



Adopted June 11, 2017

## **ARTICLE I. NAME - AFFILIATION**

### **Section 1 - Affiliation: Name**

The name of this incorporated religious congregation shall be the Evergreen Unitarian Universalist Fellowship ("EUUF").

### **Section 2 - Affiliation: Affiliation**

This congregation shall be a member of the Unitarian Universalist Association ("UUA"), the Pacific Western Region ("PWR") of the UUA, the Pacific Northwest District ("PNWD") of the UUA and other organizations designated by the Board of Trustees ("BOARD") and/or the Congregation.

### **Section 3 - Affiliation: Dissolution**

Should this congregation cease to function and the membership vote to disband, any assets of the congregation will be transferred to the UUA, or successor organization, for its general purposes in the PNWD, this transfer to be made in full compliance with whatever laws are applicable.

## **ARTICLE II. PURPOSE**

### **Section 1 - Purpose: Statement of Purpose**

The purpose of EUUF is to live out and adhere to the principles stated in the most current mission and covenant statements, passed by a two-thirds majority vote in a duly called congregational meeting in accordance with Article IV, below. We also affirm and promote the principles and purposes of the UUA.

### **Section 2 - Purpose: Effect of Statement**

Recognizing that freedom of belief is inherent in the Unitarian Universalist tradition, nothing in these purposes shall ever be utilized to require a particular interpretation of religion or any particular religious belief or creed as a condition of membership.

### **Section 3 - Purpose: Inclusion**

Cognizant of the inherent worth and dignity of all persons, this congregation affirms and promotes and celebrates the full participation of all persons in all our activities and endeavors; including membership, programming, hiring practices, and the calling of religious professionals; without regard to age, race, color, gender, physical or mental challenge, affectation or sexual orientation, class, national origin or any other category of exclusion. Any limitation to full participation is subject to review and approval by the BOARD.

## **ARTICLE III. MEMBERSHIP**

### **Section 1 - Membership: Full Active Members**

Any person will be considered to be a Full Active Member of EUUF who:

- A. Is 16 years of age or older and
- B. Has completed, unless waived or deferred by the Minister or the Membership Committee Chair, a prescribed orientation program as approved by the BOARD and
- C. Makes financial contributions of record during each church fiscal year (July 1 through June 30) toward the expenses of the organization or tangible service contributions as acknowledged by the BOARD and
- D. Has been accepted by a majority vote of the BOARD. Any denial of membership by vote of the BOARD may be overridden by a two-thirds majority of the voting Members present of the Fellowship at a duly called Congregational Meeting (see Article IV, Section 4, B, 6) and
- E. Has signed the membership book signifying his/her sympathy with the Covenant, current Bylaws and Mission Statement of EUUF and the Principles and Purposes of the UUA or
- F. Upon a request of a Member on his/her own behalf or on behalf of another Member, the BOARD may waive any of the requirements in paragraphs B, C and E, above, and grant new or continued

membership. Said waiver may have an expiration date or be granted in perpetuity. Said waivers will generally be due to some impairment or issue of competency of the subject Member but they may be granted for whatever reason the BOARD in its sole discretion deems appropriate to specific situations.

### **Section 1.1 - Privileges of Membership**

So long as a Full Active Member, in the sole discretion of a majority vote of the BOARD, is not physically or mentally impaired or in any other way is not unable to competently perform the necessary duties, he/she shall be eligible to:

1. Vote at Congregational Meeting.
2. Serve as an Officer or Trustee of EUUF (see Article V)
3. Chair any of the standing committees (see Article VI, Section 1).
4. Fully participate in worship, committee service, social action, religious education, and recreational/social events of the Fellowship.
5. Serve as a delegate to UUA General Assembly or PNWD Annual General Meeting and apply for financial assistance for UUA meetings, workshops, or conferences.
6. Apply for available scholarship assistance to UUA meetings, workshops, and conferences.
7. Fully participate in all other activities and events.

### **Section 2 - Membership: Other categories**

From time to time the BOARD may establish other categories of membership. These may include:

- A. Member Moved
- B. Book Signed
- C. Book Inactive
- D. Friend
- E. Supporter

Specific categories definitions and privileges may be found in the membership section of the EUUF Policies document. For various reasons, none of these categories may vote at congregational meetings.

### **Section 3 - Membership: Membership List**

A Full Active Member shall be considered a voting member who is in compliance with Section 1 of this article. The BOARD shall post a list of voting Full Active Members eligible to vote two weeks before the annual meeting.

### **Section 4 - Membership: Removal from Membership**

A person may be removed from membership under any of the following circumstances:

- A. The person presents a written request to resign membership.
- B. The person has not made any financial or service contribution of record to EUUF for twelve consecutive months.
- C. The person has died, moved away, or cannot be located for any reason.
- D. Name(s) of any such Members will be presented to the BOARD at a regularly scheduled BOARD meeting and will be removed from the membership list by a majority vote of the Trustees.

### **Section 5 - Membership: Revocation of Membership**

If a Member, by his/her actions or inactions, is believed to be impairing the operation and work of the Fellowship or if a Member is persistently engaged in activities disruptive or damaging to the EUUF community, his/her membership in EUUF may be revoked by a two-thirds majority vote of the BOARD. When revocation of membership is being considered, the Member shall be given at least thirty days written notice of potential BOARD action to revoke his/her membership. Said notice shall offer the option of a hearing before the BOARD at least ten days prior to the BOARD meeting at which the revocation action is on the agenda.

If the BOARD acts to revoke membership, it must provide written notification to the former Member within five days of that action. If the former Member wishes to have a review of process followed by the BOARD in the revocation action, the former Member must submit a written request for the review within ten days of the BOARD revocation action. An ad hoc committee of six non-BOARD Members will be appointed by the LDC to review the decision process. Said review is to be completed within ten days of submission of the review request. This review is only to assure the BOARD followed appropriate procedure regarding the membership termination. If a two-thirds (2/3) majority vote of the ad hoc committee finds procedures were not followed in

accordance with these bylaws, the BOARD revocation action will be set aside and the membership termination process may be repeated. Otherwise, the action of the BOARD will stand.

**Section 6 - Membership: Member Emeritus(a)**

The designation of Member Emeritus(a) may be applied by the BOARD, at its discretion, to any long-standing Member who has significantly supported the Fellowship. A Member Emeritus(a) shall be considered a voting member.

**ARTICLE IV. CONGREGATIONAL MEETINGS**

**Section 1 - Congregational Meetings: Annual Congregational Meeting**

The Annual Congregational Meeting shall be held every year prior to June 15 at a date, time and place as shall be fixed by the BOARD. The President of the BOARD, or the BOARD's designee, shall preside over the Congregational Meetings. Written notice of all Congregational Meetings shall be given fourteen (14) days in advance, and the business to be transacted shall be in the written notice of the meeting.

**Section 2 - Congregational Meetings: Special Congregational Meetings**

A Special Congregational Meeting may be called by the BOARD or by fifteen percent (15%) of the voting Members, with written notice as provided in Section 1.

**Section 3 - Congregational Meetings: Conduct of Meetings**

Twenty-five percent (25%) of the membership, except as otherwise noted, shall constitute a quorum. Meetings shall be governed by the provisions set out in the Bylaws and by Robert's Rules of Order, Revised.

**Section 4 - Congregational Meetings: Voting at Meetings**

- A. Absentee Ballots. Absentee ballots shall be permitted for election of Officers and Trustees, calling or dismissing a minister, removing a Trustee, and resolutions which are submitted by the BOARD as written ballot questions. Absentee ballots shall be filed pursuant to a written procedure established by the BOARD. All absentee ballots on a particular question shall be automatically invalidated when said question is amended or modified in any way. Notice of the potential invalidation shall appear on the absentee ballot.
- B. Proxy Ballots and voting by proxy shall not be permitted.
- C. General Business. Fellowship business may be approved by a simple majority of those voting.
- D. Special Business. The following topics may not be added to an agenda of a congregational meeting without 14 days' advanced written notice. Items 1 through 9 cannot be adopted by the BOARD alone, but are reserved for the voting membership of the Congregation and require a two-thirds (2/3) majority affirmative vote of those present.
  - 1. adopting the annual budget
  - 2. appropriating or borrowing sums exceeding fifteen percent (15%) of the annual budget in any single transaction
  - 3. buying, selling, mortgaging or disposing of real property
  - 4. amending the Bylaws
  - 5. resolving in the name of the Fellowship
  - 6. reversing denial or revocation of membership.
  - 7. calling, or entering into a contract, with a minister, excluding intern ministers, consulting ministers, contract ministers and interim ministers
  - 8. dissolving the corporate existence of the Fellowship, provided that, upon dissolution, all assets of the Fellowship shall be transferred to the UUA, or successor organization
  - 9. sponsoring congregational candidates for UUA ministry.

**ARTICLE V. OFFICERS and TRUSTEES**

The BOARD shall have general charge of the property of the congregation, conduct of its business affairs and control of its administration, including the appointment of committees and staff, in accordance with EUUF Personnel Policies, as it may deem necessary.

**Section 1 – Nomination and Term Limitations: Only Full Active Members may be Nominated or serve as a Trustee or Officer of EUUF. Trustees and Officers shall serve no more than two consecutive terms. A Member may be nominated for only one BOARD or Officer position at a time.**

## **Section 2 - Officers and Trustees: Elections of Officers and Trustees**

The Officers and Trustees shall be elected from the voting membership of the Fellowship at the Annual Congregational Meeting. All terms of Officers and Trustees shall begin and end on the last day of the relevant church fiscal year end. The following positions shall be for one year each (except as noted) and expected in a progressive rotation, i.e. Vice President, then President, then Past President, with specifications for each position. In exceptional circumstances, terms of Officers and Trustees may be adjusted by the BOARD to maintain for the rotation schedule provided below.

### **The BOARD shall be comprised of:**

#### A. President

1. Presides over BOARD meetings
2. Presides over the Annual Congregational Meeting
3. Monitors the work of the congregation to ensure that the Bylaws are followed.
4. May have an opportunity to serve for two years as President, subject to:
5. Consultation with and consent of the Vice President
6. Consent of the Congregation at the Annual Congregational Meeting.

#### B. Vice President

1. Shall Assume Duties of the President in the event of the President's absence.
2. Acts as parliamentarian, unless an alternative designee is assigned, at congregational meetings.
3. Assumes other duties as assigned by the President or the BOARD
4. Responsible to see that the Policies and Procedures Manual of the Fellowship is kept current at all times.
5. Convenes the Council of Committees at least once /year.

#### C. Past President

1. Serves as Trustee
2. Chairs the LDC Committee

#### D. Treasurer

Elected to a two year term, with election alternating with that of the Secretary. The Treasurer serves as head of the Finance Committee and is responsible for keeping the BOARD advised of the fiscal status of the congregation and making recommendations to maintain the fiscal integrity of the congregation. The Treasurer is responsible for recommending a process for a records review and/or audit to the BOARD. The BOARD will authorize a financial review or audit at least every three years. The Treasurer has administrative responsibility for the bookkeeper. The Treasurer shall be the BOARD liaison for and an ex officio member of the Stewardship & Fundraising Committee.

#### E. Secretary

Elected to a two year term, with election alternating with that of the Treasurer. The Secretary coordinates all communication for the BOARD including taking minutes of all BOARD meetings, including Executive Sessions, preparing a synopsis of same for the newsletter, timely posting of minutes, and any other correspondence as determined by the BOARD.

#### F. Trustees at Large

There are two elected at large each one for a two year term with elections for each on alternating years.

## **Section 3 - Officers and Trustees: Vacancies**

In the event of a vacancy in the office of President, the Vice President shall immediately ascend to the presidency. In the event of vacancy on the BOARD, including Vice President, Treasurer and Secretary, the BOARD, with recommendations from the Leadership Development Committee, will appoint a replacement until the next regularly scheduled election, when a nomination will be made and voted on for the unexpired term, if any.

## **Section 4 - Officers and Trustees: Executive Committee**

In urgent circumstance, when a meeting of the full BOARD is not feasible, an Executive Committee can be formed, comprised of any four of the officers: President, Vice President, Past President, Treasurer and Secretary. The Executive committee meets to address the specific issue. Decisions made by the Executive Committee must be ratified by the BOARD of Trustees at its next meeting.

## **Section 5 - Officers and Trustees: Committee Liaison**

Each standing committee of the congregation is assigned a Trustee to act as liaison to the BOARD. The Trustee is responsible for ensuring that the committee is functioning according to its mission and recruits committee members when necessary to ensure that the work of the committee gets done.

#### **Section 6 - Officers and Trustees: Removal from Office**

A Trustee may be removed from office for cause upon a two-thirds vote of the Trustees at a duly called meeting of the BOARD. Cause for removal shall include, but is not limited to unexcused absence from three (3) regular meetings in any one fiscal year.

#### **Section 7 - Officers and Trustees: Meetings of the BOARD**

Four (4) members of the BOARD shall constitute a quorum. The business of the BOARD, including the filling of vacancies on the BOARD, shall be conducted by a majority vote of the BOARD members present. Board members must be present, either in person or telephonically, in order to vote.

- A. **Regular meetings.** The BOARD shall meet a minimum of ten times during the fiscal year at meetings publicized and open to the Congregation.
- B. **Special Meetings.** From time to time there may be a need of some urgency requiring the BOARD to meet at times other than the scheduled Regular Meetings without sufficient time to publicize them. But while there may not be sufficient time to publicize such meetings, they will be open to the Congregation, other than Executive Sessions, which are open only to BOARD members and invited guests. All business conducted at these meetings must be ratified by the full BOARD at its next regular meeting.
- C. **Executive Sessions.** Regular or special BOARD meetings may move into Executive Session upon passage of a motion from any BOARD member by an affirmative two-thirds (2/3) majority vote of the BOARD members present. Only discussion is permitted pertaining to personnel matters, legal issues (with or without legal counsel present) and such other matters, the disclosure of which in the opinion of the BOARD, could be injurious to the Fellowship or to one or more of its members. When in closed session no motions may be made nor may votes be taken. The BOARD must end the closed session and return to open session in order to make motions and take votes if warranted by the discussions in the closed session.

#### **Section 8 - Officers and Trustees: Re-budgeting Authority**

The BOARD has authority to reallocate budgeted funds up to five percent (5%) of the budget, provided that the BOARD does not decrease the budgeted amount of any line item to less than 50 percent (50%) of the original budget without approval of the Congregation at a duly called meeting or unanimous approval of the BOARD.

#### **Section 9 - Officers and Trustees: Staff**

All paid employees and ors shall be hired or have their employment terminated by BOARD action in accordance with the Personnel Policy of the Fellowship, which calls for recommendations of the Personnel Committee in consultation with the Minister.. The BOARD shall have the power to contract with Interim Ministers and Intern Ministers, Consulting Ministers and with Settled Ministers so long as the Congregation has approved the call in accordance with these Bylaws.

A Bookkeeper may be appointed by the BOARD to keep an account of all receipts, expenditures, pay such bills as may be approved by the BOARD or delegated committee, and shall prepare financial statements as requested by the BOARD. The Bookkeeper may be compensated or receive an agreed upon stipend as funds allow and at the discretion of the BOARD. While appointed and compensated by the BOARD, administratively the Bookkeeper will report to the Finance Committee Chair.

Other staff positions may be appointed by the BOARD to perform other tasks/functions on behalf of the Congregation. They may be compensated or receive an agreed upon stipend as funds allow and at the discretion of the BOARD. While appointed and compensated by the BOARD, administratively they may report to a specific BOARD member, Committee Chair, Minister or other Member as the BOARD may designate.

### **ARTICLE VI. COMMITTEES**

#### **Section 1 - Leadership Development Committee**

A Leadership Development Committee ("LDC") of at least five members shall be elected at the Annual Congregational Meeting. One member shall be the immediate Past President who shall chair the committee for one year. Each of the other committee members shall be elected to serve for two years, except, when unusual

circumstances require adjustment of the schedule to ensure staggered terms, one or more committee members shall serve for a period of one year so as to have half, or nearly half, staggered terms to ensure stability in the committee from year to year. All terms of LDC members shall begin and end on the last day of the relevant church fiscal year end.

A member of the LDC may resign by giving written notice to the President or Secretary. A member may be removed from office in the same manner as a Trustee. The BOARD shall appoint a qualified congregation member to fill a vacant seat for the remainder of the term of the vacant seat.

The LDC shall operate independently of all other committees. Its responsibilities include:

- A. Presentation of nominations of Officers, Trustees and LDC members by written notice to the membership at least fourteen (14) days prior to the Annual Meeting. Nominations of Officers, Trustees and LDC members to be elected at the Congregational Meeting may also be made by petition of ten (10) voting Members and presented to the LDC seven (7) days prior to the date of the Congregational Meeting. No nominations will be accepted from the floor. No Member may be nominated to more than one position (Trustee, Officer or LDC member) at a time, regardless of whether the nomination is made by the LDC or by petition in accordance with the requirements above.
- B. The LDC shall nominate new members for the Endowment Committee (“EC”) in the same manner as for Officers, Trustees and LDC members. In the event of a vacancy on the EC, the BOARD shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.
- C. In addition to nomination duties, the LDC shall be responsible for maintaining an updated and relevant leadership development program with training sessions conducted from time to time as deemed necessary and appropriate by the LDC and/or the BOARD. The goal of the leadership development program shall be to identify and train individuals who may have an interest in taking on leadership roles within the Fellowship. The LDC is encouraged to use appropriate resources from the UUA such as the Harvest the Power program.
- D. The LDC is responsible for nominating a Search Committee when needed.

## **Section 2 – Endowment Committee**

An Endowment Committee (“EC”) of three members shall be elected at the Annual Congregational Meeting, with nominations presented in accordance with Article VI, Section 1, A above. Except in the initial election or when unusual circumstances require adjustment of the schedule, the term of each EC member will be three years. All terms of EC members shall begin and end on the last day of the relevant church fiscal year end. No EC member may serve more than two consecutive 3-year terms. After a lapse of one year, former EC members may be re-elected. No Member may serve on the EC while also serving on the BOARD.

It is the responsibility of the EC to manage the separate Endowment Fund of EUUF (“FUND”), administering the FUND in a manner consistent with the Endowment Investment and Distribution Policy adopted by a vote of two-thirds of the members present and voting at a regularly called meeting of the congregation. This policy shall provide for the protection of the corpus of the FUND over the long term and shall require the Committee to exercise the utmost of care to respect the integrity of restrictions placed on any gift to the FUND.

The EC shall conduct its business in the following manner:

- A. The committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.
- B. The committee shall elect from its membership a chairperson, financial secretary and recording secretary.
- C. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.
- D. The recording secretary shall maintain complete and accurate minutes of all meetings of the EC and supply a copy thereof to each member of the EC. The secretary shall also supply a copy of the minutes to the BOARD.
- E. The EUUF bookkeeper shall maintain complete and accurate books of accounts for the FUND, overseen by the EC Financial Secretary. The EC Financial Secretary shall submit to the Treasurer, on behalf of the EC, written requests for checks payable from the FUND. The EC Financial Secretary shall provide summary financial reports to the Treasurer no less than quarterly in form and substance as shall be requested by the Treasurer
- F. Each EC member shall keep a complete copy of minutes to be delivered to her or his successor.
- G. The EC shall report on a quarterly basis to the BOARD and, at each annual meeting of the congregation, shall render a full and complete account of the administration of the FUND during the preceding year.
- H. A unanimous vote of the members of the EC is needed to carry any motion or resolution.

- I. The EC is empowered, acting with the advice and consent of the EUUF BOARD, to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects manage and control the assets of the FUND pursuant to the Endowment Investment and Distribution Policy.
- J. Committee members shall not be liable for any losses incurred by the FUND except to the extent that such losses arise out of willful misconduct or gross negligence. Each member shall be liable for his/her own acts or omissions and not for the acts or omissions of other members. No member of the Committee shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest. Members shall refrain at all times from conduct in which his/her personal interests would conflict with the interest of the FUND and/or EUUF.
- K. A member of the EC may be removed from office for cause by a two-thirds vote of the BOARD.

**Section 3 – Stewardship & Fundraising Committee**

- A. Chair Designate - Each year the BOARD, with the assistance of the LDC, shall appoint Chair Designate to serve a three year term beginning and ending on the last day of the relevant church fiscal year end with responsibilities to include:
  - 1. First year—to be trained in the policies and procedures of the committee;
  - 2. Second year—to Chair the committee;
  - 3. Third year—to train incoming Chair Designate and provide overall continuity for the Committee’s work.
- B. At large members – There shall be two at large members of the committee, appointed by the BOARD annually as needed to result in the at large members serving alternating two year terms
- C. Additional members – The committee chair may appoint other committee members to serve terms of up to one year each in order to enable the committee to effectively execute its mission.

**Section 4 - Standing Committees**

- Building & Grounds
- Finance
- Lifelong Learning
- Membership
- Ministry
- Personnel
- Worship

**Section 5 - Other Committees**

Other committees are chartered by decision of the BOARD. From time to time these may include, but are not limited to:

- Communications
- Green Sanctuary
- Music
- Social Action

**Section 6 – Committee Chairs**

Except as otherwise specified by these Bylaws, each committee shall be governed by a Chair appointed by the BOARD for a term of one year, beginning and ending on the last day of the relevant church fiscal year end. Committee Chairs shall serve no more than three consecutive terms. Each Chair shall be responsible for ensuring that the committee is functioning according to its mission and shall recruit committee members to ensure that the work of the committee gets done. In the absence of other direction from the BOARD or these Bylaws the Chair shall have all authority necessary to carry out the mission of the committee. The Chair shall make periodic reports to their Committee Liaison as required by that liaison or the BOARD.

**ARTICLE VII. FISCAL YEAR**

The church fiscal year shall begin July 1 and end June 30.

**ARTICLE VIII. MINISTER**

The Minister shall provide leadership for the conduct of worship and the congregation's spiritual concerns and interests.

**Section 1 - Minister: Calling a Minister**



A Minister, excluding Intern Ministers, Interim Ministers, Consulting Ministers and Contract Ministers, may be called to the Fellowship for a definite or indefinite term by written ballot at a Congregational meeting, provided notice of the call is included in the mailed notice of such meeting.

### **Section 2 - Minister: Termination of the Minister**

- A. Resignation of the Minister shall not carry less than a ninety (90) day termination date, except as otherwise provided by mutual consent of the Minister and the BOARD.
- B. Dismissal. A Minister called under Section 1 may be dismissed only if all of the following conditions are met
  1. At an Annual or Special Congregational Meeting with a quorum of 50% of voting Members present.
  2. With at least 14 days advance written notice of a congregational meeting to consider dismissal of the minister.
  3. By a written ballot.
  4. By a two-thirds (2/3) affirmative vote of those present.

### **Section 3 - Minister: Service Agreement**

The Minister shall have a written service agreement with the Fellowship. Minister's responsibilities shall be set forth in the service agreement. The BOARD shall act as agent of the Fellowship in its negotiation and implementation.

### **Section 4 - Minister: Freedom of Pulpit**

The Minister shall have complete freedom in, and sole responsibility for, all the Minister's pronouncements from the pulpit. The Minister shall have similar freedom for all public pronouncements.

### **Section 5 - Minister: Committee on the Ministry**

The Fellowship shall provide an active Committee on the Ministry to monitor and support the shared ministry of the congregation.

### **Section 6 - Minister: Ex Officio Member**

The Minister shall be a non-voting, ex officio member of the BOARD, and an ex officio member of all committees of the Fellowship as well as such other bodies as the Trustees shall designate, with the exception of any audit, LDC, or search committees.

## **ARTICLE IX. AMENDMENT OF BYLAWS**

### **Section 1 - Amendments of Bylaws: Amendment Approval**

These Bylaws may be amended by a two-thirds (2/3) majority vote of those present at a Congregational Meeting. Approved amendments take effect immediately following congregational approval.

### **Section 2 - Amendments of Bylaws: Suggested Changes of Bylaws**

A committee appointed by the BOARD shall review the Bylaws at least every three years and include suggested changes in the agenda of the annual Congregational Meeting.

### **Section 3 - Amendments of Bylaws: Other Changes**

Any voting member of the Congregation may suggest amendments to the Bylaws Committee.

## **ARTICLE X. DISTRIBUTION OF BYLAWS**

The Bylaws shall, are and will continue to be available to all at the Fellowship web site: [www.evergreenuu.org](http://www.evergreenuu.org). A printed copy will be made available upon request.

## **ARTICLE XI – NOTICE PROVISIONS**

Any time written notice to the membership or congregation at large is required under these Bylaws then such notice shall be provided as follows:

- A. Posting a hard copy in Beaman Hall on a bulletin board designated for notices from the BOARD or in such other conspicuous place at the Fellowship hall as approved by the BOARD;
- B. Posting a digital copy on the Fellowship's website; and
- C. By USPS first class mail to Members at their addresses of record. When Members reside together, one notice mailed to their common address shall constitute notice to each. A Member may submit an official



request to the Communications Committee to receive notifications electronically. This process is pursuant to Washington State Law RCW 24.03.009 and RCW 24.03.080

Nothing in this Article shall create a basis for an objection to any item of business at a Congregational Meeting, or invalidate any action, when the notice provisions of this Article and these Bylaws are substantially complied with. No objection to any item of business at a Congregational Meeting shall be entertained on the basis that notice was not received without evidence of substantial non-compliance with these notice provisions. No action approved at a Congregational Meeting by vote of a quorum of the membership, as defined by Article IV section 3, may be later invalidated on the basis of insufficient notice.

## **ARTICLE XII – ABBREVIATIONS & DEFINED TERMS**

Abbreviations and defined terms used in these bylaws, in the order of appearance, are:

- A. EUUF – Evergreen Unitarian Universalist Fellowship
- B. UUA – Unitarian Universalist Association, the national denominational organization
- C. PWR – Pacific Western Region of the UUA
- D. PNWD – Pacific Northwest Division of the UUA
- E. BOARD – Board of Trustees of EUUF
- F. LDC – Leadership Development Committee of EUUF
- G. EC – Endowment Committee
- H. FUND – Endowment fund of EUUF