

BYLAWS OF URANTIA ASSOCIATION OF THE UNITED STATES

Article 1: NAME

The name of the organization shall be Urantia Association of the United States (“UAUS”). UAUS shall be a part of the International Urantia Association (“IUA”) and licensed by Urantia Foundation. Such a license privileges UAUS to make authorized use of the “URANTIA” name and URANTIA Foundation’s trademarks, service marks, and collective membership marks.

UAUS is legally defined as a National Association of the IUA. IUA is legally defined as a reader membership arm of URANTIA Brotherhood Association (“UBA”), an umbrella organization whose Directors are the Trustees of URANTIA Foundation. UAUS enjoys a non-profit status and other benefits by this legal relationship to UBA. Organizationally, UAUS’ Local Associations are self-governing groups linked through their IUA Charter, UAUS Bylaws, readers’ common membership in IUA, and shared tasks and functions.

Article 2: Purpose

The purpose of UAUS shall be 1) to represent the Local Associations within the states and territories of the United States on an international level; and 2) to serve the integration and coordination needs of the Local Associations within those states and territories in accordance with the Charter and Bylaws of the International Urantia Association.

Article 3: Membership Requirement

Members of UAUS shall be any member in good standing in a Local Association within the states and territories of the United States of America.

A. Associate Member

Readers who have not yet finished the book, but who wish to be attached to a Local Association as a nonvoting member.

B. Member-at-Large

Readers in isolated areas where no Local Association exists but who wish to be attached as IUA members to the National Association; or readers recommended for the same for any other reason by the Membership Committee.

Article 4: Organizational Structure

The officers of UAUS shall be called the UAUS Governing Board. Officers shall be selected from Local Association members in good standing and elected for two-year terms, staggered with half the officers elected each year as follows: The President and Treasurer are elected in the same year alternating with the Vice President and Secretary who are elected the following year. A Board member may be re-elected only once, after two successive terms, the officer must vacate the Governing Board and remain without office for at least a year, but may be elected again to any office at the next Annual meeting. The Governing Board shall consist of a President, Vice President, Secretary, and Treasurer. Officer duties shall include:

1. *President.* Presides over all meetings of the Governing Board and voting membership; acts as spokesperson for UAUS; serves as a voting member of the IUA Representative Council (RC); and submits an annual written report of Local and National Association activities to the Trustees, President of the International Service Board, IUA Administrator, and Local Association Presidents and Vice Presidents.
2. *Vice President.* Performs the duties of President when required and serves as a voting member of the Representative Council.
3. *Secretary.* Administers UAUS correspondence and meeting minutes and maintains the voting membership register, current membership lists submitted by the Local Associations and of members-at-large. Minutes of each National Association meeting and minutes of each Governing Board meeting will be sent to all voting members of UAUS, Governing Board members, and National Committee Chairmen within 60 days after the meeting. The Secretary shall notify Local Associations of meetings of the National Association and known agenda items 90 days prior to the meeting. At the start of the national meeting, the Secretary calls the roll of all Local Associations, credentialing any representatives as voting members in the absence of the Local Association President or Vice President.
4. *Treasurer.* Is responsible for the cash assets and bank accounts of UAUS; prepares an annual budget and tracks expenditures in relation thereto; collects membership dues and donations; and is responsible for the planning, management and execution of the fund raising aspects of any UAUS activity. The Treasurer shall submit the annual budget and financial report to the Treasurers of each Local Association for the purpose of communicating the financial needs of UAUS. The Treasurer shall provide appropriate receipts for all funds received.
5. *Committees.* UAUS shall have four standing Committees. Committee Chairmen shall be appointed by the President with the approval of the Governing Board. Committee Chairmen shall be selected from Local Association members in good standing. Appointments will be made for two-year terms, staggered with half the Chairmen appointed each year as follows: The Conference Committee Chairman and Membership Committee Chairman are appointed in the same year alternating with the Education Committee Chairman and Publications Committee Chairman who are appointed the following year. Committee members shall be members in good standing of a Local Association and serve with the approval of the Committee Chairman and the Governing Board of UAUS.
 - a. *Conference Committee.* This committee takes responsibility for assisting any Local Association(s) in the practical arrangements for national, international and/or other conferences.
 - b. *Membership Committee.* This committee makes contact with Secretaries or Membership Chairs of Local Associations for the annual update of membership

- rolls. This Committee contacts and works with Local Associations in coordination with the IUA Administrator to identify and share strategies to attract new members and support the growth of existing Local Associations.
- c. *Education Committee.* This committee will establish and implement a plan to foster education and develop teachers among our Local Associations and develop sources for educational assistance. This committee may also collaborate with the Conference Committee in assisting Local Associations in organizing conferences, study seminars, and reader meetings.
 - d. *Publications Committee.* This committee may publish newsletters and other UAUS-licensed publications and may display the Concentric-Circles Symbol and the name “URANTIA” on these publications.
 - e. Additional standing Committees may be established by the voting members of UAUS.
 - f. Ad hoc Committees may be appointed by the Governing Board of UAUS from time to time as required to conduct the business of UAUS.
6. *Voting Members.* Voting members shall be duly elected Presidents and Vice Presidents for Local Associations or their duly designated representatives and shall be known as UAUS Council of Local Presidents and Vice Presidents (CLP). Duly designated representatives must be members in good standing of their Local Associations and present to the Secretary a signed statement for the absent officer(s) by the time of roll call. Representatives without a written statement may only be recognized as duly designated by vote of the CLP.

Article 5: Quorum

A UAUS quorum shall consist of one-third of the voting members or the officially designated voting representatives. Local Associations without a duly elected voting member will not be counted when determining a quorum. A quorum of the UAUS Governing Board or Committee is a majority of its officers or members.

Article 6: Manner of Acting

A. The act of a majority present at a duly called UAUS, Governing Board, or Committee meeting at which a quorum is present shall be considered the act of the group. Each voting member shall have one vote. Any voting member may hold and vote one proxy from their Local Association in addition to his or her vote. Meeting conduct shall be governed by Robert’s Rules of Order.

B. Any action required may be taken by the UAUS Governing Board or Committee without a formal meeting, provided consent is obtained in writing setting forth the action to be taken and signed by all members of the said group entitled to vote on the matter under consideration. Any such document, or multiple copies thereof, signed by all

members entitled to vote shall have the same effect as a unanimous vote at a duly called meeting.

C. Any action required may be taken by the UAUS voting members without a formal meeting, provided that written notice setting forth the action to be taken is sent with 30 days notice to all members of the group entitled to vote on the matter under consideration. Any such document, or multiple copies thereof, signed by a majority of members entitled to vote shall have the same effect as a majority vote at a duly called meeting.

D. The election of the President, Vice President, Secretary, and Treasurer shall be by plurality vote of the voting members after input from and consultation with their respective Local Association Members. Nominations shall be made in writing from the Local Associations to the UAUS Secretary via the Presidents of the Local Associations. Nominations shall include a brief biography and statement of goals of the nominee.

The deadline for submitting nominations is January 1. The Secretary of UAUS shall distribute the biographies and statements of goals to all voting members by February 1. The election shall be held in March. Each Local Association, after a canvas of its members, shall have two votes for Governing Board members, Local Association votes shall be sent to the Secretary, who shall publish the results by April 1. If the sitting Secretary is a candidate in an election with multiple nominees, the votes shall be sent to another officer of the Governing Board not directly involved in the election. Newly elected officers and appointed committee chairmen will assume their duties April 1.

E. Vacancies. Should a vacancy in the office of President occur during the normal term of office, the Vice President shall immediately assume the duties of the President until the next annual meeting when the unexpired term shall be filled by election. Should a vacancy in the office of Vice President, Secretary, or Treasurer occur during the normal time of office, the remaining Governing Board shall, within 90 days, appoint an officer pro tem to serve until the next annual meeting during which the unexpired term shall be filled by election.

Article 7: Removal Procedure

No elected member of UAUS shall be removed from UAUS function unless, as adjudged by UAUS, the attitude, conduct, or influence of such a member shall be prejudicial to the interests and the work of UAUS or IUA in general. In order to remove an elected member, three voting members of UAUS must bring specific charges of misconduct. These charges should be distributed to each member of the Governing Board and the IUA Administrator. After providing the accused member of a hearing, UAUS may remove the member from UAUS function by a two-thirds majority vote of the voting members present, provided the voting members present constitute a quorum. In case of expulsion, appeal may be made to the Judicial Commission for reinstatement.

Article 8: Conflict Resolution

By written request of two members of the UAUS Governing Board, unresolved

issues affecting UAUS may be brought before the Judicial Commission, which shall be empowered to take such action as it deems necessary and appropriate to resolve the conflict. The Judicial Commission shall set the time, venue, and attendance of any and all meetings required to resolve the conflict.

Article 9: Fees and Dues

UAUS may require annual dues and/or other fees from Local Associations, provided such funds are consistent with the budget approved by the voting members of UAUS and the assessment thereof is approved by the voting members at a duly called meeting or as provided in Article 6.

Article 10: Meetings of Voting Members

There shall be an Annual Meeting of UAUS at a time, date, and venue set by the Governing Board. Notice of said meeting shall include a general outline of business to be transacted and shall be made to all voting members as early as possible, but in no instance less than 90 days prior to the meeting.

Article 11: Meeting of Governing Board and Committees

A. Meetings of the Governing Board and Committees shall be called by the UAUS President or Committee Chairman, respectively, or by any two other officers of said group. The date, time, venue, and business to be conducted shall be set by the officer or officers calling the meeting. Notice, date, time, and venue must be reasonable given all the circumstances.

B. Meetings of the Governing Board or Committees may be held via conference telephone or instantaneously interactive electronic media, whereby all participants can hear each other. Participation in such meetings shall constitute presence in person at such meetings.

Article 12: Amendments to Bylaws

Amendments to the UAUS Bylaws require 1) written notice to each voting member of the proposed Bylaw change at least 90 days prior to a vote being taken, and 2) a two-thirds majority vote of a quorum of its voting members, excepting Article 13 which cannot be revised by UAUS.

Article 13: Dissolution

In the event of the revocation of the Charter of UAUS or the voluntary or involuntary dissolution of UAUS, all assets shall be turned over to IUA through the International Service Board. In the event of the dissolution of IUA itself, all assets shall be turned over to URANTIA Brotherhood Association, 533 Diversey Parkway, Chicago, IL 60614, U.S.A.

Adopted April 29, 1999