the Board of Trustees: Meetings of the Board shall be regularly scheduled with a minimum of six (6) meetings a year. Each regularly scheduled Board meeting shall have an agenda that is distributed to Board members and made available to the membership. A quorum of the Board shall consist of three (3) Board members including either the President or the Vice-President. Board meetings shall be open to all members and friends. Minutes of the Board meeting shall be taken by the Secretary with copies distributed to the Board and made available to the membership.

Section 6.9.1—Closed Sessions: The Board may go into Closed Session in order to discuss only the following matters: (a) personnel (volunteer and salaried); (b) litigation; (c) sale or purchase of real property. The decision to go into Closed Session will be made by a majority vote of those present in an open meeting. Any matter voted upon while the Board is in Closed Session shall not be official until it is made a matter of record in an open session.

Section 6.10--Removal of Trustees: Three absences during one (1) year by a member of the Board from Board meetings without prior notification to the Secretary or President shall be tantamount to resignation. Board members may also be removed for breach of trust or gross misconduct by a vote of three (3) members of the Board of Trustees or by a vote at a Congregational Meeting.

Section 6.11 – Leadership Council: The Leadership Council will be composed of the chairs of the UCF standing committees. The Minister will attend Leadership Council meetings as an *ex officio* member. The Council will meet regularly (prior to the Board of Trustees meeting) to engage in coordinating the operations of the Fellowship and address cross- committee impacts of

UCF Bylaws – Revised July 2022

issues brought forward to the Council. Issues requiring policy decisions will be forwarded to the Board of Trustees. The Leadership Council Trustee, elected by the Fellowship to the Board of Trustees for a two-year term, shall chair the Leadership Council.

Section 6.12 - Deacons: The Board will have the authority to designate persons as deacons to perform marriages or other rituals.

ARTICLE 7. ANNUAL CONGREGATIONAL BUSINESS MEETING

Section 7.1—Month and Day: The Annual Congregational Business Meeting shall be held each year during the weekend in June that begins with the second Friday in June, at a time and place fixed by the Board of Trustees.

Section 7.2—Agenda Call: The Board of Trustees shall issue an Agenda Call to the congregation by the last Sunday in March. The purpose of this call shall be to include on the final agenda any business individual members may wish to have addressed at the Annual Business Meeting. The process by which the Agenda Call will be made is described in the UCF Policy Manual.

Section 7.3--Notice of Annual Congregational Business Meeting: The business to be transacted at the Annual Meeting (or other Special Congregational Meetings as described in Article 8) shall be set forth in a meeting notice sent to all members and postmarked at least fourteen (14) days prior to the meeting. An e-mail message to members is an acceptable form of notice provided it meets the 14-day criterion. The Notice shall include the final agenda.

Section 7.4--Business of the Annual Meeting: The purposes of the Annual Meeting are to:

- a) receive reports on Fellowship activities from Trustees and Committees;
- b) adopt a budget for the new fiscal year;
- c) elect new Officer Trustees, a Leadership Council Trustee, and Nominating Committee members; and
- d) transact additional business that may come before those present at the Annual Meeting.

Section 7.5--Quorum: For the Annual Business Meeting, thirty (30) percent of the membership, including written proxies and absentee ballots, shall constitute a quorum.

Section 7.5.1—Extraordinary Circumstances: Should any of the items described in Article 8 and Article 10.3 be on the Annual Meeting agenda, then the quorum requirements for Special Congregational Meetings (Article 8 and Article 10.3) shall apply for those items.

Section 7.6—Ballot Voting: The ballot system of voting shall be in effect at the Annual Congregational Meeting. Ballots shall be secret.

Section 7.6.1—Absentee Ballots: Absentee ballots shall be available upon request to voting members unable to attend congregational meetings. To be counted toward a vote, signed

UCF Bylaws – Revised July 2022

absentee ballots must be received and validated by the Secretary prior to the opening of the meeting.

Section 7.7—Proxies: A written proxy is defined as a document authorizing a member of the congregation to act for another member; as such, a proxy holder has the authority to vote proxies according to what unfolds during the conduct of a Congregational Meeting. No person shall exercise more than three (3) written proxies at any one meeting. Written proxies may be given to any member of the congregation and may be in the form of an e-mail message.

Section 7.8--Nominations from the Floor: Any member may be nominated from the floor of a Congregational Meeting by another member for any elective position. A member so nominated must give his/her consent to be a nominee.

Section 7.9--Voting on Questions: An affirmative vote of more than fifty (50) percent of the present eligible voters, including absentee ballots and proxies, will be required for passage of a motion.

Section 7.10—Recording of Votes: All votes occurring during Congregational Meetings shall be recorded by the Secretary or other designated person(s) and made available to the congregation in all of the following ways: (a) in the minutes of the meeting, (b) in the next available newsletter, (c) on the UCF website.

Section 7.11—Minutes of Congregational Meetings: Minutes shall be taken by the Secretary (or other designated person) of every congregational meeting. Minutes will be made available to the congregation.

ARTICLE 8. SPECIAL CONGREGATIONAL MEETINGS

A special congregational meeting may be called at any time by the Board or by written request of ten (10) percent of the membership. Calls for special meetings will be sent to members fourteen (14) days prior to the meeting, and such notice will inform members of the business to be transacted. An e-mail message shall be an acceptable form of notice provided it meets the 14-day criterion. Certain business matters will require a congregational meeting; they are:

- a) calling or dismissing a minister
- b) dissolving the corporation
- c) purchase or sale of real property
- d) amending the charter or bylaws
- e) changing provisions of the Endowment Fund

These categories of business shall require a quorum of fifty (50) percent of eligible voters, including proxies and absentee ballots, and a seventy (70) percent affirmative vote of those present for passage of a motion.

UCF Bylaws – Revised July 2022

ARTICLE 9. COMMITTEES

Section 9.1--Standing Committees: These Bylaws recognize that much of the work of the Fellowship is carried out by Standing Committees that are organizationally within the functional responsibility of the Leadership Council. A list of the Standing Committees can be found in the Policy Manual, Section 1.

The Chair of each Standing Committee is automatically a member of the Leadership Council. The Chair of each committee is selected by the members of the standing Committee.

Any one of the Standing Committees may establish sub-committees to perform the work of the Fellowship.

Section 9.1.1—Duties of Standing Committees: The Standing Committees and their functional duties are set forth in the UCF Policy Manual.

Section 9.2--Other Committees and Their Functions: In addition to Standing Committees, the Board of Trustees has established these committees:

Section 9.2.1--Committee on Ministry: The Committee on Ministry shall have no fewer than three (3) members and no more than five (5) members. The Minister and the Board of Trustees shall appoint members by mutual agreement. Current members of the Board are excluded from being a committee member. Members shall serve one-year terms and may be reappointed for no more than three (3) consecutive terms. The Committee on Ministry shall set its own agendas and meeting times, and shall meet at least three (3) times each year.

The function of this Committee is to provide direction and quality to the ministry of the Fellowship. Because ministry is central to our purpose, the Committee on Ministry is accountable only to the congregation. The committee works within the framework of the

Fellowship's Governing Structure, and, although independent of the Board of Trustees, implements its programs through the Board of Trustees.

Duties of the Committee on Ministry are detailed in the UCF Policy Manual.

Section 9.2.2 Nominating Committee: The function of the Nominating Committee shall be to actively recruit qualified candidates for the position of President, Vice President, Secretary, Treasurer and Leadership Council Trustee for available positions to be filled for the next fiscal year.

Members of the Nominating Committee shall serve for a term of two (2) years. The election of one of the members shall be staggered from the election of the other two in order to preserve continuity within the committee. Members may serve no more than two (2) successive terms and shall not be members of the Board. The immediate Past President of the Board of Trustees shall

UCF Bylaws – Revised July 2022

be considered for the position of Nominating Committee Chair the year immediately following the completion of his or her term. If a position on the Nominating Committee becomes vacant after the Annual Congregational Business Meeting, the Board of Trustees shall appoint a replacement. The Nominating Committee shall publish its slate of nominees in the Notice of Annual Congregational Business Meeting (See Article 7.3).

Section 9.2.3— Staffing Committee: The Staffing Committee shall consist of four (4) permanent members: the Minister, Treasurer, and the Vice President of the Board of Trustees and the Leadership Council Trustee. The Minister is an ex officio (non-voting) member. The scope and responsibilities of this Committee are contained in UCF's Policy Manual.

Section 9.2.4 -- Search Committees: (a) Ministerial Search Committee—For the settled Minister, the Ministerial Search Committee shall be composed of seven (7) members of the Fellowship.

Five (5) of these shall be elected at a Congregational Meeting called for that purpose from a slate prepared by the Nominating Committee. The remaining two (2) members shall be appointed by the Board of Trustees. (b) Other Search Committees— The Board shall appoint search committees for an interim minister, or for positions other than a minister, at its discretion, provided the position has been funded in the Fellowship's budget. In these cases, the search committee appointed must consist of at least three (3) members, none of whom may be a member of the Board.

Section 9.2.5--Negotiating Committee: The Board shall appoint three (3) members to develop the Letter of Agreement for the call of a settled Minister. One member shall be a member of the Board and one member shall be a member of the Ministerial Search Committee.

Section 9.2.6—Ad Hoc Committees: The President and the Board of Trustees shall establish ad hoc committees as they see fit. Ad hoc committees shall cease to exist when their tasks are completed.

ARTICLE 10. MINISTER

Section 10.1—Preamble: The Members of the Unitarian Coastal Fellowship acknowledge their need for the services of one prepared by education and personal commitment to serve as the settled Minister of this congregation.

Section 10.2—Qualifications: The settled Minister of this Fellowship shall have ministerial fellowship with the Unitarian Universalist Ministerial Association and the UUA. Race, color, disability, age, sexual orientation, gender, marital status, or national origin shall have no bearing on the choice or retention of a Minister.

Section 10.3--Calling and Dismissing a Minister: A Minister shall be called upon recommendation of the Ministerial Search Committee and by at least a seventy (70) percent vote,

UCF Bylaws – Revised July 2022

including proxies and absentee ballots, at a Special Congregational Meeting called for that purpose. A quorum for such a meeting will be fifty (50) percent of the members.

A Minister may be dismissed only by a Congregational Meeting called for that purpose. A quorum for such a meeting will be fifty (50) percent of members eligible to vote, including proxies and absentee ballots. As set forth in Article 8, seventy (70) percent of the eligible votes will be required to dismiss the Minister.

Section 10.4--Agreement with the Minister: A Letter of Agreement shall be developed by the Negotiating Committee and approved by the Board of Trustees.

The Letter of Agreement shall:

- a. define the expectations, duties and responsibilities of the Minister,
- b. comply with UUA guidelines.
- c. set forth the Total Cost of Ministry,
- d. be signed by the Minister, the President of the Board of Trustees, and the Secretary to the Board,

- e. be made available to the members of the Fellowship.

Section 10.5--Duties of the Minister: The Minister's duties are those defined by the Letter of Agreement. In addition, the Minister shall be an ex officio member, without vote, of the Board of Trustees and all Standing Committees.

Section 10.6—Interim Minister: The decision to seek an Interim Minister shall be made at any Congregational Meeting that includes such a decision in its call. A quorum for such a meeting will be fifty (50) percent of members eligible to vote, including proxies and absentee ballots. As set forth in Article 8, seventy (70) percent of the eligible votes will be required to seek an Interim Minister. An Interim Minister shall have the qualifications of Minister as set forth in Article 10.2.

The Board of Trustees shall search for and hire the Interim Minister. The Board shall specify the Interim Minister's compensation and conditions of employment, in general following the guidelines of the UUA.

ARTICLE 11. FISCAL YEAR

The Fellowship's fiscal year shall end June 30.

ARTICLE 12. AMENDMENTS TO THESE BY-LAWS

These Bylaws may be amended, replaced, or rescinded at any Congregational Meeting of the Fellowship, as provided for in Article 8.

UCF Bylaws – Revised July 2022

ARTICLE 13. DISSOLUTION

Should this Fellowship cease to function and the membership vote to disband, after payment of any outstanding debts, remaining assets of the Fellowship shall be transferred to the Unitarian Universalist Association of Churches and Fellowships in North America, 25 Beacon Street, Boston, Massachusetts 02108.

ARTICLE 14. INDEMNIFICATION

The Fellowship shall indemnify any person who is or was an employee, agent, representative, or member of the Board of Trustees against any liability asserted against such person and incurred in the course and scope of his or her duties or functions within the Fellowship to the maximum extent allowable by law, provided the person acted in good faith and did not engage in an act or omission that was intentional, willfully or wantonly negligent, or done with conscious indifference or reckless disregard for the safety of others. The provisions of this article shall not be deemed exclusive of any other rights to which such person may be entitled under any bylaws, agreement, insurance policy, vote of members or otherwise.

ARTICLE 15. TAKING A STAND ON SOCIAL JUSTICE ISSUES

Section 15.1—Statements of Conscience: From time to time, the UCF Fellowship may decide to express its views publicly on social justice issues. This decision will be accomplished by issuing a public Statement of Conscience, to be adopted by a 75% vote of the members of the congregation voting by electronic and paper ballots. Statements of Conscience are declarations of public witness, and must be congruent with the Fellowship’s Vision and Mission statements.

Before voting on a Statement of Conscience, a forum or forums may be conducted to inform and educate the congregation. This process of proposing, writing, and disseminating such a statement within our Fellowship is delineated in UCF’s Policy Manual.

Section 15.2—Purposes of Statements of Conscience

- a. Involve and educate the congregation about social justice issues and encourage buy-in;
- b. Increase congregational visibility in the community; and
- c. Increase the congregation’s ability to affect outcomes on social justice issues.

ARTICLE 16. UCF ENDOWMENT FUND

Section 16.1: Scope

The UCF Endowment Fund is established to enhance the long-term presence of the Unitarian Coastal Fellowship within our community, to increase its stature, and to preserve, protect, and foster the presence of our Fellowship in perpetuity. The UCF Endowment Fund is one of four

UCF Bylaws – Revised July 2022

financial legs of the Fellowship’s financial wellbeing, along with the annual operating budget, the Contingency Fund, and the equity in church buildings

Section 16.2. Funding

The UCF Endowment Fund is supported by gifts from its members and friends who want to make a difference in a lasting way, to leave a legacy for the future. It is the desire of the congregation to encourage, receive, and administer these gifts in a manner consistent with the loyalty and devotion expressed by the grantors and in accord with the policies of this congregation. Gifts to endowments are generally meant to be permanent resources, providing income assets for special projects, such as long-term maintenance of the church building, new church facilities, community outreach, or social justice efforts.

Section 16.3. Administration

The UCF Finance Committee, under the guidance and fiduciary responsibility of the UCF Board of Trustees and the UCF membership, administers the UCF Endowment Fund. Administrative responsibilities include overseeing the accounting, investment, and spending related to the UCF Endowment Fund. The UCF Finance Committee will report annually to the Congregation on its activities and on the current financial condition of the UCF Endowment Fund. The UCF Board of Trustees is responsible for an annual financial review of the UCF Endowment Fund.

Section 16.4. Guiding Principles

The UCF Endowment Fund is organized as a classical endowment fund with the following characteristics:

Objective is to provide for long-term health and survival of the congregation.

Generally funded by charitable bequests, proceeds from charitable trusts, gift annuities, estates and other special gifts.

Conservatively invested to meet these goals:

- - long-term growth to keep up with or outpace inflation,
- - if needed, to yield assets as prescribed below.

The Fund is comprised of “Gift Principal” and “Earned Principal”.

Gift Principal is defined as a gift’s value in U. S. dollars at the time of donation.

Although the value of an individual gift to the Endowment fund will never change, the total amount of Gift Principal will increase as donations accumulate over time.

Gift Principal is considered a permanent (inviolable) portion of the Endowment Fund and may be used only as collateral for a loan, or it may be loaned to the UCF congregation under the terms of a specific loan agreement that specifies a fair interest rate and re-payment provisions. Gift

UCF Bylaws – Revised July 2022

Principal may only be used in this manner if approved at a congregational meeting with a quorum of fifty (50) percent of eligible voters, including proxies and absence ballots, and a seventy (70) percent affirmative vote.

Earned Principal is defined as income from investment of Gift Principal. All capital gains become Earned Principle. Dividends and interest not used according to Paragraph 16.5 becomes Earned Principal.

Earned Principal may be used for special projects such as the acquisition of church facilities, major disaster repair etc. if approved at a congregational meeting with a quorum of fifty (50) percent of eligible voters, including proxies and absence ballots, and a seventy (70) percent affirmative vote.

Section 16.5 Use of Earnings

The earnings in the Endowment Fund are defined as the most recent full calendar year's interest and dividends earned by the Fund. Fifty percent (50%) of these earnings are available by majority vote of the Board of Trustees for operating expenses or special projects. These amounts must be included in the annual budget that is approved by the congregation. Any earnings not used in this manner become earned principal.

Effective Date of these Bylaws:

The undersigned certifies that the foregoing Bylaws have been adopted this date by vote of the congregation as the Bylaws of the Unitarian Coastal Fellowship, UUA, and are effective as of July 2020 [Note: These Bylaws revise and supersede the edition of November 2019]

//Signed//

Melva J. Kearney

President,

Board of Trustees

July 1, 2020

(Signed copy on file in UCF Office)