

Young Religious Unitarian Universalists of the Pacific Bylaws

This document outlines the guiding rules and regulations of YRUUP.

Parts of this document are outlined in yellow. This indicates that they have been approved by the YRUUP Council but not by the YRUUP community itself and as such are not yet in effect.

Article 1 – Name and Legal Standing

Section 1: The name of this organization shall be Young Religious Unitarian Universalists of the Pacific, and shall hereafter be referred to as YRUUP.

Section 2: The YRUUP Fiscal Year shall coincide with that of the Northern California Unitarian Universalist Camps and Conferences, hereafter referred to as NCUUCC, being January 1st through December 31st of each year.

Section 3: The YRUUP Council is insured by, and funded in part by, NCUUCC.

Section 4: YRUUP falls within the borders of the Pacific Western Region of the Unitarian Universalist Association, and specifically caters to youth within the PWR area.

Article 2 – Purpose

Section 1: YRUUP shall exist as a covenantal community for youth and adult advisers based in Unitarian Universalist values and faith traditions. YRUUP shall serve its members for the purposes of fostering spiritual depth, creating a peaceful community on earth and peace within us, and clarifying both individual and universal religious values as part of our growth process. Our purposes are to provide and manifest a greater understanding of Unitarian Universalism, and to encourage the flow of communication between youth and adults while developing youth leadership through a youth empowerment model. In doing so, we shall nurture the freedom and integrity of the questioning mind, and embrace all persons of diverse backgrounds. We shall encourage the development of a spirit of independence and responsibility. We shall strive to support our members and member groups with educated resources, a communications network, and with love. The purposes shall assist us in developing an effective system for social actions and serve to raise our levels of respect, communications, and community consciousness.

Section 2: The YRUUP organization seeks to support existing youth groups, encourage growth and development of new youth groups, and encourage youth leadership within the larger Unitarian Universalist faith.

Article 3 – Participation

Section 1: All YRUUP activities serve youth between the ages of 14 and 20 inclusive.

Section 2: Participation shall not be denied because of gender, sexual orientation, romantic identity, sexuality, physical capability, race/ethnicity, politics, religion, socioeconomic status, national or ethnic background, or diet.

Section 3: Adult advisers to YRUUP must be at least 25 years of age, background checked, and have a connection to Unitarian Universalism.

Article 4 – Governing Body

Section 1: The name of the governing body shall be YRUUP Council.

Section 2: The YRUUP Council shall meet no fewer than seven times during the year to fulfill its goals, duties, and purposes.

Section 3: There shall be two annual retreats of the YRUUP Council; one after Elections Conference in order to set priorities and establish continuity within the new Council and a second in the fall.

Section 4: A quorum shall consist of half of the currently serving non-representative members of the Council plus one additional member (see Article 5)

Section 5: The maximum term of office is no more than two consecutive one-year terms in the same voting position, unless the Council makes an exception by unanimous vote. The Co-Treasurer and Co-Conference Coordinator positions cannot be held for more than one full two-year term, unless the Council makes an exception by unanimous vote.

Section 6: Council members take office at the Council's first meeting after the conference at which they were elected. Members of the preceding Council shall continue to serve in an advisory, non-voting capacity for six

months after the new Council takes office.

Section 7: The Council may appoint a replacement for any person who is unable to fulfill their duties or complete their term of office at any time.

Section 8: The Council may add a permanent position at any time, but this addition as well as the person elected to fill it must be approved by the wider YRUUP community.

Section 9: The Council may create temporary offices and appoint officers if there is a need for a particular position not being met by any of the established positions (see Article 5). All temporary and council-appointed officers shall serve as non-voting but active members of Council until the person elected is approved by the wider YRUUP community or Council determines the position is no longer necessary.

Article 5 – YRUUP Council Structure

Section 1: The Council shall be elected in February at the annual YRUUP Elections Conference.

Section 2: The officers of the Council are:

- Co-Chairpersons (One Facilitator Chairperson and one Energy Chairperson)
- Co-Treasurers
- Co-Conference-Coordinators
- Co-Resource and Outreach Managers
- Secretary
- Adult Coordinator
- Social/Political Activity Coordinator
- Touchgroup Coordinator
- Registrar
- Three Council Adult Advisers

Section 3: Facilitator Chairperson shall set agendas, facilitate meetings, and act as chief administrator. Energy Chairperson shall monitor the emotional level of meetings and conferences, plan nightly worships for each council retreat, serve as a chaplain at council meetings and retreats, and oversee the chaplain training, which shall occur once per cycle. Both Chairpersons shall remind council officers of commitments and shall maintain an overall view of the workings of Council. They shall make it a chief priority to support and communicate with one another. The facilitator shall be the main point of contact, handling visibility and delegating outreach to others when necessary. The facilitator shall report covenant breaches to NCUUCC and other outside parties when necessary.

Section 4: Co-Treasurers shall work with the NCUUCC Board Treasurer to keep full and accurate accounts of all the financial transactions of YRUUP. At least one of the Co-Treasurers shall also serve as a voting representative from YRUUP to the NCUUCC board and shall convey relevant information between the two parties. The Treasurers are responsible for receiving event funds from the NCUUCC treasurer prior to a YRUUP event and bringing said funds in the form of cash to the event. The Treasurers shall work with the GoFer and Registrar to keep track of all money and receipts. On the last day of each YRUUP event, the Treasurers shall prepare financial records of event expenses and mail or deliver the revenue, receipts, and an accurate reimbursement form to the NCUUCC Treasurer. Additionally, the Treasurers shall prepare an annual budget report at the end of each fiscal year to be presented to NCUUCC. At least one Treasurer must be present at each con. Treasurer is a two-year staggered position.

Section 5: Co-Conference-Coordinators shall find sites for YRUUP sponsored events. They shall also appoint youth leaders for YRUUP sponsored events, work with them for the duration of these events, and organize at least one YELLer training per cycle. Co-Conference-Coordinators shall act as a resource for conference planning. Co-Conference-Coordinator must be a staggered two year position. There shall always be a Co-Conference-Coordinator with a year of YRUUP leadership experience in the position.

Section 6: Co-Resource and Outreach Managers shall manage the YRUUP website (yruup.org), social networking accounts (Facebook, Twitter, etc.) and all Public Relations efforts with Council approval. The Resource and Outreach Managers shall also serve as the main contact point of Council for RE Directors, Ministers, Reverends, congregational Board Presidents, other church officers, the PCD and PWR, and parents of YRUUP youth. The Resource and Outreach Managers shall maintain outreach services to educate church communities about YRUUP and make sure that the written resources of YRUUP are up to date and available to the community at all times on the YRUUP website.

Section 7: Secretary shall keep minutes of all meetings where official business is conducted and email copies of minutes to all Council officers, and assists the Chairpersons in reminding Council officers of their assigned tasks by

sending out monthly job-jots. The Secretary shall format Council minutes professionally and send them to the Resource and Outreach Managers who shall make them available to the wider YRUUP and UU community online.

Section 8: Adult Coordinator shall develop and maintain a list of adult conference advisers, recruit and coordinate the required number of adults for each YRUUP event, appoint a Primary On-Site Adult Leader (PAL) for each conference, facilitate an orientation meeting for all adults at the beginning of each conference, send thank-you notes to adult advisers after each conference, and manage the Incoming Advisor program. The Adult Coordinator shall also choose and organize the “Captain McHelpypants”. The Captain McHelpypants is the youth leadership and adult team that shall be on call in case of an emergency at night and is explained in more detail in the YRUUP Policies and Procedures. The adult coordinator will handle outreach and contact involving adult advisers.

Section 9: Social/Political Activity Coordinator shall keep YRUUP community members aware of social action activities and events inside and outside the Pacific Western Region by providing regular social action updates. Social/Political Activity Coordinator shall coordinate social action workshops at all conferences. The Summer Conference shall have additional emphasis on social action activities. Additionally, the Social/Political Activity Coordinator is tasked with ensuring that YRUUP event activities, policies, and materials are sensitive to social issues and disabilities. The Social/Political Activity Coordinator shall design and facilitate at least one Political Education, one Political Action, one Social Education and one Social Action activity per year.

Section 10: Touchgroup Coordinator shall organize touchgroups at each conference consisting of leaders, attendees and at least one adviser, being mindful of diversity. They shall direct touchgroup leaders to the Touchgroup Guide, oversee touchgroups during the entirety of the conference, and make an effort to solve any issues that may arise due to touchgroup assignments or touchgroup cleaning.

Section 11: Registrar shall compile and maintain an attendee email list, send out conference and event announcements, and act as registrar for every conference. The Registrar shall compile a spreadsheet with statistics about attendees and send the information requested (amount of adults and youth at the event each night) to the YRUUP Treasurer who will then send it to the NCUUCC Board Treasurer immediately following each event. This information must include the dates of the event, the number of days of the event, and the number of attendees. The Registrar shall keep track along with the Adult Coordinator of the adult to youth ratio as well as keep a binder of liability releases, legal forms, allergy and medical information and emergency contacts for the youth and adults currently involved in the community. The Registrar shall handle all contact with YRUUP youth, MUUGS, and PCUUYA.

Section 12: One or two currently serving YRUUP Council members shall serve as voting members on the NCUUCC Board.

Section 13: Voting and non-voting youth representatives for other governing bodies shall be elected by YRUUP Council during the first Council retreat of each cycle.

Section 14: The YRUUP Council shall also include two non-voting representatives: the current Youth Ministry Specialist of the PWR and a member of the NCUUCC Board (elected by the NCUUCC Board members). These positions shall not have maximum term limits. These positions shall be on an election/selection timeline decided by their respective organizations.

Section 15: The NCUUCC Board representative shall serve as a liaison between YRUUP and NCUUCC alongside the youth NCUUCC Board members.

Article 6 – Meetings and Conferences

Section 1: Council shall meet at least seven times a year, once three weeks before each conference or event.

Section 2: The YRUUP Council shall hold a Council Retreat at least twice annually.

Section 3: The YRUUP Council shall hold an annual three-night Elections Conference in February without limiting attendance so that all voices may be heard in the election process.

Section 4: The YRUUP Council shall hold an annual two-night conference in the summer of each year.

Section 5: The YRUUP Council shall hold an annual two-night conference in the spring, focusing on spirituality.

Section 6: The YRUUP Council shall hold an annual two-night conference in the fall.

Section 7: If registration must be limited at conferences due to site restrictions or an insufficient adult:youth ratio, preference shall be given to those who register earliest. YRUUP must not limit registration for the Elections Conference.

Section 8: In order to promote positive relations within the district congregations, a copy of the Covenant, Bylaws, and Policies and Procedures for YRUUP shall be provided to host churches by the Co-Conference-Coordinators

when reserving the site if/when requested.

Section 9: YRUUP shall ensure that there is at least one qualified and background checked adult adviser for every ten youth attendees at a conference or event, with the goal of a 1:8 ratio.

Section 10: At least two youth leaders shall be awake with at least one on call adult during all hours of the conference. These youth and adults shall be organized by the Adult Coordinator, as outlined in Article 5, Section 8.

Section 11: If an adult has a private one-on-one meeting with a youth and is not the parent or guardian of said youth, such as in a chaplain setting, another adult adviser at the event shall be notified about the meeting before the meeting takes place and the door of the room must remain open to keep this adult and youth visible at all times. A single adult adviser may never be alone in the same room with a single youth unless this policy is met.

Article 7 - Regarding the YRUUP Covenant

Section 1: YRUUP is a covenantal community, meaning that all event attendees abide by an agreement between the individual attendee and the rest of the community to uphold certain rules, standards, and values.

Section 2: Event attendees must sign a copy of the YRUUP Covenant preceding each YRUUP event.

Section 3: Due to their status as legal adults, youth ages 18 to 20 and adult advisers must sign a copy of the YRUUP 18+ Covenant acknowledging their change in responsibilities and expectations and agree to abide by these raised standards in the context of the wider YRUUP community.

Section 4: Adult advisers must sign a copy of the YRUUP Adult Covenant.

Section 5: A copy of the current YRUUP Covenant shall be included in all event registration forms and shall be posted on the YRUUP website.

Section 6: Amendments to the Covenant may only be instated through processes outlined in Article 9 Section 4 of the YRUUP Bylaws.

Section 7: Breaches of covenant shall be handled by a Conference Affairs Committee as outlined in Article 3

Section 11-14 of the Policies and Procedures.

Article 8 – Travel Scholarships

Section 1: Conference, training, and council meeting attendees may be reimbursed on a need basis up to $\frac{2}{3}$ of documented travel expenses as funds allow by the Co-Treasurers from the funds of the event in question. Attendees who wish to receive a travel scholarship must contact the Co-Treasurers prior to an event and have legitimate documentation of travel expenses.

Article 9 – Amendments

Section 1: Any amendments to these Bylaws must be approved by a two-thirds majority of present youth and adult advisers at the annual Elections Conference.

Section 2: Occasionally, amendments to the Bylaws are time-sensitive and require greater immediacy of action than is made possible by the waiting period between Elections Conferences. In such cases of dire necessity, council may present these changes to attendees at the next conference for approval by a two-thirds majority of present youth and adult advisers.

Section 3: If either the NCUUCC Board or the annual Elections Conference attendees require substantive changes to a pending amendment then the amendment must be considered by the annual Elections Conference and Council as a new proposal to be discussed and/or reformatted by Council before being brought to the community again.

Section 4: Any changes to the YRUUP Policies and Procedures may be implemented upon consensus of the YRUUP Council.

Section 5: Any changes to the YRUUP covenant must be approved each year at Elections Con by a $\frac{3}{4}$ majority of all present youth and adult advisers.

Last Revised and Reformatted: February 18, 2018

Last Approved by the YRUUP Council: February 18, 2018

Last Approved by the YRUUP Community: February 19, 2017