Amended 5/5/2012
Amended 5/3/2015
Amended 5/12/2019
Amended 5/22/2022
Amended 5/3/2026

BYLAWS

THE UNITARIAN UNIVERSALIST FELLOWSHIP OF FAIRBANKS, ALASKA

ARTICLE I - NAME

The name of this Fellowship shall be THE UNITARIAN UNIVERSALIST FELLOWSHIP OF FAIRBANKS, ALASKA.

ARTICLE II - PURPOSE

The purpose of this Fellowship shall be to pursue the study of and to practice the principles of the liberal faith, to further individual freedom of belief, and to foster liberal religious attitudes and living through group study, worship, service work and recreation.

ARTICLE III - MEMBERSHIP

Section 1 - Any person age sixteen or older, who is in sympathy with the principles and purposes of the Fellowship, may join this Fellowship by signing the Membership Book while witnessed by one of the board members or the Membership Chair or the minister.

Section 2 - A member must make a contribution of record within each fiscal year to maintain his/her membership. Exceptions to this requirement may be made by majority vote of the Board of Directors. For example, Emeritus Membership may be granted to long-standing members who for health, disability, or financial reasons can no longer fulfill the responsibilities of membership.

Section 3 - A member is eligible to vote at any meeting of the Fellowship two calendar months after signing the Membership Book

Section 4 - The membership shall govern the Fellowship. Management of the Fellowship shall be exercised through the Board of Directors.

Section 5 - A member's name shall be removed from the Membership List in case of

a) the member's death;
b) written request by the member to the Board;
c) a period of inactivity (including nonattendance and no expression of continued interest, failure to make a contribution of record, and failure to contribute talent or services to the congregation for the fiscal year,) pending review by the Board;
d) moving out of town with no indication of interest in remaining a member; or
e) removal by a two-thirds (2/3) vote of the Board for actions that threaten the safety or well-being of the Fellowship.

Section 6 – Inclusion

a) The Fellowship welcomes, affirms, and promotes the full and constructive participation of all people and celebrates the richness of diversity in: governance; social and educational endeavors; hiring practices; the calling of religious professionals; and conduct between members.
b) The Fellowship conducts its activities in accordance with UUA Principles. The Fellowship upholds the inherent worth and dignity of every person and fosters a safe and inclusive church community for all people. The Fellowship does not discriminate based on age, class, ethnic background, national origin, physical or mental ability, race, sexual orientation or gender expression.

ARTICLE IV - DENOMINATIONAL AFFILIATION

The Fellowship shall be a member of the UNITARIAN UNIVERSALIST ASSOCIATION (UUA) and of the PACIFIC WESTERN REGION (PWR).

ARTICLE V - MEETINGS OF THE MEMBERSHIP

Section 1 - Annual Meeting – The annual business meeting of the members shall be held each year in April or May at such time and place as determined by the Board of Directors.

Section 2 - Special Meetings – A special meeting of the membership may be called by the Board of Directors or by petition of any ten (10) members.

Section 3 - Notice of Meetings – The Board of Directors shall give at least twenty-five (25) days notice of the annual meeting or a special meeting to all members by posting notice at the UUFF Fellowship Hall, posting notice on the UUFF website, and by mail or electronic mail to all members of the Fellowship.

Section 4 - Quorum – Thirty (30) members, or a majority of the membership, whichever is less, shall constitute a quorum for the annual or any special meeting of the membership unless the number of members exceeds three hundred (300) in which case a quorum shall be ten percent (10 %) of members.

Section 5 – Polling – Members of the Fellowship may be polled on matters not required to be addressed in a special or annual meeting, including, but not limited to, UUA and PWR resolutions. Notice of a poll and instructions for participation shall be published in the newsletter at least fifteen (15) days prior to the poll. Poll procedures may be established by the Board of Directors.

Section 6 - Rules – The current edition of Roberts Rules of Order shall govern meetings of the membership unless otherwise provided in these bylaws.

Section 7 – Absentee Voting – Absentee voting (or voting by electronic means) may be allowed at annual and special meetings under procedures established by the Board of Directors. However, proxy votes may not be counted in determining a quorum

ARTICLE VI – SELECTION OF DIRECTORS, OFFICERS AND DELEGATES.

Section 1 - Board Composition – The Board of Directors shall consist of not more than nine (9) members. Any member of the Fellowship who is not currently serving as an employee of the Fellowship may be elected or appointed as a director.

Section 2 - Election of Officers and Directors – At each annual meeting the members shall select directors for staggered three-year terms which begin on the first day of the next fiscal year as follows:

a) Directors may be re-elected for up to two successive terms.
b) Officers (President, Vice-President, Secretary, and Treasurer) shall be elected by the Board from among the Directors at the first regularly scheduled Board meeting after new Board members take office at the beginning of the fiscal year.
c) Officers of the Board of directors shall be elected to serve for one year.
d) A person may hold the position of President for no more than two (2) consecutive one-year terms.
e) The Secretary shall report the names of the directors and officers after each election in the newsletter.

Section 3 - Past President Director – The immediate Past President shall serve as a director, with vote. If the Past President is not willing or able to serve, the Board may appoint any former officer of the Fellowship to serve as a director for a one-year term.

Section 4 - Selection of Delegates – Delegates to the UUA General Assembly and the PWR Annual General Meeting may be elected by majority vote of the members present at the annual meeting or at a special meeting. If such delegates are not selected at the annual or at a special meeting, despite an attempt to do so, they may instead be appointed by the Board of Directors. Delegates to the PWR Annual General Meeting also may be appointed by the Board of Directors unless a petition endorsed by at least ten (10) members has requested that the Delegate be selected by a majority vote at an annual or special meeting.

Section 5 - Resignation - A director, officer or delegate may resign a position by submitting the resignation in writing to the Secretary. The resignation is effective, and the position becomes vacant, upon receipt by the Secretary unless a different date is offered in the resignation.

Section 6 - Removal from Office - A director or officer may be removed from office for cause by majority vote of the members present at a special or annual meeting, provided that notice of the alleged cause is provided to the director or officer no less than twenty five (25) days before the meeting. Notice shall be deemed to be provided by proof of attempted delivery of certified mail to the address last provided by the officer or director to be removed at least twenty-five (25) days prior to the meeting.

ARTICLE VII - THE BOARD OF DIRECTORS

Section 1 - Powers and Duties of the Board – The Board of Directors:

a) shall have general charge of the property of the Fellowship, the conduct of all business affairs, and the control of its administration, including the appointment of such committees and employment of such individuals, as it may deem necessary.
b) may fill vacancies in the Board of Directors including officers. The term or delegation of persons so appointed shall be until the next annual meeting, at which time an election will be held to fill the vacancy for the remainder of its term.
c) shall adopt personnel policies and procedures that ensure compliance with all applicable governmental requirements.
d) shall provide the membership with the Fellowship's annual budget and membership counts at the annual meeting.

Section 2 - Meetings of the Board

a) The President or any three members of the Board of Directors may call a Board of Directors meeting.
b) The Board of Directors shall hold at least four meetings a year. Notice of all meetings shall be posted at the UUFF Fellowship Hall, on the UUFF website, and, to the extent possible, published in the UUFF newsletter. Notice shall be mailed or emailed to all members of the Board of Directors.
c) The Board of Directors may meet by teleconference or other electronic means, provided that notice for the meeting indicates how Fellowship members can attend. The Board of Directors is authorized to vote on matters by mail and electronic mail, provided that the motion was considered at a duly noticed board meeting, or that seven (7) days notice of the motion under consideration is posted on the UUFF website or emailed to all members. The requirement of seven days' notice may be waived by the Board if immediate Board action is necessary to abate a health or safety risk.
d) A majority of the membership of the Board of Directors shall constitute a quorum. e) The current edition of Roberts Rules of Order shall govern meetings of the Board of Directors unless otherwise provided in these bylaws.
e) Any member of the Fellowship may attend Board of Directors meetings.

ARTICLE VIII – DUTIES AND POWERS OF OFFICERS

Section 1 - The President

a) shall preside at all meetings of the Fellowship and of the Board of Directors; shall appoint all committee chairs subject to board ratification.
b) may officiate at ceremonial occasions in accordance with Unitarian Universalist principles, including marriages or commitment ceremonies. The President may delegate this authority.

Section 2 - The Vice President, in the absence or disability of the President to serve, shall be vested with the powers of the President and shall perform the President's duties.

Section 3 - The Secretary shall:

a) keep a complete record of the proceedings of all meetings of the Fellowship and of the Board of Directors;
b) give notice of all meetings of the Fellowship and of the Board of Directors; and
c) include in the notice of an annual or special meeting any proposed amendments to these bylaws.

Section 4 - The Treasurer shall:

a) monitor fiscal performance of the Fellowship; and
b) ensure that the accounts of the Fellowship are annually reviewed by a certified public accountant or team of Fellowship members selected by the Board of Directors.

ARTICLE IX - FISCAL YEAR

Section 1 - The fiscal year shall end on June 30th of each year.

Section 2 - Budgets and financial reports shall be made on the basis of the fiscal year.

Section 3 – Directors elected at the annual meeting shall assume their duties on the first day of the next fiscal year (July 1).

ARTICLE X - AMENDMENTS

These bylaws may be amended or repealed at any special or annual meeting of the membership by a two-thirds (2/3) vote of the members present and voting.

Notice of any proposed change shall be contained in the notice of the meeting.

ARTICLE XI - DISSOLUTION

If THE UNITARIAN UNIVERSALIST FELLOWSHIP OF FAIRBANKS, ALASKA is disbanded, the resources of the organization shall belong to the UNITARIAN UNIVERSALIST ASSOCIATION.

ARTICLE XII - REPRESENTATION AND ENDORSEMENT

Section 1 - The President, or any other member of the Fellowship who is specifically authorized either by the Board of Directors or by the Fellowship at a special or an annual meeting held under Article V, may represent the entire Fellowship in any public or private meeting. When representing the Fellowship, an authorized person shall be guided by any prior votes of the Fellowship related to the issues under discussion.

Section 2 - The Board of Directors is responsible for distributing the UUA General Assembly Resolution information to the UUFF membership. Members will be polled on each resolution annually. Fellowship endorsement of any resolution shall require a favorable vote of two-thirds (2/3) of the responses.

Section 3 - The Social Justice Committee may, with general notice to the Fellowship or with approval of the Board of Directors, act or speak on a social action issue that has not been addressed by the Fellowship provided the action is consistent with Unitarian Universalist principles. Such speech or action will represent the views of the committee, and not necessarily the entire Fellowship.

ARTICLE XIII - MINISTRY

Section 1 - When professional ministry is contracted or called, it will be by the procedure and policies recommended by the Pacific WESTERN REGION (PWR) and Unitarian Universalist Association (UUA) transitions office.

Section 2 - When professional ministry is contracted or called, the Minister shall have freedom of the pulpit and of speech. He or she is an ex officio member of the Board and of all committees except the Nominating Committee.