



Bylaws and Policies

of the

*Heartland Chapter
Unitarian Universalist Ministers' Association*



*as of January 28, 2007 – compiled by Jill Jerwilliger
amended April 1, 2011*

Bylaws

ARTICLE I. NAME

The name of this organization will be the Heartland Chapter Unitarian Universalist Ministers' Association (HCUUMA).

ARTICLE II. PURPOSE

The purpose of HCUUMA is to promote spiritual growth and facilitate the business of the Unitarian Universalist ministers in the Heartland District.

ARTICLE III. MEMBERSHIP

Membership in Heartland Chapter of the UUMA shall be open to any person who is a member of the UUMA and designates the Heartland Chapter as their chapter.

ARTICLE IV. MEETINGS

1. There shall be at least three regular business meetings each year (fall, winter, spring), held in connection with the quarterly HCUUMA retreats. Dates for these meetings shall be determined by chapter vote at its regular business meetings.
2. A Nominating Committee, appointed by the President at the winter meeting, shall present names of candidates to be selected for office at the spring meeting. Nominations of additional candidates may be made from the floor by any voting member. Only those present are eligible to vote.
3. Each officer shall be elected for a term of two (2) years and no officer may serve the same office for more than two (2) consecutive terms. Vacancies shall be filled by appointment by the President.
4. Business transacted at the spring meeting shall include:
 - a. Election of officers,
 - b. Agreement on a budget of expected income and proposed expenses for the following fiscal year,
 - c. Program ideas/schedule for following year.
5. Resolutions of social witness shall be approved only if a majority of HCUUMA members are present and voting in the affirmative.
6. Chapter programs are open to chapter members and guests of clusters. Guests are invited to attend the programs with the exception of business meetings and check-in. Guest may attend odysseys at the discretion of the presenter.

ARTICLE V. SIGNING AUTHORITY

Signing authority for financial or legal transactions requires signature from the President or Treasurer or, if they are unavailable, any other two (2) Officers. The Arrangements Officer may make financial commitments for meeting locations as determined by the membership.

ARTICLE VI. DUTIES OF THE OFFICERS

1. The President shall preside at all business meetings, communicate regularly with other Chapter officers, and shall perform all duties usually associated with the office of President.
2. The Vice-president shall have responsibility for quarterly programs and shall perform all duties of the President in the President's absence.
3. The Treasurer shall be responsible for accurately overseeing the Chapter's finances and financial records, and present a financial report at each quarterly meeting.
4. The Secretary shall keep a record of business conducted at all quarterly business meetings and shall carry on such correspondence associated with the office of Secretary.
5. Good Offices Persons shall mediate conflict situations arising in congregations in the Heartland District, by invitation of the minister or the congregation, and otherwise provide support to ministers in the Heartland District as outlined by the policies and procedures of the continental Unitarian Universalist Ministers' Association.
6. The Arrangements Officer, in cooperation with the Vice-President, shall coordinate provisions for the quarterly meetings, arrange a meeting place and establish requirements for attendance for each meeting.
7. Other officers may be elected at any quarterly meeting as the need arises.

ARTICLE VII. AMENDMENT OF THE BY-LAWS

Any amendments to the By-Laws may be voted on at one of the regular business meetings of the HCUUMA or at a special meeting called for this purpose. Notice of such special meeting shall be mailed to all members of HCUUMA at least three weeks prior to the date of such special meeting. Passage of amendments requires approval of 2/3 of the Voting Members present.

Approved September 2003

Policies and Practices

History

The Heartland UUMA chapter was created on July 1, 2000 (with a motion passed on Feb 2, 2000) through the merger of the UU District of Michigan and Ohio Valley UU District UUMA chapters.

Covenant

(adopted April 5, 2002)

Mindful of our familial and professional responsibilities, as ministers of the Heartland District UUMA, we covenant to:

- Engage in theological and practical reflection through dialogue, study and openness to the prophetic voice
- Respect the diversity that is present in our total membership and the larger community which we serve
- Affirm and promote the UU purposes and Principles which guide the larger UU Association
- Minister to each other and our called communities in love and truth
- Worship together in ways that reflect our diverse callings and beliefs
- Follow the UUMA Code of Professional Practice and honor the principles of confidentiality and the calling of ministry.
- Levy and pay annual dues.
- Share the responsibilities of chapter leadership.
- Attend regularly scheduled chapter and regional meetings and special called meetings, as well as ministerial and congregational rites of passage.

Membership and Dues

(adopted October 5, 2000)

Dues are \$30 per year. A discount will be extended to those who need one, “no less than two thirds of the dues at the discretion of the treasurer.” (I’m not sure what the words in quotation mean, but this is the wording of the motion.) Students and retired ministers pay no dues.

Relationship With District Staff

(adopted September 30, 2003)

In order to promote a good working relationship with our district professional staff, we will invite them to report and attend our winter and spring chapter wide meetings except during check in, odyssey, and executive sessions. In addition, the district professional staff will be invited to report at our fall meeting and be available for personal meetings.

Offices, Terms, and Selection Process

(Many motions were inconclusive or contradictory. What follows is the best summary I could make based on motions and current practice)

Executive Team:

- President (2 years)
- Vice-President/Program (2 years)
- Secretary (2 years)
- Treasurer (2 years)

Other officers:

- Arrangements/Registrar (2 years)
- Youth Chaplain (1 year)
- Good Offices (2 years) (2 positions, alternating election years)
- CENTER (1 year)
- Student Liaison (2 years)
- Heartland District Board (2 years)
- Heartland District Program Council (2 years)
- Heartland Nominating Committee (1 year)
- Liaison to MUULA ??
- Flowers and Cards ??

Unelected people doing things indefinitely:

- Database: Norm Stewart
- Website: Jill Terwilliger

A nominating committee is chosen at the Winter Retreat. They will propose a slate of nominees to be voted on at the Spring meeting. Nominees for Heartland District positions must be identified at the Winter meeting.

The executive committee should send out reports to clusters, or requests for Clusters to discuss issues/proposals. This way, those who do not attend HUUMA meetings can still have meaningful participation in it (February 2003).

Chapter Meetings

(Summary of motions adopted Feb. 2, 2000)

The chapter holds three plenary meetings annually. Other meetings are held in monthly regional cluster meetings.

Fall Retreat: 3 nights, 4 days (Monday dinner to Thursday lunch). [The practice is to hold this meeting the first weekend in October at Grailville retreat center in Loveland, OH. The focus is on retreat, support and renewal. The practice has also been that this is only 2 nights and 3 days.]

Winter Retreat: 3 nights, 4 days [The practice is to hold this meeting the first weekend in February at Pokagon State Park in North Central IN. The focus is on continuing education.]

Spring Meeting: Thursday evening to Friday afternoon preceding the Heartland District Annual Meeting and Conference.

Scholarships

(adopted February 4, 2004, amended October 6, 2004)

In order to assist ministerial colleagues, interns and ministerial students in candidate status to participate fully in chapter retreats and programming, scholarships will be offered to cover up to one-half of the cost (of double occupancy, when appropriate). This scholarship aid will be needs-based, with the need to be self-determined.

Cluster Meetings

There are 4 clusters which meet monthly: Western Michigan, Eastern Michigan, Central Indiana, and Cincinnati.

Registration Fees and Reimbursement

(from motions adopted October 5, 2000 and February 6, 2001)

People who must cancel once they have made a registration will be reimbursed for what is beyond the cost to the chapter, up to 50% of what the person paid. The registrar will bill those who reserved a space but did not subsequently attend, causing expense to the chapter.

Childcare

(adopted February 7, 2001)

The Chapter will provide financial support for childcare for children younger than 6 years old, at each retreat, generally around the program times of the retreat. This childcare will be arranged by a volunteer who will be part of the Arrangements Committee. Scholarship money is also available to cover childcare at home, if a member chooses that option.

Travel Reimbursement

(adopted April 5, 2002. I can find no text for this policy.)

Sabbatical/Family Leave

(adopted October 2, 2000, to be in effect until it is modified or reversed.)

Anyone approved for sabbatical or family leave coverage during this period (or prior to this period) will be covered on the basis of this plan, even if the plan is modified before that leave occurs. This Sabbatical/Family Leave Plan is intended to insure that all colleagues in the Heartland District will be able to take leaves in a timely fashion, with the confidence that their pulpits will be filled professionally at least half the time. This plan will also encourage one form of pulpit supply and visitation.

1. Ministers may apply for and receive Sunday pulpit coverage for the equivalent of 4 months, 2 Sundays per month. The 8 Sundays may be scheduled any time during the Sabbatical/Family Leave (e.g. most toward the beginning, toward the end, or equally spaced during the period).
2. Application is to be made by a minister in writing to the President of the Heartland Chapter UUMA. It should be made at least a year in advance, but as soon as possible (because the coverage will be allotted on a first-come-first-served basis). This application should be made before going to the church board with sabbatical dates.

3. The Chapter Secretary will keep track of approvals, but will not be responsible for keeping track of who provides pulpit supply. There will be no general record-keeping of pulpit coverage – this is not a banking or pay-back system.
4. The minister going on sabbatical may offer a list of dates to colleagues and handle the sign-ups personally; or the minister may give the church's Sabbatical/Family Leave Committee a list of ministers to call.
5. A list will be developed every September of ministers interested in doing rites of passage for ministers on leave. Such services will be paid at the going rate by the users of the ministers' service.
6. Hopes and Wished: That churches of all sizes will take part, and that all ministers will use this plan as they are comfortable with it, asking for pulpit coverage when they need it, and providing coverage when they can (even if they are not anticipating a sabbatical in the near future).

Support of continuing education/professional development for colleagues

(Adopted October 4, 2006)

- Colleagues may receive support not more than once in three years.
- Recipient must be willing to be asked and say yes to lead a substantial program to share and disseminate information.
- The HUUMA Executive Committee will screen requests with Chapter giving final approval

criteria:

- The program is “in the Chapter's interests” and will help us to enrich our ministries
- Generally for 'extra-ordinary' opportunities
- Applicant has already applied for 'usual' sources of support (UUMA, other)
- Support may be granted as HUUMA resources allow

Travel Reimbursement for HUUMA Good Offices

(Adopted March 30, 2011)

There will be an annual amount of \$500 available for travel reimbursement for Good Offices.