

**Ballot wording for Bylaws Revisions for Vote June 7, 2015**

1. USSB Bylaws, Article 3, *Mission*, shall read,

“The Society operates pursuant to a mission statement developed by the Congregation from time to time.”

*Rationale: This eliminates the need to vote for bylaws changes each time we adopt a new mission statement.*

yes\_\_\_\_ no\_\_\_\_

2. In the USSB Bylaws, the term “*Lead Minister*” shall replace the terms “*Parish Minister*” and “*Senior Minister*” throughout.

*Rationale: The term “Lead Minister” is better descriptive of the role.*

yes\_\_\_\_ no\_\_\_\_

3. USSB Bylaws Section 9.2, *Board of Trustees, Composition*, shall read,

“The Board shall be composed of nine Members (hereinafter referred to as Trustees.)”

*Rationale: This removes temporary language, no longer needed, from when the Board was reduced from 12 to 9 members.*

yes\_\_\_\_ no\_\_\_\_

4. Section 9.8.2 *Board Responsibilities, Employees*, shall be deleted.

*Rationale: This eliminates a passage which confuses the roles of the Minister and Board.*

yes\_\_\_\_ no\_\_\_\_

5. Section 11.1, *Board of Trustees, Officers*, shall be amended to read,

“The officers of the Society are the President, Vice-President, Secretary and Treasurer.”

*Rationale: This eliminates language suggesting that some officers might not be Board members.*

yes\_\_\_\_ no\_\_\_\_

6. Article 11.10, *Treasurer*, shall be amended to read,

## **“11.10 TREASURER**

The Treasurer is the Chief Financial officer of the Society. Subject to delegation pursuant to policies promulgated by the Board, the Treasurer is ultimately responsible for the receipt and disbursement of the Society’s funds and exercises control over the Society’s financial assets.

### **11.10.1 Disbursement**

Subject to the authority of the Treasurer, the expenses of the Society, consistent with the Fiscal Plan approved at the Annual meeting of the Membership, shall be paid pursuant to policies promulgated by the Board.

### **11.10.2 Preparation and Maintenance of Books of Account**

The Treasurer is ultimately responsible for the preparation and maintenance of the complete books of account of the Society’s financial transactions, subject to delegation pursuant to policies promulgated by the board.

### **11.10.3 Pledge Records**

Subject to the authority of the Treasurer pursuant to policies promulgated by the Board with the objective of protecting financial privacy, the pledge records of the Society shall be made known only to any Minister, the Director of Administration and such Members of the Society as necessary to conduct fundraising activities on behalf of the Society.

### **11.10.4 Reports**

The Treasurer shall report the financial condition of the Society to the Board each month and to the members at the Annual Meeting. The Treasurer is responsible for reporting on the Society’s finances, and making recommendations to the Board as required for the Board to maintain the financial health of the Society.

### **11.10.5 Books of Account**

The Treasurer assists the Board in overseeing the complete books of account of the Society’s financial transactions. All financial records of the Society, except for contribution records of individual donors, shall be kept open for inspection by any member during normal business hours as set by the Director of Administration.

### **11.10.6 Chart of Accounts**

The Treasurer is ultimately responsible for preparation and maintenance of a complete chart of accounts of the assets, liabilities, proprietorships, income and expenses of the Society, subject to delegation pursuant to policies promulgated by the Board. The Treasurer assists the Board in overseeing the complete chart of accounts. All records of the Society shall be available to the Treasurer.”

*Rationale: This adds oversight role. Note: preparation, maintenance of books, and reporting is delegated to the Director of Administration.*

yes\_\_\_\_ no\_\_\_\_

7. Article 13, *Committees* and Sections 13.1 -13.5 shall be amended to read,

**“Article 13 Committees**

**13.1 Purpose**

Committees may be established by the Board, the Lead Minister, or the Congregation. They shall carry out the Society’s plans and policies in accordance with to the charge given them by the establishing entity.

**13.2 Chairs**

The establishing entity may appoint the Chair of any Committee under it, or delegate that duty to the Committee itself. The Chair shall be a member of the Society. The term of office of any specific Committee Chair shall be determined pursuant to policies promulgated or approved by the establishing entity.

**13.3 Members**

Unless otherwise required by Board policy or Committee charge, each Committee shall be authorized to select its members from among the Members and active participants of the Society. The Board may direct the removal of any member of a Committee for just cause, after notice and an opportunity to be heard, or the Board may act in the case of emergency.

**13.4 Procedure**

Subject to policies and Committee charges, a Committee shall establish its own procedures, including the formation of its own subcommittees.

**13.5 Report**

Each Committee of the Society shall report its activities to the establishing entity upon request and the establishing entity shall provide an annual report to the Board for inclusion in the Annual Report of the Society.”

*Rationale: This allows for the distinction between board committees and other committees.*

yes\_\_\_\_ no\_\_\_\_

8. Article 15.4.1, *Ministers, Called Ministers*, shall be amended to read,

**“15.4.1 Called Ministers**

A Lead Minister or Associate Minister shall be called by the Congregation. Recommendation for the call of a new Lead Minister shall be made by the Search Committee as formed pursuant to section 15.2. If there is a qualified and interested Associate Minister in place at the time of a vacancy in the Lead Minister position, and the Search Committee recommends the Associate Minister as the candidate, then by vote of the Congregation in section 15.5 the Associate Minister can be called to be the Lead Minister. If the Associate is not called, then the external search process shall be initiated. The Associate cannot be included in the Candidates considered by the Search Committee.”

*Rationale: This clarifies that the search process and recommendation must take place before the Associate Minister may be called by vote of the congregation.*

yes\_\_\_\_ no\_\_\_\_

9. Article 15.7.1, shall be amended to read,

**“ 15.7.1 Lead Minister’s Duties**

The Lead Minister shall be primarily responsible for worship services, religious education, ministerial and pastoral care, visitation and counseling, child dedication, marriage, memorial services, and other such religious observances and he or she may deem suitable. In addition, the Lead Minister is responsible for hiring and termination of all staff other than a Minister, subject to polices promulgated by the Board. The minister is responsible for evaluation, performance management, and supervision of all employees of the Society and may delegate all responsibilities pertaining to employment and other staff, as he or she deems appropriate.”

*Rationale: Clarifies roles of Minister and Board.*

yes\_\_\_\_ no\_\_\_\_