Covenant of Unitarian Universalist Pagans
Southern Arizona Chapter Bylaws

Rev 2: 14 April 2019

For more information on policies and procedures, refer to the Policies and Procedures Guide, Southern Arizona CUUPS Chapter.

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Article I. Name and Location

Section 1. Name
The Chapter is named the Southern Arizona Chapter of the Covenant of Unitarian Universalist Pagans (hereinafter referred to as CUUPS Continental). The Southern Arizona Chapter (SAZCUUPS) shall hereinafter be referred to as the Chapter.

Section 2. Name Change
The Chapter name can be changed by a total two-thirds of the voting members. The notification of the motion to change the name must be given to all Chapter members at least two weeks before the vote. CUUPS Continental headquarters must be advised if the name is changed.

Article II. Affiliation
The Chapter is located in Southern Arizona region, encompassing all areas south of the Gila River and anchored by the city of Tucson. The Chapter is intended to be in relationship with the Unitarian Universalist “Baja 4” congregations: Unitarian Universalist Congregation of Green Valley (Amado), Mountain Vista Unitarian Universalist Congregation (in Northwest Tucson), Sky Island Unitarian Universalist Church in Sierra Vista, and Unitarian Universalist Church of Tucson (UUCT) in Central Tucson. The Chapter is an interfaith group sponsored by the UUCT.

The Chapter is also in relationship with CUUPS Continental and the Unitarian Universalist Association.

Article III. Purpose
The Chapter follows the purposes listed in the CUUPS Continental bylaws (Article III, PURPOSE). The Chapter promotes the practice and understanding of Pagan and Earth-centered spirituality within the Unitarian Universalist Association.

The Chapter serves its stated region by

- holding regular public worship services / seasonal ritual celebrations,
- presenting educational sessions and study groups with an Earth-centered spiritual perspective, and
donating financially to the UUCT.

The mission of the Chapter is to connect UUs and Pagans of many different faiths in an inclusive, welcoming space. We celebrate our Earth-based faith traditions in harmony with our UU principles.

Article IV. Authority, Powers, and Constraints

Section 1. Authority
The Chapter exists by virtue of its charter from CUUPS Continental and UUCT and shall operate under the control of CUUPS Continental and UUCT and their bylaws.

Section 2. Powers
The powers of the Chapter reside in its members. An elected Administrative Council exercises these powers on behalf of the membership. The Administrative Council has powers to take whatever proper actions are necessary for the fulfillment of CUUPS Continental and Chapter objectives.

Section 3. Constraints
The Chapter is a nonprofit interfaith organization. The Chapter cannot endorse or disparage any commercial enterprise, political platform, or candidate for public office.

Section 4. Use of Name
Only persons authorized by the Administrative Council may use the Chapter name. The Chapter name shall not be used in connection with a commercial concern for any purpose other than regular Chapter work and purposes.

Article V. Membership

Section 1. Qualifications
Any person subscribing to the purposes and bylaws of CUUPS Continental and the Chapter shall be eligible for membership. Chapter members must support the mission of the UUA, the UUCT or their home UU congregation, and CUUPS Continental.

Membership is activated by indicating intent in writing and paying the required annual dues. Membership in the Chapter shall be open to all persons sixteen years of age or older, without regard to race, color, sex, affectional or sexual orientation, gender expression, physical disability, national origin, or social condition.

Section 2. Termination
Chapter membership is based on a fiscal year (Jul to Jun). All memberships expire on 30 Jun. Membership may be terminated before 30 Jun for any of the following reasons: 1) Upon submission of an oral or written resignation; 2) Upon
death; or 3) By a vote of the Administrative Council for unacceptable behavior relating to the welfare of the Chapter.

Section 2. **Rights and Privileges**
Members must accept responsibility for the well-being of the Chapter through active participation and by paying their annual dues. Although it is not a requirement for membership in the Chapter, membership in the national CUUPS organization is encouraged. Membership applications can be found at [www.cuups.org](http://www.cuups.org).

Each member is entitled to one vote on each matter submitted to the Chapter membership for a vote.

**Article VI. Administrative Council**

**Section 1. Membership on the Administrative Council and Voting Rights**
The Administrative Council consists of at least three, but no more than seven, positions: The Chapter Coordinating Officer, Record Keeper, and Public Relations Officer. All Administrative Council members are elected by the Chapter membership.

If the Administrative Council decides by a majority vote that more than three officers are required to operate efficiently, it may propose at a Chapter meeting, or by any other means deemed appropriate, to increase the number of elected officers, specifying the titles and duties of such officers. Additional officer positions may include the Immediate Past Coordinating Officer, Assistant Coordinating Officer, or members-at-large. These additional administrative officers will receive one vote each on Administrative Council business.

Administrative Council members are also Chapter members. However, they still only have one vote each on Chapter business (serving on the Council does not provide additional votes).

All officers serve without compensation.

**Section 2. Eligibility to serve on the Administrative Council**
All candidates for membership in the Administrative Council must be active members of three organizations: 1) the Chapter, 2) CUUPS Continental, and 3) UUCT. Candidates must be willing and able to serve. Each person may hold only one office at the same time.

**Note:** Members of the Administrative Council are not required to be clergy.

**Section 3. Term of Membership in the Administrative Council**
The term of membership in the Administrative Council is two years. All terms expire on 30 Jun. New Administrative Council officers are installed on July 1.
Note: Beginning in 2019, these two-year terms are staggered so that all officers are not replaced at once.

Section 4. Meetings of the Administrative Council
The Administrative Council meets at the request of the Coordinating Officer or two of its members. The Administrative Council shall meet at least quarterly. A simple majority of the Administrative Council constitutes a quorum for the conduct of official Chapter business. The Record Keeper is responsible for taking minutes at meetings and reporting Chapter activities to CUUPS Continental and UUCT, as appropriate.

Section 5. Removal from the Administrative Council
A Council Member who fails to perform or whose actions are contrary to our statement of purpose may be removed from service after a reasonable mediation attempt has been made. If a settlement cannot be reached, a vote of no confidence by 2/3 of all Administrative Council Members removes the member.

The member in question must be notified at least 14 days in advance of such a vote.

Section 6. Vacancies on the Administrative Council
A vacancy for any elected position on the Administrative Council is filled by a majority vote of the remaining Council members. The vacancy shall be filled by a qualified person who is not already on the Administrative Council. Upon the completion of the term, this person may be nominated for this position for a (first) full term.

Section 7. Duties of Administrative Council Members
The Administrative Council is responsible for all Chapter operations, including but not limited to, the activities listed in the CUUPS Continental bylaws (Article V, BOARD OF DIRECTORS).

Article VII. Spiritual Council

Section 1. Membership on the Spiritual Council and Voting Rights
The Spiritual Council consists of at least one position (one clergy person). All Spiritual Council members are elected by a vote of confidence by 2/3 of all Administrative Council Members. Non-elected Worship Associates or other people may work with the Spiritual Council as needed.

Spiritual Council members do not have a vote on Administrative Council business, although they may participate in discussions and offer advice.
Spiritual Council members are also Chapter members. However, they still only have one vote each on Chapter business (serving on the Council does not provide additional votes).

A member of the Administrative Council may also serve as clergy on the Spiritual Council. However, this person receives one vote as an Administrative Council member.

All officers serve without compensation.

**Section 2. Eligibility to serve on the Spiritual Council**

All candidates for membership in the Spiritual Council must be active members of three organizations: 1) the Chapter, 2) CUUPS Continental, and 3) any UU congregation(s) or the Church of the Larger Fellowship. Candidates must be willing and able to serve.

**Note:** Members of the Spiritual Council must be recognized as spiritual leaders in their tradition: that is, ordained clergy, chaplains, or acknowledged elders.

**Section 3. Term of Membership in the Spiritual Council**

The term of membership in the Spiritual Council is open (serve at will).

**Section 4. Meetings of the Spiritual Council**

The Spiritual Council shall choose a leader from their own ranks. This leader is responsible for calling meetings and assigning clergy to rituals throughout the year. This leader coordinates the purchase of items for rituals per the budget approved by the Administrative Council.

The Spiritual Council shall meet at least once a year to plan rituals for the Chapter. A simple majority of the Spiritual Council constitutes a quorum for the conduct of business. The Spiritual Council must take minutes at meetings and report their activities and decisions to the Administrative Council.

**Section 5. Removal from the Spiritual Council**

A Spiritual Council Member who fails to perform or whose actions are contrary to our statement of purpose may be removed from service after a reasonable mediation attempt has been made. If a settlement cannot be reached, a vote of no confidence by 2/3 of all Administrative Council Members removes the member.

The member in question must be notified at least 14 days in advance of such a vote.
Section 6. Vacancies on the Spiritual Council
A vacancy for any elected position on the Spiritual Council is filled by a majority vote of the Administrative Council members. The vacancy shall be filled by a qualified person who is not already on the Spiritual Council.

Section 7. Duties of Spiritual Council Members
The Spiritual Council is responsible for planning and conducting rituals for the group. Each clergy member on the Council is expected to manage at least one ritual per year.

Each member of the Spiritual Council must sign the SAZCUUP Covenant with the UUCT Minister. The Spiritual Council members serve as spiritual advisors to SAZCUUP members, and perform other duties in accordance with this Covenant.

Article VIII. Elections of Administrative and Spiritual Council Members
The slate of candidates for both Councils shall be announced 14 days before the election.

Both Administrative Council and Spiritual Council members shall be elected by a simple majority of votes cast by the voting members of the Chapter.

Members will either vote in person at the Annual Business Meeting or submit an email ballot within 14 days of the publication of the slate of candidates.

The Administrative Council shall give the names of nominees to members at least 14 days before the Annual Business Meeting. In the case of a slate of unopposed candidates, if no opposition is filed within 14 days after publication, the candidates shall be considered elected to their respective offices by acclamation.

The Chapter Record Keeper determines the validity of votes, counts the votes, and announces the election results within one week following the election date.

In the event of a tie vote for any office, the Council shall prepare ballots for a run-off election.

Article IX. Financial Administration
The fiscal year of the Chapter runs July 1 to June 30, in coordination with the UUCT fiscal year.

The programs of the Chapter shall be financed by UUCT, using Chapter membership dues, donations, sponsorships, or other means.

No Chapter member shall contract debts in the name of the Chapter without authorization from the Administrative Council.
Chapter funds shall be deposited with the UUCT as a line item in the budget. Disbursements are managed by the UUCT treasurer. The Chapter Record Keeper will serve as liaison to the UUCT treasurer.

Article X. Annual Business Meeting
There shall be an annual meeting for the purposes of presenting the annual reports of the Administrative Council and any committees, electing Administrative Council members, and transacting other Chapter business.

The Annual Business Meeting shall be held in the spring, so that new officers can be installed at the start of the fiscal year. The Administrative Council shall determine the date for the annual meeting. The Public Relations Officer is responsible for announcing the meeting to Chapter members. See also Article VIII, Elections of Administrative and Spiritual Council Members.

A quorum for transacting business of the Chapter shall be 25 percent of the voting membership. Motions shall be passed by a simple majority of votes cast.

In the event of a tie vote for Chapter business, the motion is defeated.

Article XI. Amendments
Amendments to these bylaws may be proposed by the Administrative Council or by a Chapter member in good standing. The proposed amendment shall be sent to the Administrative Council at least 30 days before a duly called Chapter Meeting.

The Administrative Council shall give the proposed amendments to members at least 14 days before the Chapter Meeting.

Amendments to the Bylaws will be approved by a total two-thirds of the voting members. Members will either vote in person at a Chapter Meeting or submit an email ballot within 14 days of the publication of the proposed amendment.

Article XII. Policies and Procedures
The Administrative Council shall develop Policies and Procedures that it deems necessary for the proper conduct of the affairs of the Chapter.

No Policies and Procedures of the Chapter shall be valid if they are inconsistent with law or Chapter bylaws.

The Policies and Procedures of the Chapter shall be adopted upon approval by a total two-thirds of the Administrative Council members in office. The Policies and Procedures of the Chapter shall become effective upon publication via email to all the voting members, or posted on the Chapter website as a whole in writing, or upon such a date subsequent to publication as may be therein specified.
Article XIII. Dissolution

In the case of dissolution of the Chapter, all its property, both real and personal, shall be conveyed to the UUCT or its successors.

Voluntary dissolution of this Chapter shall be proposed by the Administrative Council as a resolution to the members. Such a resolution shall be put to the members, and approved by them, by a total two-thirds of the voting members. Members will either vote in person at the Annual Business Meeting or submit an email ballot within 30 days of the publication of the resolution.