

Preamble

to

The CONSTITUTION of

THE URANTIA BOOK READERS OF LOS ANGELES (UBLA)

Believing that the comfort, happiness and well being of mankind will be enhanced by knowledge of the truths expressed in *The Urantia Book* and that the spreading of these teachings among all peoples can best be accomplished through the mutual efforts of a body of people working together for a common cause, we Readers of *The Urantia Book* do hereby join together as a voluntary association and fellowship for the purposes hereinafter expressed under the name of THE URANTIA BOOK READERS OF LOS ANGELES (UBLA) and do hereby ordain and establish this Constitution for the Society.

CONSTITUTION

of

THE URANTIA BOOK READERS OF LOS ANGELES (UBLA)

Article I: NAME

The name of this association shall be THE URANTIA BOOK READERS OF LOS ANGELES (UBLA). For clarification, it may have the subtitle “UBLA.”

Article II: PURPOSE

The purposes of THE URANTIA BOOK READERS OF LOS ANGELES (UBLA) are the study and dissemination of the teachings of *The Urantia Book* and the inculcation and encouragement of the realization and appreciation of the Fatherhood of God and the Brotherhood of Man in order to increase and enhance the comfort, happiness and well being of man as an individual and as a member of society through the medium of fraternal association, ever obedient to the laws of this country and to the regulations of THE FELLOWSHIP for Readers of *The Urantia Book*).

ARTICLE III. GOVERNMENT

The government of this society shall be of the congregational form of organization known as “The Assembly of the Society” and fully autonomous in all matters of its government and activities, including the determination of its membership, except as limited by the Constitution and By-Laws of THE FELLOWSHIP.

Article IV: MEMBERSHIP

Sec. 4.1 Qualifications for Membership.

a. Any person who shall, as adjudged by this Society, evidence a desire and willingness to learn and understand the teachings of *The Urantia Book* and who shall declare his or her willingness to accept this Constitution and the Constitution of THE FELLOWSHIP shall be eligible for membership in this Society. Additional requirements and procedures may be adopted as By-Laws.

b. Membership in or affiliation with any church, religious organization or fraternal society shall not disqualify a candidate for membership in this Society.

c. Any person, upon becoming a member, shall, ipso facto, become a member of THE FELLOWSHIP for Readers of *The Urantia Book*).

Sec. 4.2 Application for and Admission to Membership. Formal application for membership in this Society shall be in writing by the candidate to the Chairman of the Membership Committee in such form as may from time to time be required by the Membership Committee. Admission to membership shall be in accordance with Article VIII, Section 8.6.a of this Constitution.

Sec. 4.3 Initiation of Members. A candidate shall be received as a member of this Society by one (1) or more members of the Membership Committee in the presence of any officer of the Society. The initiation shall be as determined by the Membership Committee and approved by the Governing Committee. Upon completion of the initiation, the Senior Officer present shall declare the candidate to be a member of this Society and of THE FELLOWSHIP for Readers of *The Urantia Book*).

Sec. 4.4 Record of Membership. A permanent record of each member shall be made, kept and preserved in the manner prescribed by the By-Laws of THE FELLOWSHIP.

Sec. 4.5 Membership Dues. Annual dues shall be as set by the Governing Committee. Upon written request by any member certifying that the payment of dues would render a financial hardship upon such member, the Treasurer shall enter a notation in the financial records of the Society that such dues are waived.

Sec. 4.6 Transfer of Membership.

a. A member shall have the right to transfer his or her membership to another Local Society of THE FELLOWSHIP upon obtaining the consent of the other Society and complying with the requirements of the By-Laws of THE FELLOWSHIP.

b. A member of THE FELLOWSHIP, whether by virtue of being a member of a Local Society or a Member-at-Large of THE FELLOWSHIP, may transfer his or her membership into this Society without undergoing the initiation process upon approval of the Governing Committee. Notification to the other Society or THE FELLOWSHIP (in case of a Member at Large) shall be made in accordance with the By-Laws of THE FELLOWSHIP.

Sec. 4.7 Expulsion. No member shall be expelled from membership in this 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. Upon the expulsion of a member, he or she shall cease to be a member of THE FELLOWSHIP.

ARTICLE V: THE ASSEMBLY OF THE SOCIETY

Sec. 5.1 Informal Meetings. This Society may hold informal meetings for the purpose of studying The Urantia 'Book or for any other purpose at such time or times as may be determined by an affirmative vote of a majority of The Governing Committee or of a quorum at any formal meeting of the Society. At such Informal Meetings the Society may extend a welcome to non-member students of *The Urantia Book* and to other interested persons to be visitors.

Sec. 5.2 Formal Meeting. Business of the Society shall be conducted only during its formal meetings. Only Active Members shall be eligible to speak and/or vote at Formal Meetings. Such meetings shall constitute The Assembly of the Society. Except as provided in the Constitution and By-Laws of this Society, such meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised. Such formal meetings shall be of the following types.

a. Regular Annual Meeting. A Regular Annual Meeting of the Society shall be held once each calendar year at a time and place designated by the Governing Committee. Written notice of such annual meeting shall be sent to each member at least fifteen (15) days prior to such meeting either in the official publication of the Society, or by special mailing or, if agreed to by the member, by email or other electronic method. The Society may transact any business at a Regular Annual Meeting.

b. Special Meeting. Special meetings of the Society may be called at any time by the Governing Committee or upon the written request of twenty (20) percent of its Active Members. Notice thereof shall be given as required for Regular Annual Meetings, but such notice shall also state the purpose for which the meeting is called. Business transacted at such special meeting shall be limited to matters stated in the purpose for such meeting and matters reasonably required to dispose of such issues.

c. Triennial Meeting. Upon receipt of notice of the setting of a date for the Triennial Delegate Assembly of THE FELLOWSHIP, but not later than sixty (60) days before such date, a meeting of the Society shall be held for the purpose of electing such Delegates and Alternates from the Society as authorized by the Constitution of THE FELLOWSHIP to represent the Society at such Triennial Delegate Assembly. The elected representatives must meet the qualifications set forth in the Constitution and By-Laws of THE FELLOWSHIP. The nomination and election of such representatives shall be in accordance with the election of officers provided in Article VI of this Constitution. The Secretary of and President of this Society shall forthwith notify THE FELLOWSHIP and certify the representatives as provided in the Constitution and By-Laws of THE FELLOWSHIP.

Sec. 5.3 Quorum. A quorum at any Formal Meeting of the Society convened upon proper notice shall consist of those Active Members present.

Sec. 5.4 Proxy Voting. At all Formal Meetings of the Society proxy voting is allowed under the following conditions: (a) both the grantor and the grantee of a proxy must be eligible to participate in the meeting; b) the proxy must be in writing, signed by the grantor, and be specific as to the scope of the grant; and (c) must be filed with the Secretary prior to the call to order of the meeting for which the proxy applies. Persons holding proxies on issues requiring a secret written ballot will be issued a ballot for each proxy held. Proxies may not be used to constitute a quorum, to address the meeting, nor shall participation by proxy count as attendance at the meeting.

Sec. 5.5 Powers. The Society in Formal Meetings (The Assembly of the Society) shall have all powers which are not specifically conferred upon the Officers, the Governing Committee, the Membership Committee, and other Standing Committees as may, from time to time, be established, and which are not prohibited to the Society by law, this Constitution, its By-Laws, or the Constitution and By-Laws of THE FELLOWSHIP, as they may be amended. Such powers may be exercised by the Assembly of the Society.

ARTICLE VI: OFFICERS

The officers of this Society shall be a President, a Vice President, a Secretary, a Treasurer, and such other officers as may be provided by this Constitution and the By-Laws of this Society.

Sec. 6.1 Election and Term of Office.

a. The Officers of this Society shall be elected to full terms of 2-years at its Regular Annual Meeting and installed in office at that meeting. They shall hold office until their successors are duly elected and installed. No person shall be nominated for or elected to any office who is not an Active Member of the Society and who does not consent to serve if elected.

b. Election of officers shall be by secret written ballot from eligible candidates nominated by a Nominating Committee appointed by the Governing Committee plus those nominated from the floor.

c. A nominee receiving a majority of votes cast shall be declared elected to the office for which nominated. If no person receives a majority of votes for an office, the person or persons receiving the fewest votes will be dropped and the remainder voted upon, unless this process results in a single nominee, in which case balloting on all shall continue.

d. The Secretary-General of THE FELLOWSHIP shall be notified of the names and addresses of the officers of this Society within thirty (30) days subsequent to their election.

Sec. 6.2 President. The President shall be the principal executive officer of the Society and shall preside at all meetings of the Society and the Governing Committee. The presiding officer at any such meeting shall have no vote on any matter not requiring a secret written ballot except in case of a tie vote. The President shall have such other powers and duties as may from time to time be conferred or imposed by the Constitution and By-Laws of this Society or by the Governing Committee.

Sec. 6.3 Vice-President. In the event of the inability of the President to act, the Vice President shall perform the duties and exercise the powers of the President in his or her place and stead, and shall perform such other duties and exercise such other powers as may be from time to time conferred by the Governing Committee or the President. In case of vacancy in the office of President, the Vice-President shall succeed to the office of President for the remainder of the term of office.

Sec. 6.4 Secretary.

a. The Secretary shall keep and preserve the records of the meetings and proceedings of this Society and the Governing Committee, and shall keep and preserve the official record of the members of this Society. The Secretary shall have the power to certify to the correctness of copies of records in his or her custody and possession, and shall perform such other duties and exercise such other powers as may from time to time be imposed by the Constitution or By-Laws of this Society or by the Governing Committee. In the event of the inability of both the President and Vice-president to act, the Secretary shall exercise the powers and perform the duties of President. If no Assistant Treasurer is elected, the Secretary shall serve as the Assistant Treasurer.

b. There may be elected an Assistant Secretary who will perform the duties and exercise the powers of the Secretary at meetings which the Secretary does not attend. In case of vacancy in the office of Secretary, the Assistant Secretary shall succeed to the office of Secretary for the remainder of the term of office.

Sec. 6.5 Treasurer.

a. The Treasurer shall be the principal Fiscal Officer of the Society and shall have general supervision and control over the moneys and properties of this Society. The Treasurer shall collect and receive all moneys and properties due this Society and have custody and control over the same, shall pay all lawful obligations of the Society there from, shall keep strict books of account showing complete financial and property records, and shall render reports to the President and Governing Committee at such times as either shall require. The Treasurer shall make a complete and final report on the financial affairs of the Society and the conduct of his or her office at the Regular Annual Meeting of the Society. If no Assistant Secretary is elected, the Treasurer shall serve as Assistant Secretary.

b. There may be elected an Assistant Treasurer who will perform the duties and exercise the powers of the Treasurer as functions where the Treasurer cannot attend. In case of vacancy in the office of Treasurer, the Assistant Treasurer shall succeed to the office of Treasurer for the remainder of the term of office.

Sec. 6.6 Bonds. The Officers shall give bond in such sums and with such sureties as may from time to time be required by the By-Laws. Such bonds shall be payable to THE URANTIA BOOK READERS OF LOS ANGELES (UBLA). Premiums on such bonds shall be paid from Society funds.

Sec. 6.7 Vacancies. Whenever any vacancy shall occur in any office to which a replacement is not provided in this Constitution, such vacancy may be filled for the remainder of the unexpired term of office at any formal meeting of the Society. The procedures are spelled out in Sec. 6.1, above. Until such vacancies are filled by election, the Governing Committee may appoint a qualified member to fill the vacancy on a temporary basis.

Sec. 6.8 Limitations upon Officers.

- a. No person shall hold more than one (1) office at the same time, nor shall any officer except the Treasurer serve as Chairperson of any Standing Committee.
- b. With the exceptions of Secretary and Treasurer and their Assistants, no person may hold the same office nor chair any standing committee for more than three consecutive full terms.

ARTICLE VII: GOVERNING COMMITTEE

Sec. 7.1 Organization. There shall be a governing committee of this Society, to be known as the "Governing Committee," comprised of the Officers of this Society and the Chairpersons of each of its Standing Committees.

Sec. 7.2 Officers of the Governing Committee. The President of this Society shall head the Governing Committee and shall preside at all meetings thereof. The Secretary of this Society shall be the Secretary of the Governing Committee and shall make and preserve all records of the meetings, proceedings and actions of the Governing Committee.

Sec 7.3 Powers and Duties.

- a. The Governing Committee shall be vested with the power to actively manage all affairs of this Society in accordance with this Constitution and pursuant to the By-Laws. It shall have the power to veto or modify any act of any officer or any Standing Committee of this Society. It shall exercise those powers and perform those duties and other functions conferred upon it by this Constitution and By-Laws or delegated to it by the Assembly of the Society.
- b. The Governing Committee shall act as fiscal agent of this Society. It shall have absolute control over all property of this Society. Complete legal title to any and all property, real and personal, shall be vested in the Governing Committee unless the Governing Committee shall direct that the title to such property, or any part of it, be vested in one (1) or more persons, corporations, or legal entities as fiscal agents of the Governing Committee. The acts of the Governing Committee with respect to any property or property rights of THE URANTIA BOOK READERS OF LOS ANGELES (UBLA) shall in all ways be final, conclusive and binding upon this Society. The Governing Committee may from time to time delegate such powers, or a part thereof, or upon conditions and limitations, to one (1) or more persons, corporations, or committees.

Sec. 7.4 Meeting.

- a. The Governing Committee shall meet regularly at least once each quarter at a date, time and place determined by the Governing Committee. Governing Committee meetings may be conducted by electronic means such as via a conference phone call or a videoconference. Special meetings of the Governing Committee may be held at any date, time or place upon call of the President and Secretary. Any meeting not completing the agenda before it may recess to reconvene at a later date, time and place to complete the agenda.
- b. Notice of all meetings shall be given by the Secretary to all members of the Governing Committee by mail or if agreed to by the member, by electronic means such as email, not less than ten (10) days prior to such meeting, which notice shall contain the date, time and place of the

meeting and the purposes of any special meeting. Notice of any meeting may be waived by electronic means, by email or in writing signed by all members of the Governing Committee.

c. When a quorum is present, including members present electronically, all questions presented to the Governing Committee may be decided by a majority vote of those members present. The presiding officer shall vote only in case of a tie vote.

Sec. 7.5 Quorum. A quorum at any meeting of the Governing Committee shall consist of a majority of the members of such committee, but a lesser number may meet and adjourn.

Sec. 7.6 Compensation. Members of the Governing Committee shall serve without compensation; however, nothing herein contained shall prohibit the payment of just compensation to any member for services rendered in other capacities. The Governing Committee shall have power to employ such persons as shall be necessary for the conduct of the affairs and business of this Society and pay them from the treasury of the Society. The Governing Committee shall have the power to reimburse any member for necessary expense incurred on behalf of the Society.

ARTICLE VIII: COMMITTEES

Sec. 8.1 Standing Committees Selection and Terms of Office. This Society shall have Standing Committees as provided in this Article, which shall meet not less than once each year. The Chairperson of each Standing Committee shall nominate at least two (2) additional members of this Society for appointment as committee members by the Governing Committee. Once appointed, committee members serve at the option of the Chairperson so long as he or she continues in such office.

Sec. 8.2 Committee Chairpersons. The Chairperson of each Standing Committee shall be elected in the same manner as is provided in Sec. 6.1 of this Constitution for the election of officers. The Chairperson shall preside at all of its meetings, and shall be a member of the Governing Committee. The Chairperson shall give such periodic reports of activities of the Standing Committee as required by the Governing Committee, and shall report in writing to the Annual Meeting of the Society.

Sec. 8.3 Committee Secretaries.

a. The Secretary of each Standing Committee shall be appointed by the Chairperson from among the committee members. Vacancies in the office of Secretary shall be filled by the committee Chairperson from among the committee members.

b. The Secretary of each Standing Committee shall keep a full and complete record of the proceedings and activities of such committee, and shall deliver copies thereof to the Chairperson at his or her request. In the absence of the Chairperson, the Secretary shall preside at meetings of the committee.

Sec. 8.4 Vacancies in Committees. Vacancies in members of all committees shall be temporarily filled by nomination of the Chairperson and appointment of the President subject to ratification by the Governing Committee at its next meeting. Vacancies in Chairpersons of all committees shall be temporarily filled by appointment of the President subject to ratification by the Governing Committee at their next meeting. Persons so appointed shall serve from the day of appointment and, when ratified shall serve until the next Annual Meeting.

Sec. 8.5 Quorum. A quorum at any meeting of any committee shall consist of the members of the committee present after actual or constructive notice of the meeting. When a quorum is present, all questions are decided by a majority of those members voting at any meeting thereof.

Sec. 8.6 The Standing Committees. The Standing Committees of this Society are:

- a. Membership Committee. This Committee shall pass upon the qualifications and eligibility of all candidates for membership in this Society. It shall recommend the acceptance or rejection of each candidate to the Governing Committee, which shall have final approval. It shall participate in the initiation of all members in accordance with Sec. 3.3 of this Constitution.
- b. Education Committee. This Committee shall be concerned with the programs, education and training activities of the Society under the guidance of the Governing Committee.
- c. Hospitality Committee. This Committee shall be concerned with the social and fraternal activities of the Society.
- d. Finance Committee. This Committee shall assist the Treasurer in fundraising and handling the financial affairs of this Society. The Treasurer shall be ex officio the Chairperson of the Finance Committee.
- e. Book Committee. This Committee shall be concerned with the distribution of *The Urantia Book* to appropriate public and private institutions and to individuals, and shall perform such other functions as the Governing Committee may assign within their area of responsibility.
- f. Publications Committee. This committee shall be responsible for the publication of a newsletter and other documents, subject to review and approval by the Governing Committee or its designees.

Sec. 8.7 Additional Standing Committees. The Society may create other and additional Standing Committees by means of the By-Laws. Standing Committees created by the By-Laws shall be governed by Article VIII of this Constitution. When their purpose has been served, such committees shall be disestablished by the Society by amending the By-Laws.

Sec. 8.8 Temporary Committees. The Governing Committee shall have the power to establish Temporary Committees to accomplish some particular purpose or purposes. The Governing Committee shall elect a Chairperson and appoint members of such committees. Upon completion of the purpose for which appointed, such committees shall be dissolved by the Governing Committee after making a final report of its activities.

ARTICLE IX: FINANCES

Sec. 9.1 Treasury. All money, claims, chattels and documents of value received by this Society shall, upon receipt, become a part of the treasury of this Society.

Sec. 9.2 Deposit and Disbursement of Funds. Moneys in the treasury of this Society shall be deposited in such banks or other financial institutions, as the Governing Committee shall from time to time designate. No moneys shall be paid out of the treasury of this Society unless and until the same shall be authorized by the Governing Committee. Disbursements shall be by check or other written order and itemized receipts shall be kept for all payments not obvious on the face of the check.

Sec. 9.3 Fiscal Year. The fiscal year of this Society shall be the calendar year.

Sec. 9.4 Investment of Funds. The Governing Committee shall have the power to invest the funds and other property of this Society. It shall have the power to designate persons or corporations as fiscal agents of this Society subject to such limitations and restrictions as it shall deem appropriate and proper. Such fiscal agents shall be bonded before acting.

Sec. 9.5 Tithes. This Society shall remit to the treasurer of THE FELLOWSHIP for Readers of *The Urantia Book* a tithe of ten (10) percent of its income pursuant to the Constitution of THE FELLOWSHIP and as defined by its By-Laws.

ARTICLE X: AMENDMENTS

Sec. 10.1 Procedures for Proposing Amendments. Amendments to this Constitution may be made in the following manner: (1) a draft of the proposed Amendment shall be submitted to the Governing Committee; (2) the Governing Committee shall consider the proposal and shall have the power to approve, amend, or reject it; (3) if 2/3 of the membership of the Governing Committee approves the proposed amendment as written or amended, it shall adopt a resolution declaring its advisability, recommending its adoption, and instructing the Secretary to mail a copy of said proposed amendment to each member of this Society at his or her last known address. At the next meeting of the Assembly of the Society after 15 days next following the mailing of such notice, the proposed amendment shall be presented to the Society for action.

Sec. 10.2 Procedure for Adopting Amendments. Upon presentation to the Society, proposed amendments may be further amended from the floor, are debatable, and may be adopted by a 2/3 vote of those eligible to vote and voting. Amendments of proposed amendments from the floor are limited to the reasonable subject matter of the proposed amendment, may not contain irrelevant or extraneous matter, require only a simple majority to adopt, and do not require a secret ballot. When the proposed amendment (as it may be amended) is submitted for adoption, the Society shall vote by secret written ballot. When more than one amendment is proposed at a time, any

three eligible voters may request that one or more amendments be considered separately, which request must be honored by the Chairperson. When any proposed amendment receives the affirmative vote of 2/3 of those voting, it shall then become effective as a part of this Constitution. Upon any lesser vote than 2/3, the amendment fails.

ARTICLE XI: BY-LAWS

This Society shall have the power to make and adopt By-Laws to make effective the terms and provision of this Constitution and to regulate the conduct of this Society. It shall have the power, by means of adopting By-Laws, to delegate its powers, or any part thereof, to the Governing Committee, and to revoke such delegation at any time. By-Laws may be adopted, amended, and revoked in the same manner as this Constitution, however the vote necessary to adopt or amend By-Laws requires only a 3/5 affirmative vote.

BY-LAWS of

THE URANTIA BOOK READERS OF LOS ANGELES (UBLA)

ARTICLE I: MEMBERSHIP

Sec. 1.1 Qualifications. Membership in this Society is open to those who have:

- (a) reached the age of fourteen years;
- (b) affirmed a belief in the teachings of *The Urantia Book*, and
- (c) professed a desire to spread the teachings of *The Urantia Book* for the purposes expressed in its Constitution.

Sec. 1.2 Classes and Privileges of Membership. Membership shall be of two (2) classes: Active and Inactive.

a. Active Membership. Active Members of this Society are those who have been inducted or transferred into this Society, and whose dues (or waiver thereof) are current.

b. Inactive Membership. Inactive members are those who have been inducted or transferred into this Society and who have not paid (or had waived) current membership dues. A member who is inactive remains a member of THE FELLOWSHIP and retains all rights attendant thereto except the right to vote in this Society.

Sec. 1.3 Procedure for Expulsion. The following procedures shall be required before any member may be expelled:

- (a) the Membership Committee shall file a petition with the Governing Committee recommending expulsion and stating one or more of the grounds for expulsion set forth in Section 3.7 of this Constitution and the evidence upon which such recommendation is made;

- (b) the Governing Committee shall summon such member to show cause why his or her membership should not be revoked upon the basis of such recommendation, and setting a date and place for a hearing;
- (c) the Governing Committee, upon completion of the hearing, shall recommend to the Society that such membership be revoked for the reasons stated, and shall call a special meeting of the Society for that purpose;
- (d) the Society, in a special called meeting for that purpose, shall hold a full and fair hearing with a representative of the membership committee presenting evidence in support of the petition. The accused member shall have the right to attend all evidence-producing sessions, to be represented by counsel, and to present evidence in his or her behalf. Upon conclusion of the evidence, both sides may present arguments for a reasonable time. Upon conclusion of the arguments, the challenged member shall withdraw and the Active Members present shall deliberate in closed session. Upon completion of deliberations, they shall vote by secret written ballot whether or not to expel the member. If a majority of those voting favor expulsion, the member is expelled. The decision is final except for any appellate rights granted by the Constitution of THE FELLOWSHIP. If a majority does not favor expulsion, the member is retained. Such member may not again be called to defend himself or herself on the basis of the same evidence without the addition of substantially new and different charges. The Secretary shall notify the member of the outcome of the voting within thirty (30) days. At any point in the expulsion process the charged member may resign and the process shall cease as being moot.