

**BY-LAWS OF
THE FIRST CHURCH IN CHESTNUT HILL**

Article 1. The purpose for which this Church is constituted a corporation is the establishment and maintenance of the public worship of God in accordance with the principles and doctrines of the Unitarian Church, and in association with the Unitarian Universalist Association. Nothing in these By-Laws is to be construed as an authoritative test of individual faith, and the Church cordially invites any who while differing from it in the form of their belief are yet in general sympathy with the Church's spirit and practical aims.

Article 2. All persons who have hitherto been considered Members of this Church shall be continued as Members. Persons of any age may hereafter be admitted as Members by the Standing Committee and upon signing the register of Members. All additions to the roll of membership shall be entered on the records of the meetings of the Standing Committee. Only Members of eighteen years of age or upwards shall be entitled to vote at any meeting of the Church or to serve as an officer or Standing Committee Member.

Article 3. Every Member (hereinafter "Member") shall co-operate in the worship and work of the Church and shall contribute toward its annual expenses. Upon the failure of any Member to comply with the provisions of this Article, the Standing Committee may in its discretion terminate his or her membership, and upon a passage of such vote he or she shall forthwith cease to be a Member. A Member or other participant may also be excluded from Church if he or she becomes a repeatedly disruptive presence during worship, Church social events, or otherwise generally in the life of the congregation, the determination of which shall be made in the sole discretion of the Standing Committee.

Article 4. Any Member may withdraw and cease to be a Member of this Church by notifying the Standing Committee in writing of his or her wish to do so.

Article 5. The annual meeting of the Church shall be held during the month of October in each year. Special meetings of the Church may be called at any time by the Standing Committee and shall be called by the Clerk upon the request in writing of ten (10) Members of the Church. Not less than fifteen (15) Members shall constitute a quorum at any annual or special meeting except that a lesser number may adjourn from time to time. There shall be no voting by proxy.

Article 6. Notice of the annual meeting shall be given from the Minister's lectern at a regular Sunday service not less than fifteen (15) days before the date fixed therefor, and notice of special meetings of the Church shall be given in the same manner not less than ten (10) days before the date fixed therefor, the object and business of such special meetings being distinctly stated in the call. Notices of annual or special meetings should also be posted on the Church bulletin board and contained within the preceding edition of any Church bulletin or newsletter.

Article 7. At the annual meeting of the Church in every year there shall be chosen two (2) Members of the Standing Committee to serve for a term of three (3) years. The six Members so elected, together with the Treasurer and Clerk, each serving ex officio, shall constitute the Standing Committee of the Church. The Clerk and Treasurer shall be elected at the annual meeting of the Church for a term of one (1) year. The Members of the Standing Committee, the Clerk, and the Treasurer shall be elected by ballot and shall hold office until their successors shall have been duly elected and qualified. At each annual meeting the officers of the Church shall present their reports for the past year. At every meeting of the Church there shall be chosen a Moderator to preside at said meeting.

Article 8. The financial fiscal year shall begin on the first day of September each year.

Article 9. The Minister shall be, ex officio, a Member of the Standing Committee and shall be entitled to a vote on all questions excepting those which shall affect him personally.

Article 10. The Standing Committee shall manage all the property and business affairs of the Church and shall exercise all the powers of the Church except those which are particularly reserved to the Members of the Church. The Standing Committee, however, shall not have the power to sell, encumber, or otherwise dispose of any real estate belonging to the Church unless specially authorized to do so by vote of the Members of the Church. The Standing Committee shall annually elect a Chairman from its own number and may from time to time in its discretion appoint such committees from its own number or from the Church as it may deem necessary.

Article 11. The Standing Committee shall have power to fill any vacancies, however caused, in any of the offices of the Church and in the Standing Committee until the next annual meeting of the Church.

Article 12. The Standing Committee shall meet at least four (4) times during a fiscal year. One additional meeting shall be held immediately after the annual meeting of the Church for the election of a Chairman and the transaction of such other business as may properly come before it. Special meetings may be held at the call of two (2) or more of the Members of the Standing Committee or at the discretion of the Chairman. At all meetings of the Standing Committee, four (4) Members shall constitute a quorum.

Article 13. The Clerk shall serve as the Secretary of the Church and shall maintain the records of the Church, the minutes of meetings of the Standing Committee and Church annual meetings, and copies or abstracts of reports of the Standing Committee, Treasurer, and of the Church committees. An Assistant Clerk may also be elected at the discretion of the Members.

Article 14. The Treasurer shall receive and receipt for all funds and contributions of and for the support of the Church; shall keep accurate accounts of receipts and expenditures and accounts

or records of all property owned by the Church; shall make all payments as authorized from time to time by the Standing Committee; and shall report at the meetings of the Standing Committee and the annual meeting of the Church, the actual financial condition of the Church. An Assistant Treasurer may also be elected at the discretion of the Members.

Article 15. The election of a Minister may be made at the first meeting of the Church; and thereafter the election or dismissal of a Minister may be made at any annual or special meeting of the Church, provided said business is stated in the call for the meeting. A two-thirds vote of the qualified Members present at such meeting shall be necessary for such election or dismissal.

Article 16. The seal of the corporation shall be a flat-faced circular die with the name of this Church and the words and figures "First Gathered 1861, Incorporated 1909", engraved thereon.

Article 17. Alterations or amendments to the By-Laws may be made with the consent of two-thirds of the Members present at an annual meeting of the Church, or at a special meeting thereof, called for the purpose, notice of proposed changes having been duly announced with the call for the meeting at which they shall be considered.

(Proposed Changes as of September 2016)