

**Universalist Convention of North Carolina, Incorporated  
Constitution**

**Constitution Article I. Title**

The organization shall be known as the Universalist Convention of North Carolina, Incorporated

**Constitution Article II. Purpose**

The purpose of the Universalist Convention of North Carolina, Incorporated is to foster and promote the Universalist tradition within Universalist, Unitarian, and Unitarian Universalist congregations in North Carolina, and to manage the properties and assets of the Universalist Convention of North Carolina, Incorporated including Shelter Neck Unitarian Universalist Camp.

**Constitution Article III. Membership**

Universalist, Unitarian, and Unitarian Universalist Congregations may become members of the Universalist Convention of North Carolina, Incorporated by (1) requesting membership, (2) receiving a majority vote of delegates at a convention meeting, (3) paying the appropriate dues and (4) participating in convention meetings..

**Constitution Article IV. Annual Convention Meeting**

The Universalist Convention of North Carolina, Incorporated will hold an annual meeting in each calendar year.

**Constitution Article V. Executive Board**

The Universalist Convention of North Carolina, Incorporated will be governed by an Executive Board, which shall consist of ten members: President, Vice-President, Secretary, and Treasurer and six trustees elected from member congregations.

**Constitution Article VI. Duties of Officers**

The President calls and presides over Board meetings, presides over Annual meetings , and appoints committees as needed.

The Vice-President presides as needed in the absence of the president.

The Secretary keeps and publishes minutes, sends notices of meetings, and deals with any other communication as needed.

The Treasurer keeps the financial records of this organization, makes payments for authorized services, submits reports to the board meetings and annual meetings, and sends dues notices to member congregations.

**Constitution Article VII. Executive Board Meetings**

The Executive Board will meet at least three times during the year.

**Constitution Article VIII. Elections**

The election of the Executive Board will be by majority vote at the annual meeting.

**Constitution Article IX. Committees**

Committees may be appointed by the President as needed.

**Constitution Article X. Quorum**

A quorum at any convention meeting shall consist of representation from half of the member congregations and a majority of the executive board. A quorum at the Executive Board meetings shall consist of six of the ten members.

**Constitution Article XI. Delegates and Voting**

Delegates to Convention meetings will be selected by the member congregations. Vote will be by simple majority unless otherwise stated.

**Constitution Article XII. Removal**

Any member congregation of the Convention may be removed from membership if the requirements for membership are not met. A vote of two-thirds (2/3) at a convention meeting is required to remove a member congregation.

A member of the Executive Board who does not fulfill the duties of the office may be removed from office by a two thirds (2/3) vote of the Executive Board.

**Constitution Article XIII. Dissolution**

In case the Universalist Convention of North Carolina, Incorporated shall cease to function for a period of five (5) consecutive years, the real estate and personal property may be disposed of at the discretion of a UCONCI dissolution Board composed of two elected members from each remaining member congregation and any remaining board members, and in accordance with the laws of the state of North Carolina.

**Constitution Article XIV. Amendments**

This Constitution may be amended by a vote of two-thirds (2/3) of the delegates at any annual meeting provided 60 days advanced notice of the proposed changes have been given to member congregations. These amendments will be effective at the adjournment of the meeting unless otherwise specified.

**Universalist Convention of North Carolina, Incorporated  
By-Laws**

**By-Laws Article I. Title**

Convention or UCONCI are acceptable acronyms for the Universalist Convention of North Carolina, Incorporated.

**By-Laws Article II. Purpose**

The Purpose of these By-Laws is the smooth operation of UCONCI between Annual Conventions.

**By-Laws Article III. Membership**

Universalist, Unitarian, and Unitarian Universalist Congregations may become members of the Universalist Convention of North Carolina, Incorporated by (1) requesting membership, (2) receiving a majority vote of delegates at a convention meeting, (3) paying the appropriate dues and (4) participating in convention meetings.

**By-Laws Article IV. Annual and Convention Meetings**

The annual meeting will be held in each calendar year. The annual meeting will include (1) reports from member congregations, (2) routine business, (3) financial reports and proposed budget, and (4) election of the Executive Board. All meetings will be publicized at least 60 days in advance with notice given to member congregations by the secretary or president. The annual meeting and other called convention meetings will be open to all members of the convention. Convention meetings other than the annual meeting may be held during the year provided 60-day notice is given to member congregations.

**By-Laws Article V. Executive Board**

The ten member Executive Board is authorized to conduct the business of the convention. The President and Vice-President will be elected for a one-year term and may serve a second term. The Secretary and Treasurer are elected for two-year terms and may serve up to six years. Trustees will be elected for a term of three years and may succeed themselves. Two Trustee terms will expire each year. Representatives from as many member congregations as feasible will be elected to the Executive Board. Should an Executive Board member become incapacitated or unable to serve, the Executive Board may elect a member to serve until the next annual meeting.

**By-Laws Article VI. Duties of Officers**

The President shall chair Convention meetings, Executive Board meetings and provide leadership to the organization. The Vice-President will fulfill the duties of the President in his/her absence. The Secretary will record and distribute minutes of meetings and

handle correspondence. The Treasurer will handle all funds as directed by Executive Board and propose an annual budget.

#### **By-Laws Article VII. Executive Board Meetings**

The Executive Board will meet quarterly. The President or Secretary may call additional meetings of the Executive Board at any time provided four weeks notice is given to members. Attendance by Officers and Trustees at a majority of meetings is required to remain in good standing.

#### **By-Laws Article VIII. Elections**

A slate of officers and trustees will be nominated by the Executive Board, and submitted at the Annual Meeting. Additional nominations will be accepted from the floor. A simple majority vote will be required for election.

#### **By-Laws Article IX. Committees**

Committees to handle the tasks and interests of the convention may be created and dissolved by the President and will answer to the Executive Board and/or Convention.

#### **By-Laws Article X. Quorum**

No member congregation shall have a majority on the Executive Board. If a quorum is not present at a Convention meeting, a second meeting may be called within 60 days provided two weeks advance notice is given to each member congregation.

#### **By-Laws Article XI. Delegates and Voting**

Each congregation will be entitled to three delegates for first fifty members or less and one additional delegate for each additional fifty members for a maximum of five delegates. Annual fees for member congregations will be \$50.00 for each fifty members for a maximum of \$250.00 to be paid in the Fall prior to the annual meeting. Voting at Convention Meetings and the Executive Board will be by voice or hand unless a request is made for paper ballots. No absentee or proxy vote is permitted. Decision will be by majority vote except for the following which require a two-thirds (2/3) vote: (1) to make changes to the Constitution and (2) to remove a congregation from membership.

#### **By-Laws Article XIII. Amendments**

These By-Laws may be amended by a majority vote of the delegates at any convention meeting provided 60 days advanced notice of the proposed changes have been given to member congregations.

Approved at Annual Meeting Oct.16, 2010

Re-affirmed at Annual Meeting Oct. 8, 2011