



Bylaws

Preamble

The Mission of UUAMP is to develop and support the ministry of membership through collaboration and professional development.

The Vision of UUAMP is to fulfill the sacred ministry of membership, growing Unitarian Universalism by welcoming the stranger, providing newcomers with education and resources, and by encouraging engaged membership as expressed in community involvement, spiritual deepening and stewardship.

The purpose of UUAMP is to promote the growth of Unitarian Universalism through outreach, spiritual development, and service; to provide a platform to creatively share knowledge and systems related to all areas of membership development; to support the establishment of standards for Membership Professionals including: job descriptions, professional development opportunities, salary guidelines, and a professional certification process; and to ensure strong representation of Membership Professionals at the district, regional and national levels.

Article I. NAME

The name of this society shall be the Unitarian Universalist Association of Membership Professionals (UUAMP).

Article II. PURPOSE

A. UUAMP shall maintain affiliation with the Unitarian Universalist Association.

Article III. MEMBERS

- i. Active (voting) membership shall be open to those persons working as paid or volunteer membership professionals in local congregations, district offices, or with UU affiliated organizations with primary or supervisory responsibility in one or more of the following areas: Membership development and retention; small group ministry; hospitality; fellowship; community outreach; or membership database management; and who have paid current dues. In addition, active membership shall be open to ministers in fellowship with the Unitarian Universalist Association who have paid current dues. Retired membership professionals may request active membership.

- ii. Dues are due yearly as determined by the Board with guidance from the Treasurer. In the event of financial hardship, a member may apply to the Treasurer or President for a full or partial waiver of dues. Confidentiality will be held without the loss of rights and privileges of membership. Such a waiver is for one calendar year and reapplication must be made annually when needed. Non-payment of dues after two months of billing date will result in lapse of membership.
- iii. Only active members are entitled to vote, to be an officer, to serve on the Board, and to chair committees in UUAMP.
- iv. Persons eligible for membership in the UUAMP shall submit an application. When appropriate dues are paid these applicants shall be received into membership immediately, unless there is a question about eligibility. Questionable applications will be submitted to the Board of Directors for consideration. Denial of membership may be appealed to the membership at an Annual Meeting through the Secretary of UUAMP.
- v. The acceptance of membership entails the acceptance of and agreement to abide by UUAMP's Bylaws and professional code of ethics.

B. TERMINATION OF MEMBERSHIP

- i. A member may be dropped from membership in UUAMP by the Board of Directors when:
 - a. The member has not paid dues appropriate to membership status.
 - b. The member has committed a major violation of ethical or professional conduct.
 - c. The Board of Directors shall initiate the proposal to drop a member for any reason other than nonpayment of dues. Each case shall be considered on its individual merits. The member shall be notified at least 14 days in advance of the stated meeting that the case is to be considered at that meeting, and the member may participate. A person whose membership is revoked may appeal to the membership at an Annual Meeting if the member files for appeal within thirty days of receiving notification of such Board action. For those people who may be dropped for nonpayment of dues, we will send at least two emails, and give 30 days to respond.

Article IV. BOARD OF DIRECTORS

- A. There shall be a President, Vice President, Secretary, and Treasurer, and additional 3 members-at-large on the Board of Directors (hereinafter referred to as the Board) who shall be elected at the annual meeting for two-year terms and are eligible for re-election. However, no officer shall serve more than two terms consecutively in the same role.
- B. 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.

- C. The Vice President's primary responsibility shall be the planning of the UUAMP Annual Meeting and assisting with UUAMP-related workshops during General Assembly and other professional conferences.
- D. The duties of the Secretary shall be to keep minutes of all meetings and an up-to-date mailing list of all members. The Secretary shall be charged with communicating information to the members of the Association.
- E. The Treasurer shall be responsible for:
 - Overseeing the financial records for the collection of annual dues and registration fees for Professional Days and any other monies paid to UUAMP.
 - Overseeing the disbursement of funds for UUAMP expenditures.
 - The maintenance of the financial records of the Association.
 - Overseeing the completion of a financial review and communicating results to members.
 - An annual report at the annual meeting which will include a financial report since the last annual meeting.
- F. The members-at-large shall be responsible for fulfillment of duties, including at least one project, as assigned by the President.
- G. 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.
- H. The Board will meet at least quarterly.
- I. If we choose to incorporate, the Board shall include one resident of the state or commonwealth in which the Association is incorporated if required by law. This person may be a non-voting member appointed by the President and may have no other responsibilities than to submit an annual report if required by law.

Article V. MEETINGS

- A. The annual meeting shall be held at a time and place determined by the Board.
- B. Each active member is entitled to one vote on UUAMP business. C. Only by its earlier determination communicated to members prior to the meeting, the Board may authorize a particular ballot to be cast by mail, electronically or otherwise than in person at a meeting.
- D. Voting by proxy shall not be permitted.

Article VI. COMMITTEES

- A. The Nominating Committee shall be elected yearly at the Annual Meeting, will serve for two years, and will consist of no fewer than two and no more than five active members. This committee shall propose a slate for the officers, the at-large Board members, the Audit Committee, and the Nominating Committee. This committee self-selects the chairperson from within the committee (formerly section VI/B).
- B. Committees may be appointed by the President as needed to study special topics or problems pertaining to the UUAMP. The President shall be a member

ex-officio of all committees (formerly section VI/B).

Article VII. PARLIAMENTARY AUTHORITY

- A. Decisions will be reached by consensus, when possible and appropriate. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rules of order UUAMP may adopt.

Article VIII. AMENDMENT

- A. 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. Bylaws will be reviewed and amended, if necessary, at least every three years.

Article IX. DURATION AND DISSOLUTION

- A. 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. B. 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(c)3 of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United

States Internal Revenue Law) as the Board 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 UUAMP would prefer to designate as the recipient of such remaining assets the Office of Congregational Life of the Unitarian Universalist Association, 24 Farnsworth Street, Boston, Massachusetts 02108.¹