



## STANDARD SOCIETY CONSTITUTION

CONSTITUTION OF THE \_\_\_\_\_ SOCIETY OF *The Urantia Book Fellowship*

### ARTICLE I—NAME

The name of this organization shall be \_\_\_\_\_, hereinafter referred to as “the Society.”

### ARTICLE II—PURPOSE

The purpose of the Society is to foster, through fraternal association, the study, dissemination, and living of the teachings of *The Urantia Book*.

### ARTICLE III—AFFILIATION

The Society, while autonomous in the conduct of its specific affairs, is subject to the Constitution of *The Urantia Book Fellowship*, and, by virtue of its charter as a constituent Society of The Fellowship, its members are *ipso facto* members of The Fellowship.

### ARTICLE IV—MEMBERSHIP

**Section 4.1—Qualifications.** Any person who has read *The Urantia Book* in its entirety or who, having attained the age of sixteen years and, as adjudged by the Society’s Governing Board, evidences a desire and willingness to learn and understand the teachings of *The Urantia Book*, shall be eligible for membership in the Society.

**Section 4.2.—Application for Membership.** Application for membership in the Society shall be made in writing to the Society’s Membership Committee in the form determined by that committee.

**Section 4.3—Acceptance or Rejection of Applicants.** Having passed upon the eligibility and qualification of each applicant for membership, the Society’s Membership Committee shall report its findings to the Society’s Governing Board, which shall accept or reject each applicant via majority vote.

**Section 4.4—Initiation of Members.** The initiation of new members shall be under the supervision of the Society’s Membership Committee and may consist of the ceremony used by The Fellowship’s Charter Committee with whatever additional features the Society’s Membership Committee may choose. Prior to initiation, each individual accepted for initiation shall have attended at least one Formal Meeting of the Society during the preceding year and shall certify to the Membership Committee that they have read the Society and Fellowship constitutions and are willing to accept and abide by them.

**Section 4.5—Classes of Membership.** All members of the Society shall be classed as either Active or Inactive. Additional classes of membership may be established through the By-Laws of the Society for purposes other than government of the Society.

**Paragraph 4.5.1—Active Members.** An Active Member is a member of the Society who has attended at least one Formal Meeting of the Society during the past year and has complied with the financial support requirements of the Society, as specified in the By-Laws of the Society. Only Active Members shall hold office in and vote at Formal Meetings of the Society.

**Paragraph 4.5.2—Inactive Members.** All members of the Society not meeting the requirements for Active Members shall be deemed to be Inactive Members.

**Section 4.6—Expulsion of Members.** No member shall be expelled from the Society unless, as adjudged by the Society, the attitude, conduct, or influence of such member shall be prejudicial to the interests and work of the Society. A member may not be expelled except upon (a) filing by the Society’s Membership Committee with the Society’s Governing Board of a petition for the expulsion of such a member, (b) the summoning of such member by the Governing Board to show cause why his/her membership should not be revoked, (c) the affirmation, via majority vote, by the Governing Board that such membership should be revoked, and (d) the calling of a special meeting. At such special meeting, the case for expulsion shall be presented by a member of the Governing Board. The accused member may present his/her own case in person or may be represented by any member of the Society. After all the evidence has been presented and all arguments have been heard, the accused member shall withdraw, and the Society shall by secret ballot affirm or reverse the decision of the Governing Board. The decision of three-fourths of the voting members present (absentee ballots shall not be allowed) shall be final, and the Secretary shall communicate such decision to the member concerned within ten (10) days thereafter in writing. A disaffirmation by the Society shall constitute a final determination dismissing the case.

## ARTICLE V—MEETINGS

**Section 5.1—Formal Meetings.** A Formal Meeting is a properly called Assembly of Active Members. Active and Inactive Members and nonmembers may attend all Formal Meetings; however, only Active Members may participate. Attendance at such meetings may be restricted to Active Members by majority vote. Such Formal Meetings shall be held in the state/province of \_\_\_\_\_ with appropriate prior notice sent to all Active Members stating the purpose or purposes for which the meeting is called. The Society may create additional classes of Formal Meetings to serve the needs of the Society through the By-Laws.

**Paragraph 5.1.1—Triennial Meetings.** A Triennial Meeting shall be held once every three years at a time and place designated by the Society’s Governing Board for the sole purpose of electing a Delegate and an Alternate Delegate to the Triennial Delegate Assembly of *The Urantia Book* Fellowship. Sixty days notice shall be given of Triennial Meetings. The names of the Society representatives are communicated to The Fellowship 60 days prior to the date of the TDA in order for the representatives to be seated.

**Paragraph 5.1.2—Annual Meetings.** An Annual Meeting shall be held once each calendar year at a time and place designated by the Society’s Governing Board. Society Officers, Standing Committee Chairs, and Special Committee Chairs shall report at such a meeting. Thirty days notice shall be given of Annual Meetings.

**Paragraph 5.1.3—Emergency Meetings.** An Emergency Meeting may be called at any convenient time and place by the Society’s Governing Board or upon written request to the President by twenty percent (20%) of the Active Members. Seven days notice shall be given of Emergency Meetings.

**Section 5.2—Quorum.** A quorum at any formal meeting, properly called and notified, shall consist of an attending majority of the Active Members of the Society, except that the quorum for the Triennial Meeting shall in no case be less than seven attending Active Members. In the absence of a quorum at any Formal Meeting, the meeting may be continued to a date and place certain by vote of a majority of the Active Members in attendance, providing that seven days notice is given of such continuance to all Active Members.

**Section 5.3—Voting.** Only Active Members in attendance shall be entitled to vote at Formal Meetings.

**Section 5.4—Powers.** All powers not specifically delegated herein are reserved to the Assembly of Society members.

## ARTICLE VI—OFFICERS

**Section 6.1—Officers.** The Officers of the Society shall be President, Vice-President, Secretary, and Treasurer. The Society may create additional offices to serve the needs of the Society through the By-Laws.

**Paragraph 6.1.1—President.** The President shall be the presiding officer at all Formal Meetings and of the Society’s Governing Board, and shall be an *ex officio* member of all Society committees. The President shall have only such powers as are conferred upon him or her by this Constitution, the By-Laws, the Assembly of Society members, or the Society’s Governing Board.

**Paragraph 6.1.2—Vice-President.** The Vice-President shall perform the duties and exercise the powers of the President in the event of the inability of the President to act.

**Paragraph 6.1.3—Secretary.** The Secretary shall keep and preserve the records of the proceedings of the Formal Meetings of the Society and the Governing Board, including attendance records. The Secretary shall notify all Active Members of all Formal Meetings. The Secretary shall conduct all official communications between the Society and The Fellowship as required by the Constitution of The Fellowship.

**Paragraph 6.1.4—Treasurer.** The Treasurer shall be the principle financial officer and shall supervise the financial resources of the Society. The Treasurer is entrusted with the Society's funds but can only disburse them by the authority of the Assembly of Society members, or upon the unanimous consent of the Society's Governing Board. All checks issued by the Treasurer shall be countersigned by either the President or Vice-President. The Treasurer shall maintain financial support records of the membership, oversee the quarterly tithe to The Fellowship, and be responsible for preserving the tax-exempt status of the Society.

**Section 6.2—Election of Officers.** Officers shall be elected by secret ballot at each Annual Meeting, and shall hold office until replaced by subsequent election, subject to an action by the Assembly for rescission of the election. No one shall be elected more than three times in succession to the same Office.

**Paragraph 6.2.1—Requirement for Nomination.** All nominees for election as Officers shall be Active Members and shall agree to serve if elected.

**Paragraph 6.2.2—Requirement for Election.** The candidate receiving a majority of votes cast shall be elected.

**Paragraph 6.2.3—Multiple Ballots.** If no candidate achieves an absolute majority of votes cast on the first ballot, a second ballot shall be cast between the two candidates receiving the largest number of votes on the first ballot.

**Paragraph 6.2.4—Tellers.** Votes shall be counted and reported by two tellers appointed by the President from the Active Members attending.

**Section 6.3—Vacancies.** Officer and committee chair vacancies shall be filled by election at the next Formal Meeting of the Society. Such interim officers shall serve until replaced by election.

**Section 6.4—Limitation.** No person shall hold more than one office at a time nor shall any Officer serve as chair of any Standing Committee.

## ARTICLE VII—GOVERNING BOARD

**Section 7.1—Members.** The Governing Board shall consist of the officers of the Society and the Chairs of all Standing Committees. The President of the Society shall serve as chair, and the Society Secretary shall serve as secretary of the Governing Board.

**Section 7.2—Powers and Duties.** The Society's Governing Board shall manage the affairs of the Society in accordance with the will of the Assembly of Society members, subject to the Constitution and pursuant to the By-Laws. The Society's Governing Board shall have the power to veto or modify the act of any Officer or of any Standing or Special Committee.

**Section 7.3—Meetings.** The Society's Governing Board shall meet at least twice yearly at the call of the President. Additional meetings may be called upon the petition of any three members of the Society's Governing Board. One week notice shall be given for all meetings, stating the time, place, and purpose of the meeting. A quorum of the Society's Governing Board consists of a majority of its members.

## ARTICLE VIII—COMMITTEES

**Section 8.1—Standing Committees.** The Chair for each Standing Committee shall be an Active Member of the Society, shall be elected at each Annual Meeting, and shall serve until replaced by election, subject to an action by the Assembly of Society members for rescission of the election. No one shall be elected more than three times in succession to Chair the same Standing Committee and no one shall serve as Chair of more than one Standing Committee. Each Standing Committee Chair shall appoint at least two Members of the Society to the committee. Standing Committees shall be:

**Paragraph 8.1.1—Membership Committee.** The Society's Membership Committee shall pass upon the qualifications and eligibility of all candidates for membership in the Society, subject to the final determination of the

Society's Governing Board. The Society's Membership Committee shall be responsible for conducting the initiation ceremony for new members in accordance with the requirements of The Fellowship.

**Paragraph 8.1.2—Finance Committee.** The Society's Finance Committee shall recommend a detailed budget each year for the Society's Governing Board at least thirty days prior to the Annual Meeting. The Society's Finance Committee shall be responsible for raising the funds required to meet the budget approved by the Assembly of Society members.

**Paragraph 8.1.3—Program Committee.** The Society's Program Committee shall plan and implement programs for Society activities consistent with the purposes of the Society.

**Paragraph 8.1.4—Additional Standing Committees.** Additional Standing Committees may be established through the By-Laws as needed to administer and support the functions of the Society.

**Section 8.2—Special Committees.** Special Committees for the accomplishment of any particular purpose may be established by the Assembly, the President, or the Society's Governing Board. Such Committees will function until the next Annual Meeting, at which they will submit a report, and may be reconstituted an unlimited number of times.

#### **ARTICLE IX—QUALIFICATION FOR TAX EXEMPT STATUS AND DISSOLUTION**

**Section 9.1—Tax-exempt Purpose.** The Society is organized exclusively for religious, charitable, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

**Section 9.2—Application of Earnings.** No part of the net earnings of the Society shall inure to the benefit of or be distributed to its members or any private individual. No substantial part of the activities of the Society shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Society shall not carry on any activities not permitted to be carried on under Section 501 (c) (3) of the Internal Revenue Code.

**Section 9.3—Disposition of Assets on Dissolution.** Upon dissolution of the Society, all of the assets of the Society shall be distributed to the successor organization of the Society, if such organization qualifies under Section 501 (c) (3) of the Internal Revenue Code. If there is no successor to the Society, then all of its assets shall be distributed to The Fifth Epochal Fellowship Corporation (d/b/a *The Urantia Book Fellowship*) or, exclusively for the purposes of the Society, to any organization(s) operated exclusively for charitable purposes as shall qualify for exemption under Section 501 (c) (3) of the Internal Revenue Code, or to the Federal government, or to a state or local government for a public purpose.

#### **ARTICLE X—AMENDMENTS**

This Constitution may be amended by a three-fourths vote at any Annual Meeting. The wording of any such proposed Amendment shall be included in the notice for the meeting at which it is intended to be voted.

#### **ARTICLE XI—BYLAWS**

The Society shall have the power at any Formal Meeting to adopt By-Laws to make effective the terms and provisions of this Constitution and to regulate the conduct of the Society. By-Laws may be passed or amended by a two-thirds vote.

#### **ARTICLE XII—PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for all matters not specified in this Constitution or the accompanying By-Laws.

#### **BY-LAWS**

(As needed.)