

Unitarian Universalist Delaware Advocacy Network (UUDAN) Bylaws

Article 1—Name and Purpose

Section 1.1. Name. The name of the organization shall be The Unitarian Universalist Delaware Advocacy Network (UUDAN)

Section 1.2. Purpose. The purpose of UUDAN is to educate, mobilize, and coordinate UUs on advocacy for social justice issues in the State of Delaware in coalition with other advocacy organizations. UUDAN will strive to contribute to the community of UU congregations in the State of Delaware by offering members of UU congregations the opportunity to engage with legislative advocacy.

Section 1.3. Bylaws. These Bylaws, approved by the members at the Annual Meeting on May 19, 2019, supersede all past governance documents.

Article 2—Congregations

Section 2.1. Sponsoring Congregation. The Sponsoring Congregation will hold UUDAN funds. The Sponsoring Congregation will assign someone to manage and provide reports about UUDAN funds in collaboration with the UUDAN Treasurer.

Section 2.2. Congregational Support. All UU congregations with members in the State of Delaware are encouraged to support UUDAN with as many of the actions proposed in the Model Statement of Congregational Support, as they can effectively implement.

Article 3--Members

Section 3.1. Membership. UUDAN shall be composed of Members who are residents of the State of Delaware who self-identify as UUs and support UUDAN's purpose. No person shall be denied membership in UUDAN because of race, national origin, citizenship, gender, gender identity, sexual orientation, or disability. No dues are required for UUDAN membership.

Section 3.2 Responsibilities of Members. Members are asked to respond to advocacy requests from UUDAN to contact their representatives, sign petitions, write Letters to the Editor, and attend UUDAN events. They are encouraged to attend UUDAN events at their congregation and the UUDAN Annual Meeting to participate in decisions and elect Steering Committee and Leadership Team Members.

Article 4—Steering Committee

Section 4.1. Steering Committee Membership. UUDAN members will elect up to twenty Steering Committee Members (including the Leadership Team, described below) by majority vote at the UUDAN Annual Meeting. All Steering Committee members shall be members of a UU congregation and reside in the State of Delaware, unless provided otherwise in these Bylaws. Steering Committee members shall be elected for a one-year term. There are no term limits for Steering Committee members. There are no

Unitarian Universalist Delaware Advocacy Network (UUDAN) Bylaws

congregational quotas for Steering Committee members, but the intent is for all Delaware UU congregations to be represented.

The UUDAN Steering Committee may fill any vacancy in the UUDAN Steering Committee or Leadership Team by majority vote at any regular Steering Committee meeting. The Steering Committee may remove any Steering Committee Member by majority vote if a member is convicted of a crime or violates these bylaws. Steering Committee members, who are no longer able to participate regularly, contribute to discussions and vote on issues and priorities, are urged to formally resign. The objective is to maintain a diverse, inclusive and active Steering Committee with members from all Delaware UU congregations.

Section 4.2. Non-Voting Steering Committee Members. In addition to the Steering Committee members provided for in Section 4.1, all ministers who are currently employed by a Delaware UU congregation will be non-voting Ex-Officio members of the Steering Committee unless voted into full Steering Committee membership. We value highly our ministers' expertise in connecting our UU values to legislative advocacy.

Section 4.3. Non-Voting Advocacy Partners. Advocacy requires expertise and knowledge of the legislative process and legislative issues as well as coordination among partners. The Steering Committee may invite Partners, who are not UUs, to participate in Steering Committee meetings, discuss and provide their expertise on legislation, lobby with UUDAN and participate in other UUDAN activities and initiatives. These partners will not vote or attend Executive Sessions of the Steering Committee.

Section 4.4. Steering Committee Decision Making. The Steering Committee shall vote to approve UUDAN's "advocacy agenda" identifying priority areas for legislative advocacy. When applicable, UUDAN will be guided by UUA Social Justice Statements. The Steering Committee may also consider the position of UU ministers and advocacy partners.

The Steering Committee may make decisions by voting (in-person or remotely) at any regular or special meeting of the Steering Committee. In the interest of timely action, the Steering Committee may take some votes only virtually (by email or an online survey tool). A quorum for decisions on the "advocacy agenda" shall be one-third of the members of the Steering Committee. A quorum for votes on other issues will be the Steering Committee Members attending the meeting or those responding to virtual-only votes within 48 hours. Steering Committee members who do not respond within this time frame will be counted as absent. Any UUDAN member and advocacy partners may attend Steering Committee meetings.

Section 4.5. Steering Committee Member Responsibilities. UUDAN Steering Committee members are expected to attend regular and special meetings. There are also many options for Steering Committee Members to contribute to UUDAN's legislative advocacy mission, including engaging with partner organizations, assisting with advocacy communications, researching bills and committee meetings, attending constituent coffees, and participating in Lobby Day activities.

Unitarian Universalist Delaware Advocacy Network (UUDAN) Bylaws

UUDAN Steering Committee members are also expected to organize at least one annual UUDAN event at their congregation and to recruit additional UUDAN members. UUDAN Steering Committee members should also communicate activities and actions of UUDAN to their respective congregations using their congregation's internal methods of communication.

Article 5—Leadership Team

Section 5.1. Leadership Team. The UUDAN Leadership Team will consist of five members, a Chair, a Vice-Chair, a Treasurer, a Communications Coordinator, and an Advocacy Coordinator, all of whom are elected to one-year terms. The Leadership Team will be ex-officio, voting members of the UUDAN Steering Committee. There are no term limits for Leadership Team members. There are no congregational quotas for Leadership Team membership, but the intent is broad representation of Delaware UU congregations.

Section 5.2. Leadership Team Authorities and Responsibilities. The Leadership Team is empowered to initiate email blasts, publish articles, authorize expenditures, apply for grants, and negotiate changes in draft legislation. The Leadership Team shall follow the decisions voted by the Steering Committee and by UUDAN members, but the Leadership Team has the flexibility to react to evolving legislative issues when consulting the full membership isn't feasible.

The responsibilities of individual Leadership Team Members are as follows:

- The Chair shall plan, call and moderate meetings of the Leadership Team, the Steering Committee and Annual and Special Member Meetings. The Chair may delegate planning, calling and moderating Steering Committee meetings.
- The Vice-chair shall take on the responsibilities of the Chair if the Chair is absent or, if the Chair position becomes vacant, until the next Annual Meeting.
- The Treasurer will maintain financial records and work with the Sponsoring Congregation to manage funds and obtain financial reports as needed. The Treasurer shall provide financial reports as requested by the Leadership Team, the Steering Committee, and UUDAN members.
- The Communications Coordinator shall convene a team of Steering Committee members and other UUDAN volunteers, who will assist with UUDAN communications.
- The Advocacy Coordinator shall work with Steering Committee Members, UUDAN volunteers and advocacy partners to research legislation and coordinate lobbying and other advocacy activities.

**Unitarian Universalist Delaware Advocacy Network (UUDAN)
Bylaws**

Article 6 – Meetings

Section 6.1. Annual Meeting. A members meeting will be held once a year. The Annual Meeting notification shall be sent to UUDAN members at least ten days before the meeting. The Annual Meeting notification shall include a slate of candidates to serve on the Steering Committee and on the Leadership Team. Candidates may also be nominated from the floor. UUDAN members attending the Annual Meeting, either personally or virtually, will constitute a quorum. There will be no voting by proxy. A vote will be held to elect the Steering Committee and the Leadership Team.

Section 6.2. Steering Committee Meetings. The Steering Committee will hold meetings as often as needed based on the demands of legislative advocacy. Notice of meetings of the Steering Committee shall be sent to members of the Steering Committee at least 48 hours before the meeting.

Section 6.3. Special Meetings. The Chair may call a Special Meeting when the Chair determines the necessity. The Chair shall call a Special Meeting on request of a majority of the Steering Committee or twelve members of UUDAN.

Section 6.4. Meeting Procedures. Common parliamentary procedures shall govern the meetings of UUDAN in all cases in which they are applicable and in which they are not inconsistent with these Bylaws. These Bylaws shall take precedence.

Article 7--Finances

Section 7.1. UUDAN Funding. UUDAN will encourage Congregations to plan Share-the-Plate events. UUDAN may also apply for grants to support its purpose. UUDAN will encourage members, congregations, other UUs, advocacy partners, and friends to make voluntary donations to UUDAN.

Section 7.2. UUDAN Financial Expenditures. UUDAN may expend funds for advocacy, including social media advertising, and contributions to partner organizations. UUDAN shall not contribute funds to political parties or election campaigns. UUDAN will not endorse any political candidates.

Section 7.3. UUDAN Budgeting and Financial Control. The Steering Committee shall adopt a budget every calendar year with anticipated revenues and expenditures. All UUDAN expenditures shall require approval by the Leadership Team. The Leadership Team shall not authorize expenditures that exceed the available funds in the UUDAN account. The Treasurer will provide the Steering Committee with annual financial reports and other reports as requested.

Article 8—General Provisions

Section 8.1. Conflict of Interest. Any Steering Committee Member having an interest related to either UUDAN's legislative advocacy or expenditure of UUDAN funds shall give prompt, full and frank disclosure of his or her interest to the Steering Committee prior to its acting on such advocacy or expenditure. The Steering Committee

Unitarian Universalist Delaware Advocacy Network (UUDAN) Bylaws

will then decide by majority vote whether a conflict exists. If a conflict is found to exist, such person shall not vote on, nor attempt to influence the Steering Committee's decision.

Section 8.2. Office. The UUDAN office is located at the Sponsoring Congregation or as determined by the Leadership Team.

Section 8.3. Fiscal Year. The UUDAN fiscal year shall be the calendar year.

Section 8.4 Execution of Contracts. The Leadership Team must approve all contracts and authorize one member of the Leadership Team to execute the contract. The authorized Leadership Team member will provide contract information to and coordinate with the Sponsoring Congregation as necessary.

Section 8.5. Changes in Bylaws. These Bylaws may be modified with approval by a majority of Members at an Annual or Special Meeting.

Section 8.6. Dissolution. Prior to the dissolution of UUDAN, the Leadership Team shall make provision for the payment of all UUDAN liabilities and distribute the remaining funds to the Sponsoring Congregation for education and advocacy about Delaware public policies.

Revision History

Date	Action
05/19/2019	Proposed and accepted for adoption at Annual Meeting