



From the Administrator,

Welcome to the newsletter for the Fifteenth of July. You will find contributions from **Dave Siegfried**, **Nick Schweitzer**, **Ellen Paul**, and the **U.U. Women's Connection**. I think you will find them interesting. Please let me know if I can be of assistance. My Park Hall hours are Tuesday and Friday mornings from 9:00 a.m. to 1:00 p.m., and by appointment. Park Hall Voicemail: 608.643.3131 **Fritz Parks**

Upcoming Sunday Programs (10:10 a.m.)

Date	Program	Speaker	Topic
July 20	Free Thought Forum	Sauk Prairie Students	Life in High School These Days
July 27	Joint Program & Potluck in Madison		
		FC & Prairie UU members	Hope in a Hopeless World
Aug 3	Spiritual Roundtable	All attending	How Animals Make Us Human

We invite you to attend our in-person Sunday programs at our newly restored Park Hall. We have masks available. Childcare is provided each Sunday.

Our Sunday programs are also available live on Zoom. Zoom info on page 3.

The **Board of Directors** of the Free Congregation will meet on **August 10 at Park Hall at 11:30 a.m.** If you have an issue for us to an address, please email Dave Siegfried, President of the Board at [Dave Siegfried](mailto:Dave.Siegfried@fcsc.org) so that it may be added to the agenda. The meeting will also be on Zoom.

The Adult Ed discussion group, **What I Believe Now**, will meet **on Zoom** as usual on the fourth **Monday, July 28, at 6:30 p.m.** The topic will be: **Relationship with Nature**. Please email **Nick Schweitzer**, jnschweitzer@gmail.com, if you'd like to receive a meeting invitation and list of questions in preparation for the gathering.

Mark your calendar for this **Sunday, July 20**. Our **Free Thought Forum** will host a group of Sauk Prairie High School students for a panel presentation about **Life in High School These Days**. The guest speakers will include **Ava Chestnut**, **Sebastien Friou**, and **Audrey Hanko**. The program starts at **10:10 a.m.** and childcare is provided. You may attend on Zoom. Zoom info is on page 3.

The next **UU Women's Connection Retreat** will take place **August 15-17, at Ronora Lodge in SW Michigan**. The Fall Retreat will follow on October 17-19 at **Cedar Valley Retreat Center in West Bend, WI**. There's a registration link and more information at <https://www.uuwomensconnection.org/>.

Our **Joint Program & Potluck with Prairie U.U. Society** will take place in **Madison**, at **Prairie**, on **Sunday, July 27, at 10:00 a.m.** The driving route involves a sharp hairpin turn at the end of the Todd Drive exit. Click the link to see it on Google Maps. [Route to Prairie U.U.](#) Members are asked to bring a potluck dish.

Elevator Lift Replacement Update

The new elevator lift replacement has been ordered from Arrow Lift out of Appleton, Wisconsin. Since putting down a deposit, the vendor has taken measurements for the new installation and is in the process of putting together shop drawings. Once the shop drawings are completed, we will have a better idea of what we (the congregation) needs to do to prepare for the installation. We do know that we need to run new wiring to the elevator, construct a temporary hoist beam, and possibly install a new structural support beam. The expected time frame for completion is estimated to be September of this year.

The total cost of the new elevator is estimated to be \$65,000. We have put down a deposit of \$15,000 from our capital improvement fund. So far our fund raising efforts have netted about \$9,000 with a goal of \$15,000. We have also put together a grant application to the UU Association for the remaining \$35,000.

Continued on page 4 are the minutes of our June 8 Annual Meeting, followed by the newly approved Bylaws.

How to join our Zoom Sunday Programs.

1. Go to the Sunday Programs tab of our website:
<http://www.freecongregation.org/sunday-programs.aspx>
2. Refresh the browser page.
3. Click the “**Join Our Zoom Meeting**” link in RED TEXT.

The “**Join Our Zoom Meeting**” link will not be visible until 15 minutes before our meeting; typically this is 9:55 a.m. for a 10:10 a.m. meeting. Early birds will see the option to “**Join a Practice Zoom Meeting**”. Refreshing the page after 9:55 a.m. should reveal the active meeting link.

We publish this newsletter twice a month to our website. We email announcements to our list as each issue appears online. If you no longer desire email reminders, feel free to tidy up our email list with an unsubscribe message. Keep our website bookmarked for future use.

FreeCongregation.org our website homepage

Other Useful Links:

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I welcome your submissions to this newsletter. Send your events, announcements, photos, and recipes to me. [Newsletter Submissions](#) use the Contact Us form at bottom.

173rd Annual Congregation Meeting – June 8, 2025

Minutes

Attendance: Carol Fleishauer, Chuck Park, Dave Siegfried, David Roberts, Eleanor Chiquoine, Fritz Parks, Gail Johnson, Gigi La Budde, Gilbert Williams, Glen Johnson, Jenni Walsh, John Lichtenheld, John Rigby, Judy Ettenhofer, Kathi Kemp, Kristine Torres, Lynne Roberts, Maria Hansa, Martha Greco, Melanie Weller, Michael Whaley, Natasha Frost, Nick Schweitzer, Susan Larkin, Susie Tatone, Bill Ladewig, Wood Weller

Meeting Called to Order: 10:13 a.m.

Welcome Susie Tatone – Major project this year has been starting an inventory of all items within Park Hall. Welcomed new member Kristi Torres.

- Meeting minutes of June 2024 Annual Meeting. Bill Ladewig motioned to approved. Dave Siegfried 2nd motion. Approved.

Election of the Board of Directors

- President – Dave Siegfried, 1 year term. Kathi Kemp nominated Dave. Judy Ettenhofer 2nd motion. Approved.
- Vice President – Nick Schweitzer, 1 year term. Dave Siegfried nominated Nick. Ellen Paul 2nd motion. Approved.
- Treasurer Joe Frost – Dave Siegfried nominated Nick Schweitzer. Gilbert Williams 2nd motion. Approved.

Ellen Page nominated Gilbert Williams to Member-At-Large. Dave Siegfried 2nd nomination. Approved.

- Member at Large Susie Tatone - Approved.
- Member at Large Kathi Kemp - Approved.
- Member at Large Gilbert Williams – Approved.

Budget:

- Stewardship and Treasurer reports– Glen Johnson
 - 32 pledges totaling \$45,400.00 for FY26. We have opened up three additional funds this fiscal year: 1. Elevator Replacement Fund; 2. Portraits in the Hall; 3. Celebration of the Season.

- Our new investment company, Infinite Giving, allows us the ability to have donors make online contributions to our investment portfolio to any of the funding line items.
- 2025-2026 Fiscal Year Budget – Glen Johnson
 - Glen has presented three columns to the budget document. Left column – budget that was passed a year ago at the Annual Meeting; Middle column – actual income and expenses year to date; Right column– budget that Stewardship Committee developed.
 - All items in yellow are changes. A few highlights include: Celebration of the Seasons has been taken out of the operating budget and will have its own line items. Additional increases for cleaning supplies, outreach, staff taxes and payroll services.

Discussion – Funding toward Religious Education hasn't increased and one of the members asked if we need to have an increased line item. It was pointed out that we don't need additional funding at this time. There was also a question about the change in the number of pledge units this year vs. last year. Glen commented that we are down approximately 10 total pledges and 10 congregation members. Gilbert Williams motioned to accept the annual budget. Gigi LaBudde 2nd motion. Approved.

2025-2026 Capital Projects Budget – John Lichtenheld

- Capital Projects Budget – Projects include reconstructing the small porch on the west side of the building; mud jacking the sidewalk on the east side of the building; replace the Gazebo floor; upgrading bathrooms; and replacing the grates on the air ducts. Dave Siegfried motioned to accept the Capital Budget of \$1,500.00. Judy Ettenhofer 2nd motion. Discussion. Approved.
- Replace elevator – We received bids from three companies. After researching coverage from each company. John is recommending that we contract with the company Aero Lift, which will cost us \$65,000.00. We currently have \$25,000.00 in the Capital Budget and \$8,000.00 in pledges for the elevator replacement. Another option would be to use 4% of our Endowment for FY26, which would equate to \$10,000.00. Susie Tatone motioned to accept Aero Lift as our elevator vendor and sign the contract. Dave Siegfried 2nd motion. Discussion. Bill Ladewig amended motion to allow the President and Treasurer to sign on the contract. Approved.

Reports:

- President – Susie Tatone: Susie is on the 1st Sunday Committee and in charge of Childhood Education. Childhood Education has been on a hiatus due to low enrollment. However, we are seeing more families attend presentations, so Susie is hopeful about our future.
- Administrator– Fritz Parks: Membership includes 70 adults, 7 children, and 47 households, and one new member. All five associate speakers have agreed to continue on next fiscal year. Paid staff have been increased to four – Administrator, Facilities Coordinator, Cleaner, and Childcare Provider. Fritz publicly acknowledged Dave Roberts for volunteering for AV.
- Facilities Coordinator – Jenni Walsh: see written report.
- Portraits Committee – Melanie Weller: We received an anonymous donation, which will allow us to make five additional portraits.
- Outreach Working Group – Glen Johnson: See written report.
- Building & Grounds – John Lichtenheld: Already Reported.
- Cemetery Affairs – Gigi La Budde: Slotty Road picnic is next Sunday, June 15, 2025, at the Cemetery. We have a donated bench from the Oschner family, in which we need to identify a place within the cemetery to place.
- Child Education – Susie Tatone: Already Reported.

New Business

- Bylaw Change Proposal - Nick Schweitzer: Highlights to changes include adding up to three Board Members-At-Large. Gigi LaBudde motioned to approve bylaw changes. Dave Roberts 2nd motion. Discussion. Bill moved to change– Section 11.1 A: Change word “employee” to “contract with” in regard to speakers. Gigi LaBudde 2nd motion. Discussion. Glen Johnson asked if there is a formal addition regarding the Stewardship Committee, which is included in Section 9.1. Approved.
- Congregation Discussion – no discussion.

Adjournment – Dave Siegfried motioned to adjourn the Annual Meeting. Natasha Frost 2nd motion. Approved. Meeting adjourned at 11:45 a.m.

BYLAWS OF THE FREE CONGREGATION OF SAUK COUNTY

as revised and adopted by the congregation on June 8, 2025

ARTICLE I — NAME

The name of this organization is the *Free Congregation of Sauk County – a Unitarian Universalist Fellowship*. In these bylaws it may be called the *Free Congregation*.

ARTICLE II — STATEMENT OF PURPOSE

The Statement of Purpose of the Free Congregation is:

We, the members of the Free Congregation of Sauk County, choosing not to be governed by a fixed creed or dogma but rather to be guided by the principles of both our Free Thought founders and the Unitarian Universalists, come together as a religious community to help one another in strengthening the spiritual, ethical, and moral dimensions of our lives, and to be of service to our world.

This Statement of Purpose was revised from a previous version and adopted by the Free Congregation on January 14, 2007.

ARTICLE III – CONGREGATION HOLIDAYS

Annually the Congregation will observe with a Sunday program, and on a date as near as possible to the historically observed date, each of the three Free Thought holidays: Painesfest (traditionally observed in late January), Frühlingsfest (traditionally observed in May or June), and Stiftungsfest (otherwise known as Founders Day; traditionally observed in October).

ARTICLE IV — THE CONGREGATION

Section 4.1 – Authority

Ultimate authority to act in the Free Congregation resides in its members, here called the Congregation. Without prejudice to other matters with which the membership may concern itself, the following matters in this Congregation shall be finally determined *only by vote of the membership*:

- a) Election and removal of a member of the Congregation's Board of Directors.
- b) Selection and dismissal of a Speaker.
- c) Approval of the annual budget,
- d) Adoption and amendment of the bylaws,
- e) Change or dissolution of UUA membership or organizational affiliation,
- f) Authorization of the Board of Directors or individual officers of the Congregation to purchase, sell, mortgage, or lease any property valued at more than \$1,000, the exception being those assets and properties described in Section 4.1.g,

g) Until such time as a specific policy on the matter of the “Sale or Disposition of Historical Assets, Properties, and Artifacts” is adopted by the congregation, authorization of the Board of Directors or individual officers of the Congregation to sell, lease, or otherwise dispose of any asset, furnishing, artifact, or property considered “historical” and “of historical importance”. In lieu of any specific policy on this matter, “historical” shall be defined as “dating from before 1955.” “Historical importance” shall be considered useful in differentiating a) between obviously significant items (such as furniture, art, pictures) and insignificant items (such as old and outmoded utility installations and parts), and b) between those items whose connection to or association with the historical *Freie Gemeinde* is self-evident, strong, or unassailable and those items that have simply accrued to Park Hall. Where these distinctions are unclear or are challenged, the Board of Directors shall make every reasonable effort to obtain at least two opinions from reputable authorities in the field. This, Section 4.1.g, shall be rendered null and void upon adoption or enactment of the aforementioned policy; and, at such time, this item, Section 4.1.g, may be deleted from these bylaws without resort to amendment or the procedure for amendment to these bylaws as defined in Section 12.1.

Section 4.2

Items listed in Section 4.1 above shall be considered at a meeting only if so posted in the notice of the meeting as per Section 4.5.

Section 4.3 – Actions

The Free Congregation may act at any regular or special Meeting of the Congregation. Except as required in these bylaws or as may be determined by the Congregation itself at a meeting, all actions of the Free Congregation are determined by a majority vote of members present and voting.

Section 4.4 – Meetings of the Congregation

4.4.1 A Meeting of the Congregation (also referred to as a Congregation Meeting) is one at which business and other action items may be voted on by the Congregation. Such actions may include but are not limited to the items listed in 4.1. All such meetings must be called and convened, and their business conducted, in the manner described under this section.

4.4.2 The Congregation shall hold regular meetings at the time or times established by the Board of Directors, provided that at least one Meeting of the Congregation, otherwise referred to in these bylaws as the Annual Meeting, will be held annually between April 1 and June 30. The agenda for regular meetings will be set by the Board President.

4.4.3 Special Meetings of the Congregation may be called by the Board of Directors, by the President, or by any five (5) members of the Free Congregation. Any such meeting shall be scheduled not later than 30 days subsequent to the Board's receipt of a proper request, which for

these bylaws shall be defined as a request in writing, submitted to the Secretary or President, that states the purpose of the meeting and lists the names of all members who are calling the meeting. The person or persons calling the special meeting will establish the agenda for the meeting.

4.4.4 The power to vote in regular and special Meetings of the Congregation shall be limited to members present and to those members who have properly completed an absentee ballot, which shall be provided by the Secretary upon request. The Secretary shall maintain a record of all absentee ballots issued. Absentee ballots shall apply only to those propositions as specified in the notice of the meeting. Absentee ballots shall not apply to propositions that are substantively amended during the meeting in which they are considered.

4.4.5 At the discretion of the President, or upon the request of any member present, the President shall provide for voting by secret ballot on any matter under consideration.

Section 4.5 – Notice and Place of Meetings

Notice of any regular or special Meeting of the Congregation will be given to all members by mail (either separately or included in the Congregation newsletter) at least seven (7) and not more than thirty (30) days before the meeting. Notice is considered given when mailed. Email notice will be considered sufficient for these purposes, but only if recipients have indicated in writing that this is acceptable to them or if a history of regular congregational email contact – e.g. via an emailed newsletter – with such recipients can be established. The notice will include the purposes of the meeting as well as those items of business specifically required by these bylaws to be listed (as per, for example, Sections 4.1 and 4.2). Unless the Board of Directors finds that special circumstances require meeting in another place, all Congregation meetings will be at Park Hall, 307 Polk Street, Sauk City, Wisconsin.

Section 4.6 – Quorum

A quorum for any Congregation Meeting is nine (9) members eligible to vote.

Section 4.7 – All Congregation Forums

To encourage open discussion, with advance notice, the Board or any nine (9) members of the Free Congregation may call an All Congregation Forum, with the provision that no official business will be conducted. It is understood that an All Congregation Forum may be referred to by another name, such as one more appropriate to the time or topic of the particular meeting.

ARTICLE V — MEMBERSHIP

Section 5.1

The organization shall be considered extant so long as nine (9) members remain.

Section 5.2 – Definition of Member

5.2.1 A member of the Free Congregation is any person who:

- a) is at least 15 years of age, or if not yet 15, has completed the Free Congregation's "Coming of Age" or equivalent program; and
- b) desires to join the Free Congregation within the current Statement of Purpose; and
- c) commits to fulfilling the expectations of membership set forth in Section 5.7; and
- d) has signed the Free Congregation's membership book or roll in the presence of two members in good standing, one of which shall be a Board member; and
- e) has not assumed inactive status (see Section 5.3) or resigned as a member.

5.2.2 A person who fulfills all of the above conditions, and has been a member for at least 30 days, shall be considered a Member-in-Full (hereafter referred to as "member") and, as such, may vote in all Congregation Meetings and may stand for election.

5.2.3 At the Annual Meeting of the Congregation, the names of those who have signed the Membership Roll since the previous meeting, and who are in all other respects active members (see Section 5.7), may be presented to the Congregation for formal acceptance into membership.

Section 5.3 – Inactive Members

A member becomes an Inactive Member by **a)** ceasing to participate actively in the affairs of the Free Congregation, or **b)** failing to make an annual financial contribution of record to the Free Congregation or failing to fulfill the pledge of such a contribution in a responsible manner, or **c)** giving written notice to the Secretary. An Inactive Member may not vote at a Congregation Meeting.

Annually, within 90 days after the start of fiscal year, the Treasurer shall develop a list of members-in-full and those who might be reclassified to Inactive Member status. Each such person shall be contacted to determine his or her intentions regarding continued Active Membership. A final list of those to be reclassified to Inactive Membership shall be so reclassified upon action by the Congregation's Board of Directors.

After such reclassification, an Inactive Member may reinstate Member-in-Full status by written notice to the Board indicating that he or she desires such status and will abide by the conditions and expectations of membership.

Section 5.4 – Resignation

A member or inactive member may resign by giving written notice to the Secretary.

Section 5.5 – Termination

Membership may be terminated by the Board of Directors upon a member's...

- death,
- voluntary cessation of participation in Congregation activities for **twenty-four** consecutive months,
- **consistent** failure to meet the requirement of an annual financial contribution of record,
- or when a member is known to have engaged in conduct that the Board deems fundamentally inconsistent with the purposes of the Free Congregation and that tends to impair the Congregation's mission.

Whenever possible, the person under consideration for termination will be personally contacted by the Board or its designee to discuss the situation. After consideration of that discussion, or in the event an individual cannot be contacted personally, a letter will be sent to the person at his/her last known address stating that he/she will be terminated from membership and stating the reason why such action is being taken. All responses will be considered individually. If no response is received within eight weeks, the person shall be deemed to have consented to being terminated.

A person whose membership has been terminated by the Board shall have the right to appeal that decision to the congregation and request that the congregation reinstate his/her membership. The appeal shall be heard and voted upon at a regular or special Congregation Meeting called in accordance with these bylaws and the vote shall be governed by Article IV.

Section 5.6 – Voting

Only persons who are Members-in-Full of the Free Congregation (see Section 5.2) may vote at Congregation Meetings.

Section 5.7 – Expectations of Members

- Each member is expected to participate actively in the Free Congregation's activities and to make an annual financial contribution of record to the Congregation as his or her annual dues. A pledge of such a contribution will be solicited during the annual spring pledge campaign; for annual budget-making purposes, providing a pledge in a timely manner, i.e. by mid-May, is strongly encouraged. The pledge must be made no later than the first day of the fiscal year (July 1). Fulfillment of the pledge within the fiscal year is expected. The annual contribution, together with active participation, affords the member the right to participate as a Member-in-Full of the Congregation.
- The annual contribution of record should represent an amount constituting the member's fair share of the Free Congregation's needs. **Under no circumstances shall an individual's "fair share amount" be stipulated by the Congregation;** however, "giving guidelines" can and should be utilized. Moreover, each member should consider his/her fair share amount in light of a) the Congregation's needs, b) the member's income and means, c) the fact that there are specific costs and organizational dues associated with each membership, and d) the fact that generous contributions from others in the past have sustained and built the Free Congregation we enjoy today.

- c) Excepting those persons covered by Section 5.7.d, failure to make a financial contribution of record by the end of the fiscal year (June 30) – or to fulfill to the best of one’s ability and in a timely manner the pledge of that contribution – shall result in the suspension of rights to full participation in the Congregation. Members from whom no pledge or contribution has been received within 90 days of the end of the fiscal year shall receive a letter from the Treasurer with the assistance of the Administrator if one is employed by the congregation reminding them of the Congregation’s expectations of its members.
- d) Any member may request the President of the Board to waive, temporarily or permanently, the annual financial contribution of record requirement based on personal financial hardship or other extraordinary or extenuating circumstances. Only the President may grant such a request. Waiver requests and decisions will be treated confidentially, except that the Treasurer, Board of Directors, or Stewardship Committee may be informed of existing waivers when necessary to the performance of their duties.

ARTICLE VI — BOARD OF DIRECTORS

Section 6.1 – Authority

Subject to actions taken by the Free Congregation at a Congregation Meeting, and except as otherwise restricted in these bylaws, the Board of Directors (hereinafter referred to as the Board) has full authority to act on behalf of the Free Congregation, to make fiscal and program decisions, to establish, modify, and disband committees and task forces of the Free Congregation, to hire and dismiss employees, to approve contracts, to establish policies, and otherwise to take all actions necessary or convenient for the operation of the Free Congregation. The Board may, at its discretion, refer major policy decisions to the Congregation for determination at a Congregation Meeting, especially but not only the Annual Meeting.

Section 6.2 – Number and Terms

- a) The Board of Directors shall comprise either six (6) or eight (8) members. No person may hold more than one Board position at any one time.
- b) Composition of the Board and Term Lengths.
 - 1. Four (4) members will be the officers of the Free Congregation: President, Vice-President, Secretary, and Treasurer. The previous President, if not serving in another Board position, shall be invited to remain on the Board as a voting member as Past President. Up to three (3) more will be Members-At-Large.

2. The Secretary and Treasurer will be elected to two-year terms, in staggered years. The President and Vice-President will be elected annually. Members-At-Large will be elected to two-year terms.

3. Recognizing the potential advantage that may accrue to the congregation, these bylaws permit the President to seek a second one-year term. In such an instance it is to be hoped that the standing Vice-President will also seek a second one-year term, though these bylaws do not bar a new Vice-President from occupying that office. When such a situation arises, i.e. when the President seeks a second one-year term, he or she shall have to stand for election to that office.

4. Under extraordinary circumstances the current President may stand for election to a third one-year term. A situation in which there are no other candidates that have accepted nomination to the office does not, by itself, meet the standards of an “extraordinary circumstance”. Nor does the existence of another candidate or candidates for the office nullify the President’s standing for re-election. A case for the third one-year term, and the compelling extraordinary circumstances, must be made at the Annual Meeting by the President, and/or the person nominating the President, and/or other members in attendance.

c. Regular Election Schedule

Each Year:

President (one-year term)

Vice-President (one-year term)

Even Numbered Years:

Secretary

One or more Members-At-Large

Odd Numbered Years:

Treasurer

One or more Members-At-Large

d) No person may serve in the same officer position for more than two consecutive terms. No person may serve as an At-Large Member for more than two consecutive terms. For purposes of these term limitations, service for less than a full term (the person having taken office in accordance with the provisions of Section 6.7) shall be disregarded.

Section 6.3 – Voting and the Election of Board Members

a) Voting as it pertains to the election of Board Members is governed by Sections **4.4.4** and **5.6**. There is no proxy voting, but the Board of Directors shall allow voting by absentee ballot for annual elections if the vote is received before the Congregation meeting and if the election slate at such meeting is not different from the slate listed on the absentee

ballot. It is strongly recommended but not required that the names of the candidates standing for election be noticed to the membership prior to the Annual Meeting.

- b) These bylaws stipulate no particular procedure regarding the manner in which candidates are selected for nomination and presented to the congregation for election at the annual meeting (or any other Congregation Meeting in which an election is held). However, they do allow for nominations to be made from the floor.
- c) Self-nominations are permitted; however, all nominations must receive a second before the candidate may be entered onto the ballot.
- d) The Board may present a slate of candidates at the annual meeting.
- e) No name may appear on the ballot without the candidate's manifest permission.

Section 6.4 – Policies and Procedures Manual

The Board shall establish or approve policies and procedures for the Free Congregation as needed and in addition to these bylaws. These will be published in a Policies and Procedures Manual, which will be reviewed on a regular basis at the direction of the Board.

Section 6.5 – Meetings and Notices

The Board will meet in its own right as necessary but not fewer than six times per year. No more than sixty (60) days should separate any two consecutive Board meetings. Notices of each meeting will be sent by regular or electronic mail to all Directors and ex officio members of the Board at least **five (5)** days before the meeting. Notice of such meeting will also be included no less than seven (7) days before the meeting in the following: the Free Congregation newsletter, the printed Sunday service programs, the calendar page of the Free Congregation web site. Meetings of the Board are open to any member of the Free Congregation, except that the Board may determine in particular instances, and without advance notice to the Congregation, that an Executive Session (aka closed session) is appropriate.

Section 6.6 – Quorum

A majority of the Directors of the Board is a quorum and, unless otherwise specified, a majority of Directors present and voting at a meeting is necessary to take any action. When, at a properly noticed meeting of the Board, a quorum is lacking, the Board members present may meet and discuss business but cannot take any action that under normal circumstances or procedures would involve motions or votes.

Section 6.7 – Vacancies

In the event of a vacancy on the Board, the Board shall appoint a replacement to serve out the remainder of the fiscal year. At the first Annual Meeting subsequent to that appointment, the seat will be placed into election. If the term (of the vacated seat) is not scheduled to expire at the end of the fiscal year in which it was vacated, the winner of said election will serve only the remainder of the term. (In short, with two-year term seats, the term expiration schedule rules, not the date of election.) In the event that the vacancy occurs between the Annual Meeting and the end of the fiscal year – that is, between early May, for example, and June 30 of the same year – the appointment will remain in force until the end of the next fiscal year unless a Petition for a Special Election, signed by at least 20% of the membership, is submitted prior to the beginning of the fiscal year.

Section 6.8 – Disposal of Monies not Budgeted

In the disposal of an unbudgeted sum up to and including one thousand dollars (\$1000.00), the Board need not consult the Congregation. Any unbudgeted disbursement or expenditure beyond this amount requires the consent of the Congregation.

Section 6.9 – Record of Membership

The Board shall maintain a record of current active membership and shall provide a periodic status report at the Annual Meeting.

Section 6.10 – Representation of Congregation

Members of the Board are expected to consistently seek comments from individual members and committees regarding the interests, welfare, and needs of the congregation and, through consistent attendance and cogent dialogue, to represent those views during Board meetings.

Section 6.11 – Recusal

Board members will remove themselves from deliberations in which the member or the majority of the Board believes a conflict of interest might occur.

Section 6.12 – Removal of Board Member

A member of the Board may be removed for cause (see next paragraph) by vote of the membership at any regular or special business meeting of members called in accordance with Article IV, but only if such removal was listed as an agenda item in the advance notice of the meeting.

In addition to the FCSC criteria for termination of FCSC membership set forth in Section 5.5 of the bylaws, a member or officer of the Board may be removed for failure to perform the duties assigned to the office he/she holds, engaging in behavior or taking action that is at cross purposes

with the stated mission and/or best interests of FCSC, and/or failing to adhere to, or otherwise compromising, the FCSC bylaws.

Section 6.13 – Reporting Responsibilities of the Board

The Board will make a report to the Congregation at the Annual Meeting of the Congregation and will make available to the membership, no less than seven (7) days in advance of that meeting, all supporting documents that the Board deems necessary for a responsible accounting of the year's major activity. The Board will otherwise and at other times inform the Congregation of major policy decisions relating to vision, membership, finances, and activities.

ARTICLES VII — OFFICERS

Section 7.1 – Officers

The officers of the Free Congregation are the President, Vice-President, Secretary, and Treasurer of the Board of Directors.

Section 7.2 – President

The President:

- a) shall be the principal executive officer of the Free Congregation and, unless otherwise determined at the meeting, will preside at all meetings of the Board and the Congregation;
- b) may sign any deeds, mortgages, notes, bonds, contracts, or other instruments authorized by the Free Congregation to be executed, except as may otherwise be delegated by the Board to some other officer or agent of the Free Congregation;
- c) may make appointments to ad hoc committees, subject to approval by the Board;
- d) shall set the agenda for regular meetings of the Board; and
- e) perform all duties incident to the office of President and such other duties as may be assigned by the Board from time to time.

Section 7.3 – Vice-President

The Vice-President shall:

- a) assist the President in the performance of the President's duties and, in the absence or inability of the President, will perform the duties of President. When acting as President, the Vice-President will have all the powers and be subject to all the limitations of the President.
- b) perform such other duties as from time to time may be assigned by the Board.

Section 7.4 – Secretary

The Secretary shall:

- a) keep minutes of the meetings of the Board and of the Congregation;
- b) see that all notices are duly given in accordance with these bylaws or as required by law;
- c) be the custodian of other official records of the Free Congregation, including up-to-date lists of all Directors, committee chairs, committee members, and Congregation members, and an up-to-date Policies and Procedure Manual, with the support of the Administrator if one is employed by the Congregation;
- d) count all votes taken at meetings of the Board and of the Congregation; and
- e) in general perform all duties incident to the office of Secretary, including such other duties as may be assigned from time to time by the Board.

Section 7.5 – Treasurer

The Treasurer shall:

- a) have charge and custody of and be responsible for all funds and securities of the Free Congregation;
- b) be responsible for the receipt of and the issuance of receipts for all monies paid to the Free Congregation and for the deposit of all such monies in the name of the Free Congregation in such bank or other institutions as will be selected by the Board; with the support of the Administrator if one is employed by the Congregation;
- c) be responsible for the payment of all bills duly owed by the Free Congregation and to have charge of the financial records of the same;
- d) in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board; and
- e) be a member of the Stewardship Committee.

Section 7.6 – At-Large Members

At-Large Members of the Board shall perform all duties incident to an elected representative of the congregation and shall serve in a liaison capacity with congregational committees as assigned by the President or the Board acting as a whole.

ARTICLE VIII — EXECUTIVE COMMITTEE - removed

ARTICLE IX— COMMITTEES

Section 9.1 – Standing Committees

9.1.1 The Free Congregation will have various Standing Committees.

9.1.2 A committee chairperson, should the committee decide to have one, shall be selected by the members of the committee.

9.1.3 The Board of Directors has the discretion to dissolve or suspend or choose not to activate any Standing Committee that it considers unnecessary or inconvenient, and to restore, re-create, or activate such a committee when and if it deems necessary.

Section 9.2 – Types and Responsibilities of Standing Committees

The Congregation shall have the following Standing Committees, except as provided by Section 9.1.3:

Stewardship. The Stewardship Committee will coordinate activities related to planning and developing budgets, fund raising, member and affiliate pledging, receipt of gifts and bequests, and other matters related to the finances of the Congregation as determined by the Board of Directors. The Treasurer will be an *ex officio* member of the Stewardship Committee.

a. The Stewardship Committee shall serve as custodian of the Endowment Fund and shall be responsible for executing the investment and distribution of the Endowment Fund as outlined in the “Endowment Fund Investment and Distribution Policy” and as directed by the FCSC Board of Directors. It shall review and amend that Policy as necessary, subject to approval by the BOD. The Committee shall provide a summary report of EF activities, performance, and account balances to the Board of Directors as needed and at least quarterly, and provide an annual report to the Congregation at its “Annual Business Meeting”.

b. The Stewardship Committee shall serve as custodian of the Capital Projects Fund (CPF) and shall be responsible for executing the investment and distributions of the CPF as outlined in the “Capital Projects Fund Investment and Distribution Policy” and as directed by the FCSC Board of Directors (BOD). It shall review and amend that Policy as necessary, subject to approval by the BOD. The Committee shall provide a summary report of CPF activities, performance, and account balances to the BOD as needed and at least quarterly, and provide an annual report to the Congregation at its “Annual Business Meeting”.

Programs. The Program Committee will be a conduit of ideas, suggestions, and feedback from the congregation, and an information conduit to the congregation, on all matters related to Sunday morning programming. In consultation with the Congregation’s professional staff (who serve in an *ex officio* capacity on the Committee), the Committee members will advise and consent, and assist as needed, in the development and scheduling of Sunday program topics and speakers. In addition the Committee will be responsible for supporting the total Sunday morning event – in terms of materials, equipment, and paid and volunteer help – so as to ensure a properly focused, smooth-running, enjoyable, and meaningful experience for all. In this capacity it will work in close collaboration with the RE staff and the Membership and Welcoming Committee.

Religious Education for Youth and Children. This Committee will coordinate activities related to planning and developing the Free Congregation’s religious education program for youth and children, including recruiting, orienting, and supporting instructors. Working with its Board

liaison, it will continually assess its needs and development and advise the Board and the Congregation regarding the prospect of transitioning to a professional program under the guidance of a paid RE (Youth and Children) director.

Buildings and Grounds. The Buildings and Grounds Committee will coordinate activities related to planning, development, and maintenance of the buildings and grounds of the Free Congregation, including the buildings and grounds of the Free Congregation Andrew Roll Cemetery, and will supervise the Congregation's real estate and furnishings. The Building and Grounds Committee shall prepare and prioritize a list of capital projects along with a budget for the upcoming fiscal year and present this list and budget for approval: first by the Board of Directors no later than its May meeting, and then by the Congregation at the Annual Congregational Meeting.

Personnel Committee. The Personnel Committee, in consultation with the committees with which an employee works, will take responsibility for the review and evaluation of the performance of all employees. FCSC personnel evaluations carried out by the Personnel Committee are bound by the legal and ethical rules of confidentiality that universally apply to all personnel evaluations. Either the President or the Vice-President – or both – will serve on the Personnel Committee.

Membership Committee. The Membership Committee will be responsible for arranging greeters for each Sunday program, arranging to hold New UU classes as needed, helping visitors and members find places to connect within the congregation, providing appropriate publications relating to membership, formally recognizing new members to the Congregation at least once annually, convening Membership Committee meetings as needed.-

Cemetery Affairs. The Cemetery Affairs Committee will coordinate activities related to the operation, planning, and development of the buildings and grounds of the Free Congregation Andrew Roll Cemetery in Honey Creek, manage the finances of the same, and develop policies related to all cemetery affairs. Together with the Buildings and Grounds Committee it will advise the Board regarding the maintenance and improvement of the Cemetery's buildings and grounds. The membership of the Committee will comprise between four and nine persons, at least two-thirds of whom are members of the Free Congregation of Sauk County; one of these FCSC members shall be treasurer of the Cemetery Account. (This account will be held as a restricted account of the Free Congregation under the general supervision of the Free Congregation's Treasurer.)

Section 9.3 – Expectations of Committee Members

It shall be understood by all members who volunteer to serve on committees or who are elected to the Board that:

- a) the contribution of their time and energy is highly valued and will be so recognized and honored by the congregation;

- b) their time is valuable and should not be wasted in unnecessary or excessive meeting time;
- c) their contribution does not replace, or exempt them from, their pledging responsibilities, unless so arranged in consultation with the President and as per Section 5.7.c.
- d) they serve the greater good of the congregation as a whole, and any personal interests or agendas must be subordinated to that primary responsibility.

Section 9.4 – Committee Reports

Committees shall make an oral report to the Congregation, supplemented by a written summary, on at least an annual basis. The oral report may occur at the Annual Meeting, in which case the written summary should be made available to members no less than seven (7) days prior to the Annual Meeting.

Section 9.5 – Other Committees

- a) Subcommittees or Ad Hoc Task Forces. The Board, or any Standing Committee with the approval of the Board, may establish other advisory, liaison, or ad hoc task forces or committees as it feels necessary or desirable.
- b) The Board may establish a Nominations Committee, of a size and composition to be determined by the Board, whose purpose is to request suggestions from the congregation and, after consultation with the Board and Standing Committees, nominate all candidates for the Board Directors. In the event a Nominations Committee is not established, the Board as a whole may serve as the Nominations Committee.

ARTICLE X — ELECTIONS

Section 10.1 – Occasion of Elections of Board and Other Representatives

All elections will be held at the Annual Meeting of the Congregation (see Section 4.4.2) or, under extraordinary circumstances, at a specially called meeting for which notice and agenda are given at least 15 days in advance. Unless otherwise specified in Section 6.2, all elections will be for two-year terms except for one-year terms for the President and Vice-President.

Section 10.2 – Effective Date

All persons elected will take office on July 1 following their election and serve through June 30 of the end of their term.

ARTICLE XI — SPEAKER, MINISTER(S), AND OTHER STAFF

Section 11.1 – Speaker

- a) The Free Congregation may contract with one or more Speakers.
- b) Speakers will be selected by the Congregation, and only the Congregation may dismiss a Speaker.
- c) The Board shall approve the members of, and the charge to, a Speaker Search Committee to search for a Speaker. The Board will establish the procedures to be followed by the Search Committee. At the conclusion of its work, the Search Committee will make its recommendation to the Board.
- d) The Personnel Committee (see Section 9.2) will advise, counsel, and evaluate Speakers on matters of performance and on congregational as well as community relations.
- e) Speakers will have the right of freedom of expression in the performance of their professional duties.

Section 11.2 – Minister(s) - removed

Section 11.3 – Employees

The Board, upon recommendation of and after consultation with the appropriate Standing Committees, may employ or dismiss such paid staff as it feels necessary and desirable, and give them such duties and reporting arrangements as the Board determines.

A Personnel Committee will be responsible for evaluating and negotiating the performance of Employees, soliciting input from co-workers and volunteers with whom the Employee interacts. These bylaws do not prohibit members of the Congregation from being employed by or receiving compensation from the Congregation.

Section 11.4 – Terms of Employment

The Board shall determine all terms of employment after consultation with the relevant committees.

ARTICLE XII — AMENDMENTS to the BYLAWS

Section 12.1 – Amendments

- a) These bylaws may be amended at any Annual Congregation Meeting, provided that the proposed amendments, or a close approximation of them, shall be noticed in writing by the Congregation's President and/or Administrator to all members at least fifteen (15) days

prior to a regular meeting of the Congregation. An unnoticed amendment cannot be proposed or voted on from the floor of a Congregation Meeting.

- b) Any member(s) of the Congregation may propose an amendment, but it must be received in writing in a timely manner, in consideration of a), above.
- c) An amendment will require a two-thirds majority of those voting to pass. Any difference between the noticed version of the proposed amendments and the final version of the amendments must be explicated in writing and explained orally at the meeting at which the vote is to be taken. If such a difference is considered “substantive” – that is, “likely to be perceived as changing an essential meaning, understanding, or effect of the amendment in its noticed form” – by a majority of the voting members in attendance at the meeting, then the corresponding portion of all absentee ballots executed prior to the final version will be rendered void.
- d) The Board of Directors may determine, for whatever reason, that an alternative method of voting on amendments should be employed, to wit: a vote to amend the bylaws may be taken by signed ballot at any three (3) successive Sunday services/programs of the Free Congregation, in which case a two-thirds majority of all enrolled and active members must be accumulated (over the three weeks) for the vote to prevail.
- e) For these and other purposes contained in these bylaws, a “signed ballot” shall mean a ballot enclosed in a sealed envelope with the voter’s signature across the seal. The voter’s signature must be witnessed by a Board Director.

Section 12.2 – Bylaws Review

At least every decade, the Board will nominate a Bylaws Review Task Force to review and update these bylaws. The proposed revisions will be presented by the Task Force to the Board and following Board review to an Annual Congregation meeting for approval or suggested modification.

ARTICLE XIII — MISCELLANEOUS

Section 13.1 – UUA Membership and the Free Thought Tradition

- a) It is hereby affirmed that the Free Congregation of Sauk County is a member congregation of the Unitarian Universalist Association. For purposes of clarification, it is hereby noted that there is no lesser “level” or “degree” of congregational membership provided for by the UUA. Therefore, as long as the Free Congregation abides by the UUA’s terms of membership and unless the Free Congregation chooses to terminate its membership (as provided for in Section 13.1.c), it shall remain a member congregation of the UUA.

- b) For purposes of further clarification, it is understood that each member congregation of the UUA has its own distinctive history, character, orientation, and/or practices. It is therefore worth noting in these bylaws, and in this context, that the Free Congregation, as evident in its Statement of Purpose (above), has had a continuous and unbroken tradition of Free Thought practice and allegiance to Free Thought principles since 1852; further, that such practice and such allegiance have, since 1955, coexisted with – and have not contradicted or superseded – the principles of Unitarian Universalism.
- c) Unless voted otherwise at the Annual Meeting of the congregation, the Free Congregation will maintain membership in the Unitarian Universalist Association and the UUA Central Midwest District. Any such vote or motion to vote on this matter cannot be introduced from the floor but must be included in the notice of the meeting as per Section 4.6.

Section 13.2 – Affiliated Organizations

13.2.2 Other organizations wishing to affiliate with the Free Congregation must be approved by the Free Congregation Board.

13.2.3 The Andrew Roll Cemetery Board shall be considered an affiliated organization.

Section 13.3 – Fiscal Year

The fiscal year of the Free Congregation will be from July 1 to June 30.

Section 13.4 – Public Statements in the Name of the Congregation

13.4.1 Public statements in the name of the Free Congregation on social or other public issues will be made only after a vote of the Congregation. The vote may be taken at a noticed Congregational Meeting (see Section 4.4), at which a simple majority shall prevail. Or the Board may determine, for whatever reason, to employ the alternative voting method described in Section 12.1, in which case a simple majority of all enrolled and active members must be accumulated (over the three weeks) for the vote to prevail.

13.4.2 This provision does not limit the right of individuals or groups within the Free Congregation to make statements in their own name.

Section 13.5 – Matters Not Expressly Covered in These Bylaws

With regard to all matters not expressly covered by these bylaws, and where there is no clear precedent, it is expected that “common sense will guide and consensus will decide.”

Section 13.6 – Effective Date

Except where otherwise noted, these bylaws will take effect immediately upon approval by the Congregation at the Annual Meeting. Any future amended version of these bylaws will take effect immediately upon approval by the Congregation at a Congregation Meeting in which the amendments are proposed, presented, and approved in accordance with the provisions of Article XII.

ARTICLE XIV – SPECIAL FUNDS OF THE CONGREGATION

Section 14.1 – Endowment Fund

14.1.1 The purpose of the Endowment Fund is to provide for the financial well-being of the Free Congregation of Sauk County and its properties in perpetuity; to respond to emergencies; to fund special projects; to avail ourselves of special opportunities; to respond to unanticipated circumstances; and to further the purpose and mission of the Free Congregation of Sauk County.

14.1.2 The Endowment Fund comprises all monies, sums, accounts, property, gifts freely given, bequeathed, and donated to the Free Congregation of Sauk County separate from the annual pledge effort associated with the obligations of membership.

14.1.3 The principal of the Endowment Fund shall be held inviolate, i.e. under no circumstances should the corpus (principal) of the fund be spent or used in a distribution.

14.1.4 In order to protect and preserve the corpus of the Endowment Fund in perpetuity, the Congregation shall annually distribute no more than 4 percent of the total market value of the assets, as determined by the average total market value on the last business day of the preceding 13 quarters. Of that annual 4 percent no more than half can be used to support the congregation's Operating Budget.

14.1.5 In the event of unforeseen and temporarily difficult or emergency or exigent circumstances, and where the integrity of the gift restrictions permit, a distribution representing never more than 10 percent of the Operating Budget may be made in the form of a loan from the Endowment Fund. This does not apply to supporting the Operating Budget in the event of a pledge effort shortfall.

Section 14.2 – Capital Projects Fund

14.2.1 The purpose of the Capital Projects Fund (CPF) is to provide for major renovations, new building projects, the replacement of major depreciable assets, and non-routine maintenance of the historic Park Hall and Andrew Roll Cemetery properties.

14.2.2 The Capital Project Fund comprises all monies, sums, accounts, property, gifts freely given, bequeathed, and donated to the CPF. This fund shall be separate from the Endowment Fund.

14.2.3 Only in extreme emergencies in which the existence and well-being of the congregation is threatened can the CPF be used for anything other than approved capital improvements and maintenance.