

# UNITARIAN UNIVERSALIST CHURCH OF THE PHILIPPINES, INC.

## CONSTITUTION & BYLAWS

### *UUCP Mission Statement*

*We believe in a loving God and a just, helpful and caring community. We affirm to promote the welfare of the environment and support for a just and economic, social and spiritual connection that will lead to build an open mind for a wholistic life. We affirm to uphold an equal and peaceful relationship to every person and to every religion because we are here as One Big Family.*

### ARTICLE I

#### NAME

The name of this Church shall be the UNITARIAN UNIVERSALIST CHURCH OF THE PHILIPPINES, INC.

### ARTICLE II

#### NATIONAL OFFICE

The National Office of the Church shall be at 065 Rovira Road, Bantayan, 6200 Dumaguete City, Negros Oriental, Philippines.

### ARTICLE III

#### PRINCIPLES & PURPOSES

##### **Section 1. Principles:**

We, the members of the Unitarian Universalist Church of the Philippines, Inc., covenant to affirm and promote:

1. There is only one God who is the God of Love;
2. The inherent worth and dignity of every person;
3. Human relation must be dealt with justice, equality, and compassion;
4. Accept and encourage each others spiritual growth;
5. The right to conscience and the use of democratic process in any undertaking;
6. A free and responsible search for truth and meaning;
7. To build a world community with peace, liberty, and justice for all;
8. The respect of the interdependent web of all existence of which we are a part.

These living traditions which we share draws from many sources:

1. Direct experience of that Transcending Power of mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and openness to the forces, which create and uphold life;
2. Words and deeds of prophetic men and women which challenge us to powers and structures of evil justice, compassion and transforming it through the power of love;
3. Wisdom from the world's religions which inspires us in our ethical and spiritual life;
4. Jewish and Christian teachings which calls us to respond to God's love by

- loving our neighbors as ourselves;
5. Humanist teachings, which counsel us to heed the guidance of reason and the results of science and warn us against of the mind and spirit.

## **Section 2. Purposes**

The Unitarian Universalist Church of the Philippines, Inc., shall devote its resources and exercise its corporate powers for religious, educational and humanitarian purposes. The Church shall help its members uplift their economic lives; strengthen their relationships with one another and to the One whom they pay deep homage. It shall encourage the members to express freely their beliefs, opinions, and views, to use the democratic process in every undertaking, and to work for better world to live with peace, liberty, and justice for all with respect of all existence of which we are a part.

## **ARTICLE IV THE CHURCH MEMBERSHIP**

### **Section 1. Individual Membership**

Any person can be a member to a congregation or fellowship provided that such applicant shall subscribe to the Principles and Purposes; shall have adequate knowledge about Unitarianism and Universalism; and pledges to support the ministry of the Church.

### **Section 2. Group Membership**

An organized group can become a member of the Unitarian Universalist Church of the Philippines provided that the applicant has at least twenty-five (25) members; shall subscribe to the Principles and purposes; shall have necessary knowledge about Unitarianism and Universalism; and pledges to support the ministry of the Church.

#### **Paragraph 1. Procedures**

An organized group may become a member congregation or fellowship by submitting a written application to the Extension Department of the Unitarian Universalist of the Philippines for evaluation. After its thorough evaluation, the Chairperson of the Extension Department recommends it to the Board of Directors who shall scrutinize and discuss further its intention before giving it to the Convention for final approval.

#### **Paragraph 2. Composition of the Letter**

The application letter shall consist of the following:

1. A written statement that the applicant subscribes to the Principles and Purposes;
2. A written statement that the applicant pledges to support the Church,
3. The letter shall state the reasons for its interest of joining;
4. It must be signed by all its officers and majority of its members;
5. It shall also include the list of all the members and other necessary information(s) needed to support the application such as its history.

The group must send representative(s) to the Annual Convention of the Unitarian Universalist Church of the Philippines to witness the deliberation of their application and to answer question(s) about its intention from the delegates of the Convention.

## **ARTICLE V THE OFFICERS OF THE CHURCH**

### **Section 1. Elected Officers**

The elected officers of the Unitarian Universalist Church of the Philippines, Inc., shall be the Moderator, President, Vice President, Secretary, Treasurer, and Auditor. An elected officer shall be elected in a Convention declared Quorum and shall take office after being installed before the Convention ends.

#### **Paragraph 1. The Moderator**

The Moderator presides all plenary sessions of every Convention of the Church. He/She shall present the Church on special occasions and shall assist in promoting its welfare.

#### **Paragraph 2. The President**

The President shall be the Chief Executive of the Church; a member of all standing departments, organizations, and the BOD without a vote. In case of a tie, the President breaks the tie. He/She shall be authorized to act, execute, implement, report, sign, represent, and monitor the approved programs and make recommendations for and in behalf of the Church. However, if the case is not emergency in nature, such action shall wait for the approval by the Board.

#### **Paragraph 3. The Vice President**

The Vice President shall have such powers and perform such duties as may be assigned by the Board or the President and shall be a member of the BOD.

#### **Paragraph 4. The Secretary**

The Secretary shall be a member of the Board. He/She prepares the Minutes of the following meetings. Executive Committee Meetings, Board of Directors Meetings, Annual Convention. The respective Chairperson(s) shall sign the Minutes of the EXECOM & BOD, while, the Moderator, for authentication purposes shall sign the Minutes of the Annual Convention.

The Secretary keeps all the records, supervises elections, and represents the Church to special occasions and assists in promoting the welfare of the Church.

#### **Paragraph 5. The Treasurer**

The Treasurer withdraws and disburses funds of the approved programs and a bank signatory. He/She renders financial report every regular Board Meeting and Annual Convention. The church funds and properties as well as the corporate seal shall be under the

care and custody of the treasurer. The treasurer advises the President and the Board about the over-all finances of the Church. Furthermore, she/he shall be a BOD member.

#### **A. Financial Secretary**

The Financial Secretary is an appointed position of the Church classified not as an officer who shall assist the treasurer of looking into the over-all finances of the Church. He/She shall be responsible in preparing the financial statement for the basis of treasurer's report, in-charge of all bookkeeping transaction.

#### **B. Resignation of a Financial Secretary**

The Financial Secretary may resign anytime by giving a written notice to the Board or to the President. Such resignation shall take effect only after all records, in his/her custody, are cleared by the Treasurer and the Auditor.

#### **C. Relinquished Records from the Financial Secretary**

All records that has been under the custody of the Financial Secretary shall be handed over to the Secretary of the Church for safe keeping purposes before a newly appointed Financial Secretary is available and set to office.

#### **D. Removal of a Financial Secretary**

A financial secretary may be removed upon the written recommendation by the Treasurer concerned or by the Auditor addressed to the BOD or to the President. The letter shall state the reason(s) for removal. Such removal shall take only after all records under his/her custody are cleared by the Treasurer and the Auditor.

### **Paragraph 6. The Auditor**

The auditor audits all funds, acquired properties, and gives his/her report every Annual Convention.

## **Section 2. Term of Office**

### **Paragraph 1. An Elected Officer**

An elected officer shall serve for a term of four (4) years and until his/her successor is elected and installed. No elected officer shall serve for more than two consecutive terms. Any partial term of more than two (2) years served by reason of appointment shall be considered a full term.

### **Paragraph 2. An Appointed Officer**

An appointed officer shall serve for the remaining unexposed term of the officer he/she is replacing with. The Board shall have the power to appoint or will be responsible of looking for a replacement.

### **Section 3. Qualification of an Officer**

An officer shall be a resident of the Philippines; a member of a certified congregation or fellowship of the Church; and shall have the time to serve such office to the best of his/her knowledge and ability. If such officer does not qualify to the stated provisions, he/she shall be disqualified and the office shall be declared vacant.

### **Section 4. Election & Appointment of an Officer**

All officers shall be elected during an Annual Convention that is declared Quorum. Appointments shall be done during the Board Meeting that is declared quorum. However, if the case calls for an immediate action, the Executive Committee and/or the President may act, provided that such action is for the best interest and welfare of the Church.

### **Section 5. Removal of an Officer**

#### **Paragraph 1. An Elected Officer**

An elected officer except the Treasurer may be removed by a three-fourths (3/4) vote of the entire Board at a meeting of which not less than three-fourths of the entire Board is present. If in the opinion of the Board such officer is incapacitated or unable to carry out the duties of such office or has been found guilty of immoral, unethical or improper conduct as mandated in Article XII of the ByLaws. The President may also be removed by such a vote by the Board, if it determines that such removal is in the best interest of the Church. In the case of the Treasurer, he/she can be removed only after having been cleared by the Auditor.

#### **Paragraph 2. An Appointed Officer**

Any appointed officer may be removed from office at any time by the Board in a meeting declared quorum. However, if the case calls for an immediate action, the Executive Committee may act provided that such action is for the best interest and welfare of the Church.

### **Section 6. Resignation of an Officer**

An officer except the treasurer may resign at anytime by giving a written notice to the Board or to the President. Such resignation shall take effect at the time specified therein, or if no time is specified, then upon delivery. For the case of the treasurer, she/he has to be cleared by the Auditor.

### **Section 7. Vacancies**

#### **Paragraph 1. Elected Officer**

A vacancy created by death, disqualification, resignation or removal of an elected officer may filled by the Board until which an election can be held. The vacancy shall be then be filled by election for the remaining unused term, if any.

## **Paragraph 2. Appointed Officer**

A vacancy created by death, disqualification, resignation, or the Board may fill removal of any appointed officer for the balance of the unused term.

## **Section 8. Reports By Officers**

The President, the Treasurer, and the Auditor will make a report every Board Meeting and every Church Convention.

## **Section 9. Compensation**

An elected or appointed officer may receive compensation for their services provided that there are funds available for compensation. Such decision must be subject to the approval of the Annual Convention.

## **Section 10. The Executive Committee**

The Executive Committee shall consist of the President, the Vice President, the Secretary, and the Treasurer. The Committee shall conduct the ordinary and current business of the Church; supervises, appoints, implements, and evaluates approved programs between meetings of the Board. In between meetings of the Board, when issues or matters arise which in the opinion of the Committee are not current and ordinary business, and need immediate attention, in the best interest of the Church must be acted thereon for the Board. But only if three (3) of the four (4) members vote the action.

### **Paragraph 1. Presiding Officer**

The President may be its Presiding Officer or can appoint one member of the Committee.

### **Paragraph 2. Time and Place of Meetings**

The Committee shall hold the meeting at such a time and place as it may determine.

### **Paragraph 3. Call and Notice of Meetings**

Meetings of the Committee shall be initiated by the President at the request of, at least two (2) of his/her members. Notice for such meeting may be given in such manner and within such time, as the committee shall determine.

## **ARTICLE VI THE BOARD OF DIRECTORS**

### **Section 1. Responsibility**

The Board shall conduct the affairs of the Church and subject to the Bylaws shall carry out the Church's policies and directives as provided by law.

## **Section 2. Powers**

The Board shall act, appoint, supervise, and monitor for the Church in-between church conventions. All approved policies and programs during the Board meeting are subject to the approval of the Annual Convention. However, if the case calls for immediate action, the Board acts on behalf of the Assembly, but such action must be for the best interest of the Church. All existing programs of the Church shall be under the Board's supervision and evaluation.

## **Section 3. Membership**

The Board of Directors shall consist of the following:

- A. President, Vice President, Secretary, Treasurer, and Auditor
- B. Chairpersons of every Department
- C. Presidents of every Organization, and
- D. Director elected at-large

## **Section 4. Term of Office**

### **Paragraph 1. Automatic Director**

A director governed by Section 3 (A,& B) of this Article, shall have a term of office set in Article V Section 2; Article VII Section 4 of this bylaws, while Directors governed by Section 3 (C) of this Article, shall have a term in accordance to the organization's bylaws.

### **Paragraph 2. Director Elected-At-Large**

The director elected-at-large shall take office after he/she has been installed during the Annual Convention. He/she shall serve for a term of four (4) years until his/her successor has been elected or appointed and installed. No director elected at large shall serve more than two (2) consecutive full terms of four (4) years each.

## **Section 5. Election of Directors**

Directors governed by Section 3 (A&B) of this Article, shall be elected by the conditions set in Article V Section 4, & Article VII Section 4 respectively. The director-at-large shall be elected during the Annual Convention. The Directors governed by Section 3 (C) of this Article shall be elected by the condition set in accordance to the organization's bylaws.

## **Section 6. Qualification for Directorship**

Directors governed by Section 3 (A&B) of this Article, shall be qualified on the basis set in Article V Section 3, and Article VII Section 5, of this bylaws, while the director governed by Section 3 (D) of Article VI shall be qualified on the basis of Article V Section 3 of this bylaws. The Directors governed by Section 3 (C) of this Article shall be qualified in accordance to the provision stated in their organizational bylaws.

## **Section 7. Resignation of the Board Member**

Directors governed by Section 3 (a, b, c, & d) of this Article except the Treasurer shall resign in accordance to Article V Section 6 and Article VII Section 7 of this bylaws.

## **Section 8. Removal of a Board Member**

The Directors governed by section (a, b, & d) of this Article except the Treasurer, shall be removed in accordance to Article V Section 5 and or Article VII Section 5 of this bylaws. While the Directors governed by Section 3 (c) of this Article, shall be removed in accordance to the policies raised in this Section and or in accordance to the provisions stated in the organization's bylaws.

## **Section 9. The Chairperson of the Board**

The President of the Church and or the Board shall have the sole authority to designate the Chairperson from one of its members by appointment. In the best opinion, the Board shall have the authority to remove the Chairperson anytime. Such action may be mandated through incapacity to carry out the duties of chairmanship or found guilty of immoral, unethical or improper conduct as mandated in Article XII of this bylaws. Such decision must constitute a  $\frac{3}{4}$  consensus of the entire BOD of which the  $\frac{3}{4}$  numbers of the Board are present in a meeting.

### **Paragraph 1. Powers**

The Chairperson of the Board shall preside the meeting and discussion of its agenda(s). He/she shall only vote to break a decision.

### **Paragraph 2. Term of Chairmanship**

A Chairperson shall serve for one (1) whole fiscal year of the church or by a term determined by the Board.

## **Section 10. Vacancies**

A vacancy created due to death, disqualification, resignation or removal from the office of the Board and such is governed by Section 3 (a, b, & d) of Article VI, shall be filled in accordance to Article V Section 7 and Section 4 of Article V of this bylaws. While vacancy created with the same causes as stated above and such is governed by Section 3 (c) of this Article, shall be filled in accordance to the provisions stated in the organization's bylaws.

## **Section 11. Place of Meeting**

The Board shall hold its meeting at such places as the members may determine.

## **Section 12. Regular Meetings**

Regular meetings of the Board shall be held at such time as the members shall determine, but not less than two (2) regular meetings shall be held during the whole year.

### **Section 13. Special Meetings**

Special meetings of the Board may be initiated by the President of the Church at the request of, at least four (4) directors. Notice of special meetings shall be given in such time and manner as the Board shall determine, before the meeting and shall state the time and place of the meeting.

### **Section 14. Quorum**

The majority of the entire Board shall constitute a Quorum.

### **Section 15. Compensation**

Only the Director elected-at-large may receive an honorarium for his/her services provided funds are available for honorarium subject to the approval of the Annual Church Convention. All Directors may be reimbursed as determined by the Board, subject to the approval of the Annual Convention for the expenses reasonably incurred by them in the performance of their duties.

### **Section 16. Annual Report**

The Secretary shall, on behalf of the Board present or read the Minutes of its meeting to the Annual Convention and the previous Minutes of the Annual Convention.

## **ARTICLE VII THE DEPARTMENTS OF THE CHURCH**

### **Section 1. Standing Departments**

The standing departments of the Church shall be the following:

- Religious Education Department
- Extension Department
- Finance & Planning Department
- Faith In Action Department

#### **Paragraph 1. Religious Education Department**

The department shall be responsible in offering curricula, resources, leadership training, religious education facilitators training; seek to be responsive and proactive religious developmental needs of the children, youths and adults.

##### **A. Duties of the Chairperson and its Staff(s)**

The Chairperson and its Staff(s) shall make RE materials and facilitate in the implementation of approved programs, supervise, evaluate, and offer consultations on religious education concerns/issues at the local level.

## **Paragraph 2. Extension Department**

The mission of the department shall focus on the development and strengthening of existing active congregation and fellowships committed to growth; inspire and reactivate inactive congregations and fellowships; and support changes that increase membership in the Unitarian Universalist Church of the Philippines, Inc.

### **A. Duties of the Chairperson and its (staff(s))**

The department members shall examine, explore, coordinate, and evaluate, and recommend new congregations and fellowships that wish to be recognized as member group of the church, to the Board, subject to the final evaluation of the Annual Convention.

## **Paragraph 3. Finance & Planning Department**

The department shall plan and work for the yearly church convention, and to work for the economic development and sustainability of the church, make project proposals in coordination with all departments/association/organization of the church.

### **A. Duties of the Chairperson and its Staff(s)**

The members of the department shall be responsible in the following:

- preparing the agenda to be discussed during the Plenary Sessions of the Annual Convention
- arrange programs and meetings to be held in connection therewith
- certify and credentialize convention delegates, and
- plan ways to attain self-reliance.

## **Paragraph 4. Faith In Action Department**

The department shall be responsible in creating and managing programs for the UUCP and in-charge in international relations, working with local congregations for nurturance of members with value formation, projects, involvement, engage in community organizing and community development. It shall establish healthy relations with other Christian denominations and undertake responsible cause of action in relation to ecumenism. It shall enter into interfaith dialogue and consultations and participate in agreed common ventures that benefit the society. It shall engage in social justice issues and propagate environmental concerns.

### **A. Duties of the Director and its Staff(s)**

The members of the department shall be responsible for all programs and activities that are undertaken by the department. They are responsible in creating, designing and implementing programs that will address environmental, socio-economic, and gender issues and brings about awareness of individual and corporate rights. They shall work to strengthen international relations through

partnership and foster interfaith activities and shall work hand in hand empowering people to build a just society.

## **Section 2. Appointment of Department Staff(s)**

The department chairpersons shall have the authority to select its staff(s). The selection may be through appointment, however, appointee(s) are subject to Article VII Section 5 of this bylaws. However, if such staff does not qualify to the stated position he/she shall be disqualified and the position shall be declared vacant.

## **Section 3. Membership**

Each department shall be headed by a Chairperson with two or three staff(s).

## **Section 4. Election and Term of Office**

The Chairperson shall be elected by the Annual Convention. He/she shall serve for a term of four (4) years and until his/her successor is elected and installed. On the other hand, staff(s) shall only serve a term of three (3) years and until their successor is appointed and qualifies. No department member shall serve for more than two (2) consecutive terms.

## **Section 5. Qualification of a Chairperson/Staff**

Each department Chairperson and staff shall be member of an accredited congregation or fellowship of the Church; a resident anywhere in the Philippines; and shall have time to serve the office to the best of his/her knowledge and ability.

## **Section 6. Removal of a Chairperson/Staff**

Any Chairperson may be removed by a three-fourths (3/4) vote of the entire BOD at a meeting at which not less than three-fourths (3/4) of the entire BOD is present. If, in the opinion of the BOD such is incapacitated or otherwise unable to carry out the duties of the office or found guilty of immoral, unethical or improper conduct as mandated by Article XII of this bylaws. With the reasons stated, the Chairperson could remove any staff member from his/her office.

## **Section 7. Resignation of a Chairperson/Staff**

Any chairperson may resign at any time by giving a written notice to the Board or the President of the Church. Such resignation shall take effect at the time specified therein, if no time is specified then upon delivery. A staff may resign by giving a written notice to the chairperson. The resignation shall take effect as stated above on the provisions of the department chairperson.

## **Section 8. Vacancies**

A vacancy created by death, disqualification, resignation, or removal of an elected officer shall be filled by the Board until the next Convention of the Church, of which an

election can be held. The vacancy shall be filled by the election for the balance of the unexposed term, if any. A vacancy of an appointed seat may be filled through an appointment.

**Section 9. Additional Departments**

Additional departments or sub-departments may be created or formed by the Board subject to the approval of the Annual Church Convention.

**Section 10. Time and Place of Meetings**

Each department shall hold its meetings at such time and place it may determine.

**Section 11. Call and Notice of Meetings**

Meetings of any department may be called by its chairperson and/or at the request of its members. Notice of this meeting shall be given in such manner and within such time as the members and the chair shall determine the agenda.

**Section 12. Compensation**

Any chairperson or staff(s) may receive an honorarium for their services, whenever there are funds available for compensation subject to the final approval of the Annual Convention.

**Section 13. Quorum**

The majority of the entire members of the Department shall constitute a quorum.

**ARTICLE VIII  
THE ORGANIZATION OF THE CHURCH**

**Section 1. Standing Organizations**

The standing organizations of the Church shall be the following:

- Unitarian Universalist Ministers Association (UUMA)
- Unitarian Universalist Women Association (UUWA)
- Unitarian Universalist Youth Organization (UUYOP)
- Unitarian Universalist Faith Healers Association of the Philippines (UUFHP)
- Unitarian Universalist Men's Organization (UUMO)
- Philippine Young Adult Network Group (PHIL-YANG)

**Paragraph 1. Unitarian Universalist Ministers Association**

The Association shall consist of all ordained ministers being fellowshipped by the Unitarian Universalist Church of the Philippines.

**A. Duties of the President and its Officers**

The officers shall be responsible in administering the ministerial settlement process relating to all candidates for the ministry and the theological program, counsel the students, assist and organize the minister's training, represent the organization to special occasions, ordain, and install new candidates for the ministry, solve pastoral problems and conflicts, and recommend ordained minister for licensure, subject to the approval of the UUMA Assembly and its final approval by the Annual Church Convention.

**Paragraph 2. Unitarian Universalist Women Association**

The mission of this group is to unite the women and get acquainted for mutual support as well as personal and spiritual growth. This group works toward a future where women will be empowered to live their lives with the sense of wholeness and integrity in the world that recognizes the worth and dignity of every woman. It shall consist of all women of the Unitarian Universalist Church of the Philippines, Inc.

**A. Duties of the President and its Officers**

They shall motivate, lead people to think, make projects and create programs that is for the welfare of the women and church, conduct conferences, retreats, and seminars, and organize the women in the local levels.

**Paragraph 3. UU Youth Organization of the Philippines**

The Unitarian Universalist Youth Organization enables the young UUs to join together for mutual support, personal growth, and spiritual enrichment in order to work for a better world where the youth are indeed real agents of change and hope of the church and society at large.

**A. Duties of the President and its Officers**

They shall motivate, lead young people to think, make projects and create programs that is for the welfare of the youths and church, conduct conferences, retreats, and seminars, and organize the youth in the local levels.

**Paragraph 4. Unitarian Universalist Faith Healers Association of the Philippines**

The association shall enable and motivate its members to join together for mutual support, personal growth, and spiritual enrichment. They shall serve those who are in need, the sick, the bereaved, and those suffering from physical pain healing them to prayers to God, as a way of service to God, the greatest healer.

**A. Duties of the President and its Officers**

They shall encourage its members to be open-minded, make project proposals that would benefit the group. The President shall preside all meetings of the group, sign on its behalf, and think for its best by planning for its future and to represent the group to special occasions.

## **Paragraph 5. Unitarian Universalist Men's Organization**

The group enables the men of the Church to form into a group to help spread further the principles and purposes of Unitarianism Universalism. This group works toward personal growth and for mutual support to each other as well As spiritual enrichment in order to attain a better and a just society.

### **A. Duties of the President and its Officers**

The President shall preside in all meetings and shall lead in the planning of activities of the group. He shall encourage the men of the Church to join the group and actively participate in all its approved activities.

## **Paragraph 6. Philippine Young Adult Network Group (PHIL-YANG)**

This group enables the young adult members of the church to achieve adequate knowledge of liberal faith; to encourage the use and practice of our differing beliefs and traditions; to acquire skills for leadership in order to share the growth of our organization with the wider community.

### **A. Duties of the President and its Officers**

The President shall preside in all meetings and shall lead in the planning of activities of the group. He/She shall encourage the young adults of the Church to join the group and actively participate in all its approved activities.

## **Section 2. Autonomy of Every Organization**

Every organization of the Unitarian Universalist Church of the Philippines, Inc., shall have the autonomy and self-governed of its affair in planning and implementing programs, rules of conduct, policies, decide and elect its officers and to control its property and funds, but shall have direct supervision from the church officers and/or the Board.

The fiscal year budget of the standing organizations shall be subject to the approval of the Board of Directors and the Annual Convention.

## **Section 3. Membership**

Each organization shall be headed by a President and the other official seats needed.

## **Section 4. Election and Term of Office**

The President and its officers shall be elected by an assembly of the organization. They shall serve the term, described and written in its organizational bylaws, agree and approved by its assembly.

## **Section 5. Qualifications**

The officers shall be qualified in accordance to the provision described and written in its organizational bylaws agreed and approved by its Assembly.

## **Section 6. Removal**

An officer may be removed by a majority vote of its remaining officials in gathering, where majority of its members are present, if found to be incapacitated to carry out duties and responsibilities. An officer may be removed from office/position in accordance to provision(s) described and written in its organizational by-laws duly approved by its Assembly.

## **Section 7. Resignation**

Any officer may resign at anytime by giving a written notice to its President, copy furnished to the UUCP President. In case where the President of the organization is the one who resigns then he/she shall give the written notice to his/her next in-lined officer, and copy furnished to the UUCP President. Any such resignation shall take effect at the time specified therein, or if no time specified, then upon delivery.

## **Section 8. Vacancies**

A vacancy created by the death, disqualification, resignation or removal of an elected officer may be filled by the President of the Organization until the next assembly of such organization at which an election can be held. The vacancy shall be filled by election for the balance of the unexposed term, if any.

## **Section 9. Additional Organization**

Additional organization may be created or formed by the Board provided such creation shall be approved by the Annual Church Convention.

## **Section 10. Time and Place of Meeting**

Each organization shall hold the meetings at such time and place as it may be determined.

## **Section 11. Call and Notice of Meetings**

The President at the request of its officers may initiate or call for a meeting. Such notice may be given in such manner and within such time, as the organization shall determine.

## **Section 12. Compensation**

Any office of any organization may receive honorarium for their services, provided that funds are available for compensation, subject to the approval of its Assembly and the final approval shall be from the Annual Church Convention.

### **Section 13. Organizational Bylaws**

Every organization of the UUCP shall formulate in writing its own bylaws. It shall include provisions for all policies, meetings and other information about the organizations' self-governance. A copy of these by-laws shall be given to the National Office for safekeeping and reference purposes, but such by-laws must be approved first by its Assembly.

## **ARTICLE IX CHURCH CONVENTION**

### **Section 1. The Convention**

Each meeting of the Church for the conduct of business shall be called Convention.

### **Section 2. Powers and Duties**

The Convention shall make overall policy for carrying out the purposes of the Church and shall direct and control its affairs.

### **Section 3. Regular Church Convention**

A regular convention of the Unitarian Universalist Church of the Philippines, Inc., shall be held every April 24 -28 of every year.

### **Section 4. Special Church Convention**

A Special Church Convention may be called by the Board at any time, and shall be called upon written petition of not less than the majority of all accredited congregations and fellowships where such petition shall indicate the reason(s) for holding the Special Church Convention.

### **Section 5. Place of Meetings**

Each Regular Church Convention shall be held at such place within the Philippine Archipelago, subject to the Convention's approval. However, Special Church Convention may be held at such place, as the Board shall determine.

### **Section 6. Notice of Meetings**

Notice of each regular church convention shall be given not less than sixty (60) days before the date thereof in such form and manner as the Finance & Planning department with the Secretary may determine. Special Church Convention shall be given not less than three (3) weeks before the date.

The notice shall state the place, date, and the hour of the meeting, which also include an indication at whose directive it is being called for, in the case of a Special Church Convention.

### **Section 7. Voting**

Voting at each Church Convention Assembly shall be by certified delegates only. Each delegate shall only have one vote. Proxy voting is very much prohibited except for those “unable delegates” which means one who can’t write or don’t have arms to raise, if it’s secret balloting or needs the raising of arms.

**Section 8. Delegates**

Each accredited congregation or fellowship shall be entitled to be represented at each Church Convention by as many delegates with each one being entitled to only one vote, if one a certified delegate.

**Section 9. Certification of Delegates**

Each participant from any accredited congregation or fellowship becomes a certified delegate after paying the registration fee of the amount that may be determine by the Board.

**Section 10. Quorum**

Majority of all certified delegates from the majority of all accredited congregation or fellowship shall constitute a quorum at any Church Convention.

**ARTICLE X  
THE MINISTRY OF THE CHURCH**

**Section 1. Autonomy of Congregations and Fellowships**

Each accredited congregation or fellowship of the Unitarian Universalist Church of the Philippines, Inc., shall have the autonomy, self-governance of its own congregation or fellowship.

**Paragraph 1. Congregational Polity**

Nothing in this bylaws shall be construed as infringing upon the congregational polity or internal self-government of congregations or fellowships including the exclusive right of each congregations or fellowships to plan and implement programs, rules of conduct and policies, decide and elect its own officials and to control its property and funds.

**Section 2. The Worship Formula**

The Unitarian Universalist Church of the Philippines, Inc., shall have a worship formula. Such may be modified, so to fit a particular occasion but the essence of such guide should remain.

**ORDER OF WORSHIP**

Community Concern  
Prelude  
Lighting the Candle

Ring the Bell  
Call to Worship  
Opening Hymn  
Opening Prayer  
Responsive Reading  
Pastoral/Intercessory Prayer  
Scripture/Poem Reading  
Message through a song  
Reflection/Sermon  
Offertory  
    Reading  
    Song  
    Offering  
    Prayer of Thanks/Committal  
Closing Hymn  
Closing Prayer  
Doxology  
Benediction  
Healing  
Handshake for a Peace (with a song)

### **Section 3. The Ordained Religious Leaders**

The ordained religious leaders of the Church shall be the Minister, the Elder, and the Deacon or Deaconess.

#### **Paragraph 1. The Minister**

He/she shall be responsible in nurturing its parishioners as to their role in the ministry, preach and teach Unitarianism and Universalism, its principles, the Bible, and other sacred religious writings than can be used as a guide for ethical living, serve the community by comforting those in sorrow and pain, visiting the sick and the prisoners, helping uplift the spirit of the oppress and the needy, conduct and perform worship services. He/she may represent his/her congregation or fellowship to special occasions and lead in promoting its welfare.

##### **A. Compensation**

Ordained Ministers settled in fellowships or congregations may be received compensation of an amount determined by the Board for their services, whether full-time or in tent-ministry, provided that funds are available for compensation, subject to the approval of the Annual Church Convention.

#### **Paragraph 2. The Elder**

He/she shall be responsible in assisting its minister in attending to the spiritual welfare and discipline of the church membership; help in implementing, supervising and evaluating church programs and policies of the congregation or fellowship especially the matters that affect the congregation or fellowship including the safeguard of church discipline, and do charitable works for the society of which he/she lives.

### **Paragraph 3. Deacon & Deaconess**

Shall be responsible in formulating stewardship programs of the congregation or fellowship and oversees its implementation effectively. He/she shall do charitable works for the society of which he/she lives.

### **Section 4. The Ordination**

Any member of the Unitarian Universalist Church of the Philippines, Inc., can be ordained as a religious leader provided that such applicant is an active member of any accredited congregation or fellowship.

#### **Paragraph 1. Conditions for Ordination**

The conditions for ordination shall be the following:

- has an adequate knowledge on Unitarianism and Universalism
- has exemplary leadership and is knowledgeable about the Unitarian Universalist Ministry
- an active member of any accredited congregation or fellowship of which such active participation may be defined on the basis of the policies of such group, otherwise if there is none, such may be defined by the church leader(s) and/or religious leader assigned
- such candidate having passed or qualified from the conditions stated above must be present in a gathering determined by the UU Ministers Association and/or the Board.

#### **Paragraph 2. Procedures for Ordination**

A recommendation letter from the office of religious leader(s) approved by the group where he/she is a member, or in accordance to its own procedures or policies of the group, must be secured by the applicant. Such letter shall be given to the President or to such person-in charge of the Unitarian Universalist Ministers Association. It shall state its reason(s) why such applicant should be ordained. The UUMA President upon receiving the application shall determine at a UUMA gathering to which the Applicant(s) shall be present for consultation and inquiries. After determining the applicant's worthiness, the President of the UUMA, shall recommend, in writing to the BOD, to be supported by other documents such as Minutes of the UUMA Meeting for such purpose, for its approval, and to the Annual Church Convention for final approval.

### **Section 5. The UU Ministerial Students**

This section refers to those eager and interested members of the Church who wishes to undergo formal theological training at an institution that may be determined by the UU Ministers Association, the Finance & Planning Department, the Board, and the final approval by the Annual Church Convention.

#### **Paragraph 1. Qualification to the Ministerial Scholarship**

The qualifications shall be the following:

- a high school graduate upon application
- has a good health and a good moral character
- loyal and faithful to the Unitarian Universalist Church of the Philippines, Inc.
- has been in the UUCP Statistics for the passed two years
- an active member of an accredited congregation or fellowship for the past three years
- has an adequate knowledge on the teachings of Unitarianism Universalism
- must conform and willing to serve the church as a minister after graduation.

**Paragraph 2. Procedures in Applying for Ministerial Studies**

The following are the procedures for applying ministerial studies:

- obtain a recommendation letter from the minister or church officer approved by the congregation or fellowship of where such applicant is a member
- submit such letter to the Scholarship Committee, a copy given to the President of the UUMA, and another copy to the Chair of the Board
- must be present during the second Board meeting for interview, and
- must be present during the following Annual Convention of which the final approval comes from

**Section 6. Minister’s License to Solemnize a Marriage**

This section refers to Ministers who are authorized by the government of the Philippines to officiate marriage ceremonies. Such license shall only be given to Ministers who are qualified to the condition below.

**Paragraph 1. Conditions to Qualify for Authority to Solemnize Marriage**

- a. has a regular church service
- b. has at least twenty five (25) members
- c. has been in the Unitarian Universalist Association’s Statistics for the past two (2) years
- d. has served as a Minister for a period of one (1) year after the date of ordination
- e. has attended a seminar on the laws and policies about solemnizing marriages conducted by the National Statistics Office

**Paragraph 2. The Application Letter**

The applicant must submit an application letter stating his/her desire why he/she be given a license to solemnize marriages to the President of the UU Ministers Association, who shall evaluate and recommend the applicant to the Minister’s Council for further questioning. He/she must be present in such meeting of the Council, but such application shall have the final approval during the Organization’s Assembly.

**Section 7. Classification into Congregation or Fellowship**

All churches of the Unitarian Universalist Church of the Philippines, Inc., shall be classified according to its number of active members. Such shall be that churches having twenty-five (25) members and above shall be classified as a congregation, while churches whose membership is only twenty-four (24) members below, are to be considered as fellowships.

**Section 8. Definition of Active Congregation and Fellowship**

Churches that are actively supportive and participative in the programs and purposes of the UUCP, Inc., shall be classified as active congregation(s) or fellowship(s).

**ARTICLE XI  
THE CHURCH PROPERTY**

**Section 1. Acquired Property**

The church property are those found in the records of the church secretary as approved during the 1989 Church Convention held at the National Office, 065 Rovira Road, Bantayan, Dumaguete City, Negros Oriental, Philippines, and those properties that shall be acquired by the Church after the said Assembly.

**Section 2. Congregational Property Acquired from the National Office**

All acquired properties from the National Office, disseminated to all accredited congregation and fellowships shall be in custody and care by the local minister and the church officers. Upon the order of the Board with the approval by the Annual Church Convention, such properties shall be returned to the National Office.

**Section 3. Place of Storage**

All properties, records of receipts shall be stored at the National Office and no member or officer shall be allowed to bring and keep the same outside the said place.

**ARTICLE XII  
CHURCH DISCIPLINE**

**Section 1. Definition**

Discipline is meant to prevent and correct offenses committed in adherence to a standard of ethical conduct for moral life in order to maintain church harmony and integrity.

**Section 2. Scope**

Ministers, Church Leaders, Elders, Deacons and Deaconess, and Church Officers shall be subject to church discipline. Likewise the discipline for members shall be done and governed in accordance to its local rules of conduct to where he/she belongs. In regards to cases unsettled by local congregation or fellowship, such may be brought to the Committee on Pastoral Care and Counseling

(CPCC) attention for further investigation and decision, if in opinion of the local Disciplinary Committee will serve better effect or solution. Such request only be upon a written request signed by the Chairperson and its members accompanied by sufficient facts of the situation (scenario) and the partial investigation conducted addressed to the Chairperson of the CPCC.

### **Section 3. Local Disciplinary Committee**

Pursuant to Section 1 of Article X of this bylaws, discipline may be implemented based on the Local Church Rules of Conduct formulated by the Local Disciplinary Committee duly approved by the members of the congregation or fellowship. If there is unavailability of these rules of conduct from such congregation or fellowship, then they may adhere or use this Article. If desire, the Local Minister, Church Leader together with the Elders may compose the Local Disciplinary Committee who shall impose discipline if by such system the group finds it desirable.

#### **Paragraph 1. Chairperson**

The disciplinary body of the local church shall be headed by a Chairperson who shall preside and officiate disciplinary investigation and may decide for appropriate solution provided that the Committee members approve such decision. He/she can only vote to break a tie decision.

### **Section 4. Committee on Pastoral Care and Counseling**

Members of the Unitarian Universalist Ministers Association (UUMA) shall compose the Committee on Pastoral Care and Counseling, the church disciplinary body. It shall elect its own Chairperson. Furthermore, the UUCP President shall be a member of the Committee (if not minister member) with a vote.

#### **Paragraph 1. Powers of the Chairperson**

The Chairperson of the Committee shall preside each meeting of the committee and shall see to it that all complaints undergo proper procedures. He/she shall only vote to break a tie decision.

#### **Paragraph 2. Quorum**

The majority of the entire members of the committee shall constitute a quorum.

### **Section 5. Classification of Immoral, Unethical and Improper Conduct**

#### **Paragraph 1. Cases for Minimal Degrees of Discipline**

It refers to the degree of offense committed by a Minister, or a Church Officer including the Department Chairperson and Staffs for nagging or gossiping, and an undesirable display of alcoholism, gambling or smoking behavior resulting to an unethical and improper conduct.

#### **Paragraph 2. Cases for an Advice for a Complete Withdrawal**

It refers to an unethical action committed by a Minister including Department Chairperson, Staffs and members which is against the law of the land and of God which are written as follows: Graft & Corruption, Domestic Violence, Robbery, Forgery, Rape, Murder, Drug Addiction, Adultery/Concubinage, Arson, Homicide, and Kidnapping.

## **Section 6. Discipline for Organizational Presidents and Officers**

Presidents, Officers, and members of an organization shall be disciplined in accordance to the discipline rendered to church officers stipulated in this Article when there are no policies, rules or provision for discipline stated in their organizational bylaws.

## **Section 7. Written Complaint**

In cases where a verbal complaint has been presented to a Minister, Congregation Officer, a Church Leader or Church Officer as the case may apply, which said alleged offender is accused of immoral, unethical or improper conduct and the same is a Minister, Church Leader, Elder, Deacon or Deaconess or Church Officers, shall be asked to lay down in writing with some specifications of time space, situation and person involved for reasons of formality and for the basis of the consultation and discussion to be made.

Gossips and rumors shall be discouraged and shall not be a basis for an inquiry. Only written complaints shall be entertained by the Committee.

## **Section 8. Action of the Complaint**

After receiving a written complaint with all the sufficient necessary, the name(s) of the complainant(s) and the alleged offender(s), time, place, and the Scenario that constitute the immoral, unethical or improper conduct, the Committee shall seek a private consultation with the alleged offender(s) to inform him/her/them of the charge(s) in a tactful and humane manner as possible in order to ascertain his/her /their reactions and behavior. The complainant(s) may be present in such consultation, if necessary.

If the alleged offender(s) admits the truth, imposition of appropriate, just decision be rendered considering the circumstances of admission by the offender(s). But in cases where the alleged offender(s) does not admit to the facts presented or admits to some, but with some justifying expressions, then the Committee after a thorough deliberation may result to the process of reconciliation only when the complainant is present in such gathering of for counseling or through Amicable Agreement from both parties to settle the dispute, as the case may apply.

However, if the alleged offender(s) alleged of a serious offense which constitute to a violation of the laws of the land, such proceeding may be suspended to give way for appropriate legal actions and prosecution by the state authorities. Committee proceeding may resume its inquiry after the deliberation may administer a decision to maintain the integrity of church discipline. State prosecution finding(s) may be used as a basis for appropriate action.

## **Section 9. Reference of a Decision**

### **Paragraph 1. Counseling**

It is of greatest aspiration for a complete change or renewal or transformation of behavior or attitude of an offender(s) particularly to the first time offender(s).

Counseling should be done through procedure(s) and program(s) adopted by the Committee handled by selected individuals as may be determined by the Committee.

### **Paragraph 2. Amicable Agreement**

It is an agreement where both parties will faithfully adhere and follow to the agreed conditions formulated in a document in order to attain a peace of mind or settlement of the dispute as a way of protecting individual rights for a just decision.

### **Paragraph 3. Suspension**

It is applied to Church Leaders, Church Officers, Department Chair and Staff members and National Committees who committed immoral, unethical or improper display of conduct while waiting for an appropriate decision.

Likewise, suspensions of Ministers shall be the temporary cancellation of his/her authority to officiate marriages and or the right to officiate religious ceremonies.

### **Paragraph 4. Termination**

After due deliberation of the complaint, a church leader, church officer, elders, deacons, deaconess, department chairperson, and staff member and national committee member, and chair shall be terminated from his/her position, office or religious function/ordination after being found guilty of any immoral, unethical, or improper display of conduct. If in the best opinion of the disciplinary committee such endangers the harmony and integrity of the Church. Termination may also refer to the cancellation or rebuking of the Authority to solemnize marriage or their Ordination to the Ministry as a whole.

### **Paragraph 5. Expulsion**

Any member with or without a position, office or religious ordination may be expelled from the membership of the Church if, and only if, a point of inequity was made in a just proceedings, and to the opinion of the Committee such shall serve for the best interest of the Church, then expulsion may be rendered as a decision.

**ARTICLE XIII  
NOMINATION AND ELECTION**

**Section 1. Elective Positions**

The elective positions of the Church shall be the National Officers (excluding the Financial Secretary) seats, Department Chairpersons, and the Director- at-Large position. Organizational Presidents shall be elected by the Assembly of such Organization.

**Section 2. Election Rules and Regulations**

No person shall file a certificate for candidacy to any of the elective positions if he/she is not a member of any accredited congregation or fellowship; does not reside in the Philippines; does not have the time to serve the office, and when he or she is absent, meaning such person is not in the place and time of which the election is being done. No person can file for candidacy for more than one (1) elective position.

**Section 3. Conduct of Election**

This section is referring to the election by ballot and those persons who are entitled to vote.

**Paragraph 1. Election by Ballot**

Voting shall be written ballot. In cases where only one person has validly been selected, such person must achieve fifty percent plus one (50%+1) consensus of votes of all certified delegates in such gathering declared quorum.

**Paragraph 2. Persons Entitled to Vote**

Ballots shall only be cast by certified delegates of the Annual Church Convention.

**Section 4. Supervision of the Election**

The Secretary of the Church and the Finance and Planning Committee shall supervise all elections for elective positions. The Secretary of the Committee may designate sub-committee of tellers to count the ballots and perform other election routine duties.

**Section 5. Additional Rules for Nominations and Elections**

Additional rules relating to nomination and election procedures may be made by the Secretary, Finance & Planning Committee, and/or the Board, subject to the approval of the Annual Church Convention.

## **Section 6. Definition of Majority**

The term majority shall be defined as the fifty plus one (50%+1) of all certified delegates, and all accredited congregations or fellowships in such named gathering or as the case may apply.

## **ARTICLE XIV THE RULES**

This Article authorizes the Board to make and implement rules and policies, which are needed for the management of all the affairs of the church, subject to the final approval of the Annual Church Convention. Such rule(s) or policy (ies) could be adopted and be part in these bylaws, if desired.

## **ARTICLE XV THE AMMENDMENTS**

The term refers to the additions and/or changes of the content of these bylaws.

### **Section 1. Vote Required**

These bylaws may be amended by a majority vote of all certified delegates, from the majority of all accredited congregations and fellowships present in such gathering declared quorum.

### **Section 2. Procedures to Amend**

All amendments of these bylaws shall be done in writing, stating its reason(s) why there's a need to amend and such intention shall be presented during the Board Meeting, before such proposed amendments be made as one of the agenda of the Annual Church Convention. Such proponent must be present during the declaration of such provision in that Annual Convention.

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The Universalist Church of the Philippines now called the Unitarian Universalist Church of the Philippines, Inc. (UUCP), was registered with the Securities and Exchange Commission on January 8, 1985 with the following S.E.C. Reg. No. 124245. A photocopy of the SEC Registration is included in this Bylaws as its first page. The UUCP is a member of the following international associations: International Council of Religious Freedom in United Kingdom, the Unitarian Universalist Association in the United States, and the International Council of Unitarians and Universalists in United Kingdom.

Adopted as amended on: April 2006 UUCP Annual Convention  
Dumaguete City, Oriental Negros  
Philippines

