

CIRCLES IN THE WOODS CUUPS

BYLAWS

Preamble
In accord with the principles of the Unitarian Universalist Association as expressed in Article II of the Bylaws of the UUA, we, as members and friends of Unitarian Universalist Church of Tampa, a member congregation of the Unitarian Universalist Association, join together to form a chapter of the Covenant of Unitarian Universalist Pagans, Inc. ("CUUPS"), an Ohio non-profit religious corporation. This organization is intended to operate as an integrated auxiliary of Unitarian Universalist Church of Tampa, 11400 Morris Bridge Rd, Tampa, FL 33637 ("UUCT").

Article 1 - Name
The Name of this organization will be "Circles in the Woods CUUPS" ("the Chapter").

Article 2 - Purpose The chapter is formed for the purposes of:

1. Promoting the understanding and practice of Pagan and Earth-centered spirituality groups within the UUCT;
2. Providing information, networking and education materials on Paganism and Earth-centered spirituality to UUCT and the general public;
3. Encouraging the development of theological and liturgical materials based on Earth and Nature-centered religious and spiritual perspectives;
4. Encouraging the sub-groups to initiate at least one ritual or workshop a year to be offered to the Unitarian Universalist Church of Tampa;
5. Fostering healing relationships with the Earth and all of the Earth's children.

Article 3 - UUCT and Chapter Relationship
The Chapter will contribute to the spiritual life of the UUCT congregation by providing spiritual education opportunities as well as offering a Sunday Service (at minimum) once per year. The leadership of The Chapter will encourage its membership to attend Sunday services and UU events in order to educate CUUPS members about Unitarian Universalism and UUCT. CUUPS will encourage Circles in the Woods CUUPS members to become members of UUCT.

Article 4 - Affiliated Groups
The chapter will function as a facilitator for affiliated pagan sub-groups & pagan activities at UUCT. The council will accept requests and act as liaison with UUCT for pagan sub-groups & pagan activities who meet the criteria in Article 2. Affiliated sub-groups must seek Chapter Council approval before presenting ritual or events at UUCT, but sub-groups are run as autonomous organizations. For financial structure of affiliated sub-groups, see Article 9.

Article 5 – Chapter Membership
Membership in the Chapter shall be open to any individual who meets the following criteria:

1. Council executive officers, must be a member, in good standing, of the Unitarian Universalist Church of Tampa (UUCT) and a member of CUUPS National. Council total membership is 7 people (4 executive plus 3 at large members). The 3 Council at large members do not need to be members of UUCT, but do need to be members of CUUPS national.
2. Chapter members, are those who are members of CUUPS National, but may or may not be members of the Unitarian Universalist Church. Chapter members hold no office and are not on the Council.
3. Individuals who are active in the life of the chapter, but do not meet the qualifications for membership in the chapter will be known as Associates of the chapter.

4. Minors (individuals under the age of 18) may participate in chapter activities only with a notarized consent form from their parent(s) or guardian(s) and document will be retained.

Article 6 - Chapter Council

Membership on the Council Executive Committee shall be open to Chapter members (see Article 5) who are also members of UUCT who state in writing that they wish to hold an executive office position. At large Council positions shall be open to Chapter members (see Article 5) who are also members of CUUPS national who state in writing that they wish to hold a council position. The Council will initiate elections as defined under Article 14. Members must be in good standing and have been attending CUUPS business meetings for a minimum of 4 of the last 6 months to be qualified to serve on council. Elections should be held annually one month ahead of the BOT committee annual review. However, interested parties should announce their interest in writing at least one month before elections to be considered. Council terms of service will be for the entire Chapter Year. There is no limit to how many terms a Member may serve in a particular office. Council members must be elected by a simple majority vote of the current CIW CUUPs Members. Council responsibilities are as follows:

Facilitator/Scheduler - Shall be the primary facilitator for all chapter activities and is responsible for ensuring that all members are adequately fulfilling the responsibilities of their positions. Shall act as committee chairperson, between the Chapter and UUCT; and the chapter and pagan affiliates. The facilitator is responsible for calling and presiding at chapter Business Meetings including creating agenda, keeping meetings on topic and on time, making sure no one monopolizes meeting time, and actively seeking input from all who attend the meetings.

Shall be responsible for coordinating the programs of the regular monthly meetings and any other special programs that may be desired from time to time. The scheduler shall maintain the list of upcoming rituals - and who will be responsible for them. Shall update UUCT calendar well ahead of schedule to minimize the chance of conflicting with other church/pagan activities.

Vice Chair – Coordinates subcommittees. Helps Facilitator as needed or in the event of the inability of the Facilitator to fulfill the duties of his/her office, the VP shall fulfill those duties.

Treasurer – Shall be responsible for tracking the funds raised and expensed by the chapter and shall report monthly to the Chapter Council.

Scribe – Shall be responsible for taking attendance and minutes at all business meetings and distributing them to chapter. Work with other Council members to maintain the chapter membership/contact list.

Herald / Web-weaver – Shall be in charge of the chapter's Internet presence. S/he will coordinate the maintenance of the chapter's website and email address, answer chapter e-mail and coordinate administration of any other multimedia activities of the chapter.

Council Member at Large - Shall lead various committees or groups within and in support of CUUPS. Other duties as assigned.

For the purposes of chapter council vote, Active Council Members shall be considered those who have attended more than half of all meetings in the six month period previous to the election or vote.

A Council Member who fails to perform their duties 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 council member can be removed by a vote of no confidence using a simple majority vote of all Active Council Members. Council Members must be notified at least 14 days in advance of such a vote.

Article 7 - Committee Chairs
Volunteers will act as chairs for committees with the agreement of the Chapter Council. Committee chairs do not have to be Council Members but Chapter or General members are first consideration. No individual may simultaneously serve as the chair of more than two Committees without the approval of Council. The Council may, from time to time, assign additional responsibilities to the Committees as new needs arise.

Article 8 - Meetings of the Council
The Council shall meet, as needed. Emergency meetings may be called by any Council member as deemed necessary. All members should be notified at least 14 days in advance of any special meetings of the Chapter. One month prior to the BOT annual review, the Chapter "Annual Meeting" will be held. The Fiscal year for the Chapter shall follow UUCT's Fiscal year. Quorum for a meeting of the Chapter Council shall be a simple majority of its members. Decision making should try to be consensual, failing that, votes may be held and any measure receiving a simple majority vote is considered passed. If there is an odd number of Council members, then the facilitator shall vote. If there is an even number of Council members, then the facilitator shall not vote except in the event of a tie. Regular meetings of the Council shall be open to all Chapter members and associates.

Article 9 - Financing
The Chapter shall manage and disperse from three sources:

1. This chapter will prepare and present a budget for approval as a committee of UUCT.
2. The chapter expenses will be submitted to UUCT for reimbursement after being submitted to CUUPS Council.
3. Free-will donations from any Member or Friend of the chapter desiring to do so will become funds to UUCT but identified as a CUUPS donation.
4. Fund-raising events, the chapter may from time to time hold special fund-raising events and the proceeds will become funds to UUCT but identified as a CUUPS donation.
5. Two members of Circles in the Woods CUUPS and/or UUCT member (preferably members of CUUPS Committee, but not members of the same family) will count any cash or checks collected and submit it (via a process defined by the UUCT Finance committee or pledge secretary) for deposit into UUCT accounts. All electronic payments collected by The Chapter will be only solicited using UUCT's provided means for electronic donation collection.

Article 10 – Public Relations
Chapter news and/or events will be promoted through multimedia resources on a regular basis.

Article 11 - Restrictions and Exclusions

1. The Chapter shall not perform any initiations for any specific pagan affiliation. Affiliated sub-groups may perform initiatory rituals.

2. Representatives of the Chapter or its sub-groups may not contact or grant interviews with the mainstream press (TV, radio, or print) without the prior expressed permission of the Council and UUCT Board or its minister.
3. The Chapter shall not carry on any other activities not permitted to be carried on
    1. by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future tax code, or
    2. by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future tax code.

Article 12 - Chapter Assets
Upon wind-up or dissolution of the Chapter, all assets remaining after payment of all debts and liabilities shall become the property of the UUCT.

Article 13 - Adoption and Amendment
The Bylaws of the Chapter shall become effective upon approval of a simple majority vote of the members of the Chapter. The Bylaws may be amended by a simple majority vote at any meeting of the Chapter Council.

Article 14 - Elections (if needed)
Should elections be required for council the following rules will apply. Only Active Chapter Members in attendance may vote in elections. Procedures for nominating and electing new Council members shall be as follows:

1. The Facilitator will preside over the nomination process. After nominations have been made and comments have been heard, the Facilitator will ask for an Election Volunteer from among those not running for office to preside over the voting and counting of ballots. This person will not vote except in the case of a tie.
2. No assumption will be made as to a current Council member's intent.
3. Any Active Chapter Member may make nominations from the floor on the day of the election. Active Chapter Members may nominate themselves.
4. All Council members seeking re-election and all nominees will be given no more than 5 minutes to speak on their own behalf before the election.
5. Any Active Council or Chapter Member who has comments or concerns regarding either a current Council member seeking re-election or a nominee will be given no more than 5 minutes to speak before the election.
6. Votes will be taken by secret ballot. The election volunteer will distribute, collect, tally ballots, and announce the winners.
7. Elections shall be won by a simple majority (51%) of votes present. In the event that there are more than two candidates for a position and no candidate receives a majority of the votes, a run-off election shall be held between the two candidates who received the most votes. The candidate receiving a majority of votes in the run-off election shall be the new Council member.
8. In the event of a tie, the Facilitator shall cast the tie-breaking vote. In the event that the tie is for the Facilitator position, the Treasurer will cast the tie-breaking vote.
9. The elections will be the last item on the agenda for the meeting.
10. In the event that a position on Council is vacant or becomes vacant, Council shall have the ability to appoint someone to the position temporarily until elections can occur.

The Facilitator may call special Elections at any time in the event that a Council member position is vacated. Chapter members must be notified at least 14 days in advance of a Special Election. Procedures for nomination and voting in a Special Election will follow the same form as that for Regular Elections.