



Pacific Southwest District Bylaws

ARTICLE I - MEETINGS OF THE ASSEMBLY

Section 1. Annual Meeting. An Annual Meeting of the Assembly shall be held in April, May or June of each year, at a time and place determined by the Board of Trustees and published at least six months prior to the Annual Meeting. Official notice of the Annual Meeting and a tentative agenda shall be sent to all societies in the District at least 60 days before the meeting.

Section 2. Special Meetings. Special meetings may be called by the Board of Trustees by written notice to all member societies at least 30 days before the date thereof. Business meetings must be called by the Board of Trustees upon petition of not less than 50 members of member societies representing among them not less than one fourth of the member societies. The agenda for a special meeting shall be confined to items set forth in the notice of the meeting.

ARTICLE II - DELEGATES

Section 1. Representation at Assembly. Every member society shall have the right to be represented at meetings of the Assembly by delegates on the following basis: for a membership of 1 to 50, 2 delegates; membership 51 to 100, 3 delegates; 101 to 150, 4 delegates; 151 to 200, 5 delegates; 201 to 250, 6 delegates; 251 to 300, 7 delegates; 301 to 350, 8 delegates; 351 to 400, 9 delegates; 401 or more, 10 delegates. Each member society is to determine its own method of selecting its delegates, except that every delegate must be a legal member of the society he/she represents.

Section 2. Ministerial Voting Rights. In addition, any minister who is settled in a member society shall be entitled to one vote at the assembly. Any minister emeritus/emerita of a member society who resides in the district shall also be entitled to one vote at the Assembly.

Section 3. Officer and Trustee Voting Rights. In addition, each officer and trustee of the District and each director of de Benneville Pines shall be entitled to one vote at the assembly.

Section 4. Alternates. All member societies shall be permitted to designate qualified persons as alternates. No minister or District officer shall be allowed an alternate.

Section 5. Delegate Accreditation. Not less than 30 days prior to any meeting of the Assembly, the secretary of the Board shall send to each society entitled to be represented by delegates the proper number of delegate credentials. With the approval of the Board of Trustees, the secretary shall make rules pertaining to accreditation of delegates and to election procedures, and under such rules, the secretary shall determine the number of delegates to which each society is entitled, membership being computed on the basis of figures listed in the current yearbook of the denomination. Any member society shall have the right of appeal to the Board of Trustees regarding the rules and procedures set forth by the secretary.

Section 6. Voting Limitation. No person shall be entitled to more than one vote.

Section 7. Ballots. The secretary shall provide enough ballots at each meeting so that all voting can be by closed ballot, if desired.

ARTICLE III - BOARD OF TRUSTEES: OFFICERS, TRUSTEES

Section 1. Structure of the Board

- a. The officers of the District, to be elected by the Assembly, shall be a president, a vice president, a secretary, and a treasurer. These officers and five other persons called trustees shall constitute the Board of Trustees. The four officers and three of the trustees shall be elected for two years, with no more than one of these persons from any member society. At least one member of the Board shall be from an Arizona or Nevada society. The eighth trustee shall be a representative elected by a youth organization of the District. The youth member of the Board must not have passed his/her twentieth birthday before March 31 of the year of election. The term of the youth member shall be one year. The ninth trustee shall be the member of the Board of Trustees, UUA, elected from this District (see Article VI). His/her term shall coincide with his/her term on the UUA Board.
- b. Except for the President and the member of the UUA Board, no person shall serve continuously longer than six years plus an immediately preceding appointment of less than ten months. The six years may consist of any uninterrupted sequence of one and/or two year elected terms.
- c. The President shall be limited to 3 terms except when elected to the presidency while serving as a trustee. In that case, service shall be limited to 2 terms, regardless of the length of prior continuous service.
- d. All officers and trustees shall be members of a member society [or members of the Church of the Larger Fellowship who live within the borders of the PSWD].
- e. Any vacancy on the Board of Trustees may be filled by the Board of Trustees until the next annual meeting of the Assembly at which time an election will be held to fill the position for the balance of the term.

Section 2. Duties of the Board

- a. The Board of Trustees shall meet in person at least two times a year and as many other times as is necessary to discharge their duties faithfully. A valid meeting of the Board of Trustees may be held with some or all members of the Board attending by telephone so long as all those members of the Board can hear and be heard by all other members of the Board.
- b. A quorum of the Board of Trustees shall consist of any five members.
- c. The Board of Trustees may consider any officer or trustee who misses a second regular meeting of the Board in one year to have resigned. That officer or trustee may be replaced at the discretion of the Board of Trustees, which will use the procedure set forth in 1,e of this Article.
- d. The Board of Trustees may appoint such additional persons as it shall consider necessary to help in the execution of its duties.
- e. Prior to each annual meeting of the Assembly, the Board of Trustees shall prepare for submission to the annual meeting a proposed budget of sufficient proportion to permit the effective operation and services of the organization to its member societies in the succeeding fiscal year. Copies of the proposed budget shall be included in the call to the said meeting.

f. The Board of Trustees shall be responsible for raising funds required to meet the operating budget of the organization, and for control of budget expenditures as authorized by the annual meeting or special meetings of the organization.

Section 3. Duties of Officers.

a. The president, who shall also be the chairperson of the Board of Trustees, shall preside at meetings of the Assembly and the Board of Trustees. He/she shall be available to represent the District on special occasions and shall serve as chief executive officer of the District.

b. The vice president shall be assigned such duties and responsibilities as the Board of Trustees or the president shall from time to time determine. If for any reason the office of the presidency is vacated, the vice president shall assume the duties and responsibilities of the president.

c. The secretary shall perform all duties usually pertaining to the office and all other duties assigned to him/her by the Board of Trustees, and all duties specified in other sections of the By-Laws.

d. The treasurer shall have custody of all funds and property. He/she shall receive moneys, make disbursements as directed by the Board of Trustees, and otherwise transact all the business of the District relating to its property and finances. He/she shall cause an independent auditor to submit a report at each annual meeting. The cost of the treasurer's bond and the auditor's report shall be borne by the District. The treasurer shall make a report to each Board of Trustees meeting and shall submit a written report to the annual meeting.

ARTICLE IV - NOMINATION AND ELECTION OF BOARD OF TRUSTEES

Section 1. List of Candidates. The nominating committee shall prepare a list of candidates for all officers and trustees to be elected at the annual meeting. The committee must secure the consent of the candidates.

Section 2. Nominations. Nominations shall be made by the following two methods:

a. The nominating committee must submit a list of candidates to all member societies by February 1 of each year.

b. Additional nominations may be submitted to the nominating committee by March 1 over the signatures of a minimum of 10 members from at least two member societies, with no more than five from one society. The nominating committee shall submit to all member societies by April 1 the candidates so nominated.

c. Nominations from the floor shall be permitted when an election for Officers or Trustees is otherwise uncontested. Valid nomination petitions must be signed by a minimum of 10 delegates from at least two societies with no more than five delegates coming from the same society.

Section 3. Geographical Representation. In making its nominations, the nominating committee shall try to achieve as wide a geographical representation as possible.

Section 4. Elections. The president, secretary, and one trustee shall be elected in even calendar years. The vice president, treasurer, and two trustees shall be elected in odd calendar years.

Section 5. Date of Office. The officers and trustees elected at an Annual Meeting shall assume their offices on the first day of the new fiscal year following their election.

ARTICLE V - BOARDS, COMMITTEES and AFFILIATES

Section 1. Nominating Committee

a. The nominating committee shall have three members, who shall serve staggered three year terms. Members of the committee shall be elected at the Annual Meeting, with nominations by the nominating committee and from the floor. Members shall serve not more than three consecutive years on the committee. Vacancies occurring on the committee between elections shall be filled by the president with the approval of the Board of Trustees.

b. The nominating committee shall make nominations for all officers and trustees and all members of the nominating committee, and two members of the G. W. White Fund committee, to be elected at the Annual Meeting as set forth in Article IV of these by-laws.

Section 2. G. W. White Fund Committee

a. The G. W. White Fund committee shall consist of two elected members and one member appointed by the Board of Trustees who shall be a member of that board. The elected members shall serve staggered two-year terms, one elected at each Annual Meeting with nominations by the Nominating Committee and from the floor. Members shall serve not more than six consecutive years on the committee. Vacancies occurring on the committee between elections shall be filled by the president with the approval of the Board of Trustees.

b. The G. W. White Fund committee shall supervise the investment of the principal of the fund and administer the income only for and in the aid of students of the Unitarian Universalist ministry. The principal of the fund shall not be spent. Aid may be to individual students or to any theological school which trains students for the Unitarian Universalist ministry. Grants shall be for the term of one year and may be renewed.

c. The committee shall meet at least once a year to consider applications and to disburse available funds. The committee shall send written notice to all member societies 60 days in advance of any meeting at which funds may be disbursed. Notice shall include criteria to be used in allocating available funds, the amount of available funds, and an application form for grants.

d. The committee shall submit a report which shows activity of the fund to the Annual Meeting each year.

Section 3. Other Committees. The Board of Trustees shall appoint such other standing or special committees as deemed necessary to serve the District efficiently.

Section 4. Affiliates. The Board of Trustees may at its discretion grant affiliate status to organizations within the District who subscribe to the purposes and objectives set forth in Article II of the PSWD-UUA Constitution.

ARTICLE VI - NOMINATION AND ELECTION OF MEMBER, BOARD OF TRUSTEES, UUA

Section 1. Nomination

a. During October of the year preceding that in which the District elects a member of the Board of Trustees, UUA, that is, every fourth year beginning with 1969, the secretary of the District shall submit to the secretary of each member society of the District that is certified by the UUA, forms for nomination of candidates for the position of Trustee, UUA, and a date for return of the forms, which date shall not be less than one month from the date of submission.

b. Candidates may be nominated by:

1. Majority vote of the members of a society of the District at a congregational meeting, or
2. Majority vote of the board or governing body of a society of the District, or
3. Signatures of 25 members of societies of the District, no more than ten from any one society.

A valid nomination shall include evidence that the nominee is a legal member of a society of the District, and that he/she agrees to serve.

Section 2. Election.

a. During March of the year in which the District elects a member of the Board of Trustees, UUA, the secretary of the District shall submit to the secretary of each certified society ballots for the position of member of the Board of Trustees, UUA, and a biographical resume of each candidate.

b. The Trustee, UUA, shall be elected from among qualifying candidates by each certified member society, acting at a legal congregational or board meeting of such society, casting that number of votes equal to the number of lay delegates to which that society was entitled at the most recent General Assembly of the UUA, allocated among the candidates as it shall determine.

c. The final date for receipt of ballots by the District secretary shall be not more than 120 days nor less than 45 days before the meeting of the General Assembly.

d. The candidate receiving a majority of the votes cast will be the winner. If no candidate receives a majority of the votes cast, the secretary of the District shall send to the secretary of each certified society of the District ballots containing the names of the two candidates who received the largest number of votes on the original ballots, and the one who receives the larger number of votes will be declared the winner.

e. The winner will be certified by the secretary of the District to the secretary of the UUA. The Trustee so elected will take office immediately upon adjournment of the General Assembly in the same year and will hold office for four years.

f. Vacancy. In the event of vacancy of the position of Trustee, UUA, the Board of Trustees of PSWD shall appoint an interim Trustee, UUA. If the unexpired term of the elected Trustee, UUA, is more than one year, the secretary of the PSWD shall within 30 days of such vacancy solicit nominations and within 90 days conduct the election of a trustee in the manner described in Sections 1 and 2 of this Article. The trustee so elected will take office immediately upon certification of his/her election to the secretary of UUA and will serve until the expiration of the term of office of the trustee last elected by the District.

ARTICLE VII - RULES

Section 1. Rules made under the authority of these By-Laws shall take effect upon adoption but may be repealed or amended by vote of the Assembly.

Section 2. All business of the Assembly shall be conducted according to ROBERT'S RULES OF ORDER, REVISED, except in such cases where these Rules of Order conflict with the Constitution of the district or with these By-laws.

ARTICLE VIII - FISCAL YEAR

The fiscal year of the District shall be from July 1 to June 30.

ARTICLE IX - QUORUM

A Quorum for the Annual Meeting or any special meeting shall consist of at least 50 members of member societies representing among them at least 15 member societies.

ARTICLE X - SPECIAL FUNDS

The Board of Trustees may accept gifts and bequests, whether restricted or unrestricted, which it believes will further the purposes of the organization, and the Board of Trustees may decline any gifts or bequests which it believes, in its sole discretion, do not further the purposes of the organization. Unrestricted assets may be received, managed and disbursed in accordance with such policies as may be adopted and modified from time to time by the Board of Trustees. Restricted assets may be received only after the Board of Trustees consents to be bound by such restrictions as may be imposed by the donor or other source of restricted assets, and thereafter such assets shall be managed and disbursed in accordance with such restrictions. Notwithstanding the foregoing, the G. W. White Memorial Fund shall be managed in accordance with Article V, Section 4 of these By-laws.

ARTICLE XI - DEDICATION OF PROPERTY

The property of the Pacific Southwest District is irrevocably dedicated to religious purposes. On dissolution of the District all its property, real or personal, subject to all just and legal claims upon it, will be transferred to the Unitarian Universalist Association or its successor.

ARTICLE XII - AMENDMENTS

Section 1. Amendments to these By-Laws may be proposed by a majority vote of the Board of Trustees; or by petition of not less than 20 members of member societies representing among them not less than one tenth of the member societies of the District.

Section 2. All amendments proposed by the Board of Trustees, or by petition shall be submitted to the secretary of the Board of Trustees no later than 90 days before the business meeting at which they are to be voted on. The secretary shall notify all societies of the District of proposed amendments at least 45 days before that meeting.

Section 3. Proposed By-Law amendments will be adopted by the assembly at a business meeting if a quorum is present and if two thirds of those present and voting so order.