



32 The President, the Vice- President, the Caring Network Chair, one Member-at-large, and the  
33 Chair of the Nominating Committee, are elected in odd-numbered years.

34 The Secretary, the Treasurer, the Newsletter Editor, one Member-at-large, and two members of  
35 the Nominating Committee, are elected in even-numbered years.

36 If only one person has been nominated for each position, these persons are declared elected and  
37 no ballots are required.

### 38 **Financial**

39 Our chief source of revenue is voluntary contributions from our members. We send appeal  
40 letters in fall and in the spring to all members.

41 Retired ministers with 20 years in the ministry, who have passed their 66<sup>th</sup> birthday, are entitled  
42 to receive a service gratuity from the UUA. One must apply to the Office of Church Staff  
43 Finances to receive the gratuity.

44 Opportunities to contribute funds to UURMaPA are offered regularly in *Elderberries*.

45 UURMaPA encourages members to leave bequests to the organization in their wills, and  
46 encourages members to remember the UURMaPA Endowment Fund when they do financial and  
47 estate planning. UURMaPA regularly receives donations in memory of deceased members, and  
48 has been notified that the organization is the beneficiary of annuities taken out by members  
49 through the UUA.

50 The Fiscal year is July 1 to June 30.

### 51 **Denominational Relationships.**

52 UURMaPA is a professional organization listed in the UUA Directory.

53 UURMaPA works closely with the Office of Church Staff Finances.

54 UURMaPA sponsors workshops at Ministry Day and during General Assembly. UURMaPA also  
55 sponsors a luncheon at General Assembly at which newly retired ministers and their partners are  
56 guests.

57 UURMaPA participates in a luncheon for surviving partners and families at General Assembly,  
58 put on by the Department of Ministries and Faith Development.

59 UURMaPA's President, or, as substitute, a UURMaPA Board member, participates in The  
60 Service of the Living Tradition at General Assembly, honoring retirees.

61

62 UURMaPA leaders are often consulted by UUA and UUMA leaders on matters that particularly  
63 impact ministerial retirees.

#### 64 **Meetings**

65 The Board meets monthly, as needed, via conference call. There is one, face-to- face, three-day  
66 meeting each fall in Boston. Board members’ lodging, meals, transportation to meetings, airfare,  
67 or automobile transportation, including mileage at the current UUA rate, are reimbursed.  
68 Parking, food and lodging necessary for travel are also reimbursed. Board members stay in Eliot-  
69 Pickett house while in Boston for the face-to-face meeting.

70

#### 71 **Caring Network**

72 A member of the Board heads the program and recruits and supports the more than 40  
73 volunteers who serve as Caring Network Coordinators. They stay in touch with members in each  
74 region to keep up on changes in their lives. They also help members in financial distress to get  
75 assistance. They facilitate the planning of luncheons and other regional gatherings, which help  
76 keep members connected.

77

#### 78 **Newsletter**

79 The newsletter *Elderberries* is published four times a year. A paper copy is mailed to all  
80 member households, district offices, the UUMA liaison, and to denominational officials, unless  
81 they have requested electronic copies. Copies are also provided to the Andover Harvard Library  
82 for the archives.

#### 83 **Electronic Communications**

#### 84 **Website**

85 UURMaPA’s website is maintained and updated by the Webmaster. It provides an overview of  
86 the organization, including the leadership and the Caring Network. It also promotes upcoming  
87 conferences and events and highlights activities of members. Other features include archived  
88 obituaries, documents ranging from publications to bylaws, and resources for members.

89 The membership can also access the *Membership Directory* online (under the “Publications”  
90 tab). It is password protected. The user name and password are published in the hard copy of the  
91 newsletter but not in the online version of *Elderberries*.

92 The Webmaster is appointed by the Board. The Treasurer is the liaison to the Board for the  
93 Webmaster.

94 The CUC, the UUA and many Districts have links to uurmapa.org on their web sites.  
95 UURMaPA's website also has links of general interest to UU's.

## 96 **List Serves**

97 There are two list serves for UURMaPA members both hosted at lists.uua.org: SpeakUp which is  
98 a chat for all members and UURMAPA-Careteam, which supports Caring Network Coordinators  
99 in their day-to-day work.

## 100 **UURMaPA Announce**

101 UURMaPA-Announce, administered by the Webmaster, allows the Board to send out messages  
102 to the membership. This is a one-way "bulletin board" for announcements that are time-sensitive.

## 103 **Publications**

104 In addition to our newsletter, *Elderberries*, UURMaPA brochures have been published since  
105 1985, with information about our organization and programs. These have been distributed to  
106 new and prospective members at General Assembly and at conferences. UURMaPA has also  
107 had an ad in the Convo publication.

108 *On Retirement: A Helpful Guide for UU Ministers & Partners* (available on [www.uurmapa.org](http://www.uurmapa.org))  
109 was first published in 2010 and will be updated.

110 Our *Membership Directory* is printed and distributed annually and kept up-to-date online by the  
111 Database Manager.

112 *The Caring Network Handbook* is published on the UURMaPA web site.

## 113 **Database Manager**

114 The Database Manager keeps up with new retirees and address changes. S/he provides address  
115 data upon request for UURMaPA business, but beyond that, will not provide UURMaPA  
116 member mass data to anyone without explicit permission of the Board. The Database Manager is  
117 appointed by the Board. The Treasurer is the liaison to the Board for the Database Manager.

## 118 **Conferences**

119 UURMaPA has conferences at Attleboro, MA, Asheville, N.C., Seabeck, WA, and other  
120 locations from time to time.

121 A guidelines brochure was adopted by the Board, and is available online to all conference  
122 committees. All monies are held by the UURMaPA Treasurer.

123

124 A member of the Board is liaison to each conference planner. UURMaPA members are welcome  
125 to attend any conference. Scholarships are available to help defray expenses.

126 The President or a designee represents the Board at each UURMaPA conference. UURMaPA  
127 pays that person's registration and travel. All Board members are encouraged to attend regional  
128 conferences and are reminded that they can apply for scholarships to help defray their expenses.

### 129 **Letters of Welcome and Condolence**

130 Letters of welcome are sent by the President to all newly retired ministers and partners. Letters  
131 of condolence are sent by the President to the families of deceased members. A peace lily is sent  
132 to surviving family when a partner dies.

### 133 **Appendix #1 Bylaws**

#### 134 **BYLAWS**

#### 135 **OF**

#### 136 **UNITARIAN UNIVERSALIST RETIRED MINISTERS**

#### 137 **AND PARTNERS ASSOCIATION**

138 **ADOPTED** September, 2010

139

#### 140 **Article I - NAME**

141 The name of this organization shall be Unitarian Universalist Retired Ministers and Partners Association.

142

#### 143 **Article II - PURPOSE**

144 Acting in conformity with the purposes and principles of the Unitarian Universalist Association, the  
145 purposes of this organization shall be to serve the Unitarian Universalist movement, and to enhance the  
146 well-being of retired Unitarian Universalist ministers, their life partners and surviving life partners and to  
147 provide such programs and activities as may be feasible for their benefit.

148

149

#### 150 **Article III – MEMBERSHIP**

151 All ministers in fellowship with the UUA classified by the Association as retired, their life partners, and  
152 the life partners of deceased Unitarian Universalist ministers, as well as all ministers granted life

153 membership by the UUMA and their life partners shall be members of this organization. Other persons  
154 may become members by application to, and approval by, a majority of the Board

155

156

157

#### Article IV - ADMINISTRATION

158 Section 1 The Board of this organization shall be a President, a Vice President, a Secretary, a  
159 Treasurer, a Newsletter Editor, and a Caring Network Chair. and two Members-at-large.

160

161 Section 2 The President shall preside at all meetings of the Board and shall have general  
162 supervision over the activities of the organization.

163

164 Section 3 The Vice President, in the absence of the President, or in the inability of the President to  
165 serve, shall assume the duties of the President. In the event of the resignation or death of  
166 the President, the Vice President shall assume the office of the President for the  
167 remainder of the term.

168

169 Section 4 The Secretary shall keep a record of the proceedings of all meetings of the Board and  
170 shall perform such other duties as may be assigned by the Board.

171

172 Section 5 The Treasurer shall keep a faithful account of the financial transactions of the  
173 organization and shall receive contributions of funds and shall make payments in  
174 accordance with the policies and procedures adopted by the Board. Whenever the Board  
175 shall authorize the Treasurer to open an account at any bank or other financial  
176 institutions, the Secretary and other officers are authorized to execute such agreements as  
177 are usual for the opening and maintaining of such accounts without further action by the  
178 Board.

179

180 Section 6 The Newsletter Editor shall edit and supervise the production of a newsletter under the  
181 general direction of the Board.

182

183

184 Section 7 The Board shall administer the affairs of this organization and shall adopt policies and  
185 administer programs to carry out the purposes as stated in Article II.

186

187 Section 8 The Board shall send to all members, at least once every two years, a report of its  
188 activities including a financial statement.

189

190 Section 9 Meetings of the Board shall be held at least two times a year.

191

192

193 Section 10 The Board shall have the power to fill, for the remainder of the term, any vacancy that  
194 occurs in its membership or in the Nominating Committee.

195

196

#### Article V - ELECTIONS

197 Section 1 The officers, two Members-at-large, and a Nominating Committee, consisting of a chair  
198 and two others, shall be elected by a mail ballot of the members.

199

200 The President, the Vice President, the Caring Network Chair, one Member-at-large, and the Chair of the  
201 Nominating Committee, shall be elected in odd-numbered years.

202

203 The Secretary, the Treasurer, the Newsletter Editor, one Member-at-large, and two members of the  
204 Nominating Committee, shall be elected in even-numbered years.

205

206 Electees shall assume office on July 1 following their election and shall serve for two years. If, however,  
207 their successors have not been elected by the end of their terms, they shall continue in office until their  
208 successors have been qualified.

209

210 No officer, member-at-large, or member of the Nominating Committee shall serve more than two full  
211 terms in any one position. No person shall serve on the Board for more than six consecutive years.

212

213 Section 2 All members shall be eligible to vote in an election conducted by the nominating  
214 committee.

215 Before December 1 preceding the election, the Nominating committee shall poll the membership for  
216 suggestions of nominees. From these and their own suggestions, the committee shall make its  
217 nominations and notify the membership by March 1.

218

219 In case of multiple nominations for a single position, the Nominating Committee shall conduct an election  
220 by ballot to be completed in time for the election results to be certified by the Secretary and announced to  
221 the membership by June 1.

222

223 If only one person is nominated for each position, the persons shall be declared elected.

224

225 No nominee shall be listed on the ballot without his or her consent. The Nominating Committee is  
226 authorized to establish such procedures as are necessary to carry out these provisions.

227

228

229 **ARTICLE VI -AMENDMENTS**

230 These bylaws may be amended by a majority vote of the Board in the following manner: the Board  
231 proposes an amendment; it is circulated to the membership so that members can send comments and/or  
232 corrections to the Secretary; an official Board vote will be taken on the amendment no sooner than 30  
233 days after it is published.

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