



# UNITARIAN CONGREGATIONS OF GREATER TORONTO (UCGT)

## CONSTITUTION

**PURPOSE:** To meet as member congregations to share information, to co-operate in joint advertising, to organize conferences, retreats and other events in Greater Toronto, and adjacent areas, and to otherwise provide support to Unitarian Universalist congregations in the area.

**MEMBERSHIP:** Membership is open to all Unitarian Universalist congregations in and near Greater Toronto.

**MEETINGS:** The Executive and representatives shall meet at least once each year at an Annual Meeting. At this meeting the representatives shall originate and facilitate the implementation of the programs of the UCGT.

**EXECUTIVE:** The Executive shall comprise a President, Vice President, Secretary and Treasurer, elected at an Annual Meeting.

**REPRESENTATIVES:** Each member congregation is expected to appoint two representatives, authorized to make commitments on behalf of the Board of that congregation. Ministers of member congregations will be additional ex-officio representatives.

**COMMITTEES:** A Nominating Committee, consisting of not less than 3 people, none of whom shall be from the Executive, may be appointed at the Annual Meeting, or failing that, by the Executive. At the next Annual Meeting it shall present a slate of nominees for the Executive. In the absence of a Nominating Committee, the notice of the Annual Meeting shall call for nominations for the Executive and shall be circulated to member congregations not less than 60 days prior to the meeting. At the Annual Meeting, the Chair shall also call for nominations from the representatives in attendance.

Other committees may be elected at the Annual Meeting or appointed by the Executive as needed to further the purposes of UCGT.

UCGT affiliate status may be given to an individual or a group of individuals who wish to organize activities which are: 1) consistent with UCGT purposes, 2) self-financed, and 3) reported at the UCGT Annual Meeting. In the event that any such affiliate organization ceases its activities, any residual net assets would be distributed in accordance with the wishes of the affiliate organization.

In the event that any other UCGT sponsored activity is terminated, any net assets from the activity would revert to UCGT.

**TERM OF OFFICE:** The standard term of office for members of the Executive will be two years. Any Executive may serve two consecutive terms in the same position, with an interval of one year minimum before another term may begin. Committee members and chairs may serve an unlimited number of terms. Mid-term vacancies may be filled by appointment by the Executive.

**REPORTING:** Representatives are expected to report to the Board of their congregation on the ongoing activities of the UCGT. At the Annual Meeting, the UCGT will report to its member congregations. All members of these congregations may attend and vote on motions presented.

The agenda will include:

- 1) President's report of the major accomplishments during the year and challenges of the coming year
- 2) Treasurer's report and budget for the coming year
- 3) Report of the nominating committee and election of Executive on even calendar years
- 4) Election of a nominating committee
- 5) Reports from committees and affiliate organizations

**FINANCES:** While all major activities of UCGT should be self-financing, the Treasurer may charge member congregations on a per member basis for administrative costs, costs related to the Annual Meeting and costs for special projects. The charge per member shall be approved at the preceding Annual Meeting.

**CHANGES:** Changes to this constitution may be made at an Annual Meeting of UCGT or at a special meeting called for this purpose, by the passage of a resolution which was circulated to member congregations not less than 60 days prior to that meeting, with a two thirds majority of members present and voting.

**DISSOLUTION:** Should UCGT cease operations, any residual net assets would revert to the member congregations of UCGT, proportional to their membership at the time of dissolution.

**PARLIAMENTARY AUTHORITY:** Roberts' Rules of Order, current edition, will be the parliamentary authority for any items not clearly addressed in this constitution.

Adopted: May 5, 1988

Revised: May 6, 1999, June 23, 2007.