

CONSTITUTION AND BYLAWS  
OF THE  
UGANDA CATHOLIC  
COMMUNITY OF MICHIGAN  
(UCCM)




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## **PREAMBLE**

*WE, the community of Catholic Christians of Ugandan heritage living in the State of Michigan;*

*ACCEPTING that we have been chosen by God to be co-workers in His vineyard and builders of His kingdom here on earth;*

*BELEIVING that God is already at work among us;*

*ENTRUSTING ourselves to the intercession of the Blessed Virgin Mary and our Martyrs of Uganda;*

*DO hereby enact and give ourselves this Constitution and Bylaws, on this 30th day of March in the Year of Our Lord 2022.*

## **ARTICLE I: NAME AND ADDRESS**

**Section 1. Name:** The name of the organization shall be the “Uganda Catholic Community of Michigan”; in short, “UCCM”.

**Section 2. Address:** The Street and/or post office address of the organization shall be established within the geographic area of the State of Michigan. From time to time, as appropriate, the official address of the organization shall be determined by the UCCM Executive Committee, in consultation with the Board of Directors.

## **ARTICLE II: VISION, MISSION, AND OBJECTIVES**

**Section 1. Vision:** The Uganda Catholic Community of Michigan shall be a faithful community of Catholic Christians walking together on their shared journey of faith, according to the teachings of the Church. It is a family of believers; boldly professing, openly celebrating, and practicing their Catholic faith; enriched by their Ugandan Catholic heritage.

**Section 2. Mission:** The Mission of UCCM shall be to promote unity among its members, by engendering a keen and dynamic sense of belonging, fraternity and solidarity; and serving as a springboard for evangelization, and charitable outreach.

**Section 3. Objectives:** UCCM shall pursue its mission and vision through:

- 3.1 Common prayer and celebration of the holy sacraments,
- 3.2 Providing support and charitable services to members and others in need,
- 3.3 Supporting the ongoing spiritual formation of its members, and
- 3.4 Promoting the Ugandan expression of Catholic liturgy and worship.

## **ARTICLE III: MEMBERSHIP**

**Section 1. Types of Membership:** There shall be two types of membership: Regular membership and Associate membership. For purposes of this organization, a “member in good standing” is defined as an individual who endeavors to attend UCCM’s meetings, participates in the organization’s events, and pays their membership dues, and/or any assessments required to comply with UCCM’s obligations.

**1.1 Regular Membership:** Regular Membership is open to all individuals in Michigan who are baptized, accept the teachings of the Roman Catholic Church, and are willing to abide by this Constitution and Bylaws. Regular members have voting powers during meetings and UCCM elections.

**1.2 Associate Membership:** Associate Membership shall be open to other individuals of goodwill who do not qualify as Regular members but are willing to abide by this Constitution and Bylaws. Associate members do not have voting powers.

**Section 2. Loss of Membership Privileges:**

**2.1** UCCM members shall lose their membership privileges as a result of failure to abide by this Constitution and Bylaws. Loss of membership privileges shall be preceded by a remedial, conciliation, and arbitration process, affording due process to the member being proposed to be removed.

**2.2** UCCM members may also relinquish membership privileges by voluntarily submitting to the Executive Committee, a written letter of resignation.

## **ARTICLE IV: UCCM ORGANS**

A UCCM organ shall be understood as being an organizational agency or instrument devoted to the performance of a specific function.

**Section 1. Types of Organs:** UCCM shall be composed of four (4) organs – namely:

- 1.1. The General Assembly
- 1.2. The Board of Directors
- 1.3. The Executive Committee
- 1.4. The Electoral Commission

## **ARTICLE V: THE UCCM GENERAL ASSEMBLY**

The General Assembly is UCCM’s primary organ, consisting of the collective membership, in which every member is entitled to participate and/or be represented.

**Section 1.** The General Assembly shall be convened from time to time by the Executive Committee, to discuss matters of interest to the functioning and wellbeing of the organization.

**Section 2.** The General Assembly shall elect organization leadership as described in Article VIII of this Constitution and Bylaws.

**Section 3.** During the first meeting of a given calendar year, the General Assembly shall receive the Treasurer’s Report for the preceding financial year. For clarity, the UCCM financial year shall run from January 1st through December 31st.

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

UCCM shall have a Board of Directors, headed by a Chairperson. The Chairperson shall be elected by the elected members of the Board.

**Section 1. Source and Nature of the Powers and Responsibilities of the UCCM Board of Directors:** The General Assembly shall elect and invest oversight authority in the UCCM Board of Directors.

**Section 2. Duties of the UCCM Board of Directors:**

- 2.1 The Board of Directors shall provide overall guidance to the UCCM Executive Committee in the management of the affairs of the organization, as appropriate.
- 2.2 The Board of Directors, in collaboration and /or consultation with the Executive Committee, shall facilitate conflict prevention and resolution within and between UCCM offices and organs.
- 2.3 The Board of Directors shall propose to the Executive Committee initiatives that have potential to enhance growth and development of the Community.
- 2.4 Two months prior to the General Assembly during which elections for the Executive Committee are to be held, the Board of Directors will appoint a 3-person Electoral Commission to organize and conduct the elections.

**Section 3. Composition of the UCCM Board of Directors:**

- 3.1 The UCCM Board of Directors shall consist of four (4) members. Three shall be regular members of the Community who are in good standing, elected by the General Assembly; plus the President of the Executive Committee.
- 3.2 To remove all doubt, the President of the Executive Committee shall be a non-voting member of the Board of Directors.
- 3.3 The Board of Directors shall elect from amongst themselves a Chairperson and Secretary. The President of the Executive Committee will not be eligible to serve in either of these roles.
- 3.4 No two members of the same household may serve simultaneously on the Board of Directors.

**Section 4. Election and Tenure of the UCCM Board of Directors:** The election and tenure of the Board of Directors shall follow applicable procedures laid out in *Article VIII* of this Constitution and Bylaws, and any additional procedures laid out in the relevant section(s) and subsection(s) of this Article.

**Section 5. Termination of Membership on the UCCM Board of Directors:** Termination of membership on the Board of Directors may be through resignation, and/or removal from office.

- 5.1. **Resignation:** Resignation from the Board of Directors must be in writing and received by the Secretary or Chairperson of the Board at least 30 days before the proposed date of resignation.
- 5.2. **Removal due to absences:** A member of the Board of Directors shall be removed from the Board if he or she has more than two unexcused absences, in a calendar year.
- 5.3. **Removal due to other reasons:** A member of the Board of Directors may be removed from office for reasons other than absences. In such circumstances, the process shall be initiated by a written complaint by any member of UCCM in good standing, submitted to the Executive Committee. The Executive Committee will convene a special meeting of the General Assembly to review the complaint, with assurance of due process. The General Assembly shall undertake a vote of no-confidence in the Board member. A two-thirds “vote of no-confidence” by the General Assembly will be required to remove the Board member.

When undertaking a removal due to unexcused absences or for other reasons, the concerned Board member shall be served with a written notice, by the Executive Committee, stipulating the reasons for possible removal from office within 7 days of receiving the complaint. The member shall have 15 days to respond to the notice, in writing. The Board member has the option to appear in person at the special meeting convened to consider the complaint filed against him/her. The special meeting shall be held within 30 days of receiving the response from the concerned Board member.

**Section 6. Vacancies:** The Chairperson or Secretary of the Board shall inform the Executive Committee, in writing, of any vacancies on the Board of Directors. The Executive Committee shall, by a simple majority, vote for a qualified member of the community in good standing to fill a vacancy on the Board of Directors, and serve the remaining term of his/her predecessor.

**Section 7. Meetings of the UCCM Board of Directors:**

- 7.1. There shall be regular and special meetings of the Board of Directors.

- 7.2. The first meeting of a newly elected or constituted Board of Directors shall be convened by the President of the Executive Committee within thirty (30) days of being constituted, and shall elect the Chairperson and Secretary of the Board as its first order of business.
- 7.3. For purposes of defining quorum, three (3) of the four (4) Board members must be present at an official meeting of the Board of Directors. A Board member may attend a meeting in person or remotely. Board meetings may be convened in person or virtually.
- 7.4. The President may designate another member of the Executive Committee to attend a specific Board meeting in his/her place if the President is unable to attend.
- 7.5. There shall be regular meetings of the Board, to be held semi-annually, at a time and venue (if in-person) to be determined by the Secretary of the Board, in consultation with the Chairperson of the Board.
- 7.6. There shall be special meetings of the Board of Directors, convened in extraordinary circumstances, by the Secretary of the Board, in consultation with the Chairperson of the Board.
- 7.7. Any member(s) of the Board, in writing, to the Secretary of the Board, may request a special meeting, seconded by at least one (1) voting member of the Board.

**Section 8. Voting Procedures at UCCM Board of Directors' Meetings:** Voting at UCCM Board of Directors meetings shall be as stipulated in *Article IX* of this Constitution and Bylaws, and any other relevant provisions herein.

**Section 9. Compensation for the UCCM Board of Directors:** Members of the Board of Directors shall serve on a voluntary basis.

## **ARTICLE VII: THE UCCM EXECUTIVE COMMITTEE**

**Section 1. Composition of the UCCM Executive Committee:** The UCCM Executive Committee shall consist of five (5) regular members of the Community who are in good standing, elected by the General Assembly; namely the President, Vice-President, Secretary, Treasurer, and a Youth Representative.

**Section 2. Duties of the UCCM Executive Committee:** The Executive Committee shall be responsible for the following:

- 2.1. Executing UCCM policies.
- 2.2. Conducting the day-to-day administrative functions of the organization, as guided by the Board of Directors, within the limits of this Constitution and Bylaws.
- 2.3. In consultation with Board of Directors, propose and promote initiatives that enhance the growth and development of the organization.

**Section 3. Duties of the various Officers on the UCCM Executive Committee:**

- 3.1. The **President** shall:
  - 3.1.1 Be the UCCM chief executive and the official spokesperson.
  - 3.1.2 Preside over the leadership and the general operations of UCCM.
  - 3.1.3 Convene and preside over all UCCM Executive Committee and General Assembly meetings.
  - 3.1.4 Liaise with the Board of Directors regarding all Executive Committee decisions and concerns.



- 3.2. The Vice-President shall:**
- 3.2.1.** Deputize for the President, including chairing of meetings in the absence or inability of the President.
  - 3.2.2.** Serve as the UCCM Liturgical Officer, in which capacity he/she shall coordinate all liturgical activities for UCCM and/or its apostolates and liaise with the relevant ecclesial authorities.
  - 3.2.3.** Serve as liaison between the Executive Committee and all UCCM apostolates, as stipulated in *Article XII*.
  - 3.2.4.** Perform such other duties as shall be designated or delegated by the President.
- 3.3. The Secretary shall take minutes at all UCCM Executive Committee and General Assembly meetings; announce upcoming UCCM meetings of pertinent organs; prepare and disseminate the agenda, in consultation with the President; and take charge of pertinent documents and records of UCCM, including its membership register.**
- 3.3.1.** On occasion, the Secretary may also take minutes of *ad hoc* and/or other meetings of the organization, as well as performing other duties, as may be designated by the President and/or the Executive Committee.
- 3.4. The Treasurer shall:**
- 3.4.1.** Be the chief financial officer of UCCM.
  - 3.4.2.** Prepare and present an annual financial report to the Executive Committee and the General Assembly, and additional reports at the request of the Executive Committee as needed.
  - 3.4.3.** Spearhead the preparation of the annual budget, help develop fundraising plans, collect member dues, and make financial information available to, or on behalf of the organization, in consultation with the rest of the Executive Committee.
  - 3.4.4.** Be in charge of UCCM Welfare responsibilities.
- 3.5. The Youth Representative shall:** Coordinate activities for the Youth and present their specific interests and concerns to the Executive Committee. For the purposes of this organization, youth are defined as those between the ages of 15 and 24.

**Section 4. Compensation for the UCCM Executive Committee:** Members of the Executive Committee shall work on a voluntary basis.

**Section 5. Elections for the UCCM Executive Committee** shall take place at an annual meeting of the UCCM General Assembly convened during the month of March of an election year. The elected officers will take charge on April 1<sup>st</sup>; immediately following.

- 5.1.** The election and tenure of the Executive Committee shall follow applicable procedures laid out in *Article VIII* of this Constitution and Bylaws, and any additional procedures laid out in the relevant section(s) and subsection(s) of this Article.
- 5.2** No two members of the same household may serve simultaneously on the Executive Committee.

**Section 6. Termination of Membership on the UCCM Executive Committee** may be through resignation, death, impairment, failure to maintain good standing as stipulated in *Article III* of this Constitution and Bylaws, and/or removal from office.

**6.1 Resignation:** Resignation from the Executive Committee must be in writing and received by the Secretary or President at least 30 days before the proposed date of resignation.

**6.2 Removal due to absences:** A member of the Executive Committee shall be removed from the Committee if he or she has more than three unexcused absences, in a calendar year.

**6.3 Removal due to other reasons:** An Executive Committee member may be removed from office for reasons other than absences. In such circumstances, the process shall be initiated by a written complaint by any member in good standing, submitted to the Executive Committee. The Executive Committee will convene a special meeting of the General Assembly to review the complaint, with assurance of due process. The General Assembly shall undertake a vote of no-confidence in the Committee member. A two-thirds “vote of no-confidence” by the General Assembly will be required to remove the Committee member.

When undertaking a removal due to unexcused absences or for other appropriate reason, the concerned Committee member shall be served with a written notice, by the Executive Committee, stipulating the reasons for possible removal from office within 7 days of receiving the complaint. The member shall have 15 days to respond to the notice, in writing. The Committee member has the option to appear in person at the special meeting convened to consider the complaint filed against him/her. The special meeting shall be held within 30 days of receiving the response from the concerned Committee member.

**Section 7. Vacancies:** Vacancies on the Executive Committee shall be filled at a special meeting of the General Assembly to elect a member to fill the vacancy for the duration of a term.

**Section 8. Quorum for Meetings of the UCCM Executive Committee:** The quorum for meetings of the Executive Committee will be three (3) members, one of whom must be the President or, in his/her absence, the Vice-President. Executive Committee meetings may be convened in person or virtually. A member may attend a meeting in person or remotely.

## **ARTICLE VIII: UCCM ELECTIONS AND TENURE**

### **Section 1: Elections**

**1.1. Electoral Commission:** Two months prior to the General Assembly during which elections for the Executive Committee are to be held, the Board of Directors will appoint a 3-person Electoral Commission to organize and conduct the elections. The Electoral Commission will be composed of a Chairperson, a Secretary and a General Member. The Electoral Commission will serve for a term of two years. Current members of the Executive Committee and the Board of Directors cannot be appointed as members of the Electoral Commission.

#### **1.1.1. Duties of the Electoral Commission:**

1. Verify the Voters’ Register,
2. Accept and vet the nominations for all elective positions from the Voting Members,
3. Ensure that at least one candidate is nominated for each elective office,
4. Publish Election Day schedule with names of candidates nominated for each elective office,
5. Manage voting logistics and supervise elections,
6. Ascertain and announce the results of the election, and
7. Submit reports following every election to the Board of Directors.

### **1.1.2. Timeline of the electoral process:**

After the Electoral Commission is selected, it will start the electoral process at least six (6) weeks prior to Election Day. Nominations shall be accepted up until two (2) weeks before Election Day. All candidates shall be given opportunity to introduce themselves and express, to the membership, their interest in office.

**Section 2. Election Procedures:** All UCCM elections shall be by secret ballot, except in extraordinary circumstances where alternative election methods may be justifiable.

- 2.1** No member of UCCM shall cast more than one (1) vote on the same issue, including in cases where an issue may be separately voted on, at different fora, in which a voting member participates in varying capacities.
- 2.2** All UCCM elections shall be preceded by a nomination process. Any member of the organization may nominate an individual for office. Self-nomination is also allowed. A candidate for office must be a Regular Member who meets the membership requirements in *Article III* above. A candidate shall be declared as validly nominated after verification that he/she is a member in good standing.
- 2.3** The candidate with the largest number of the valid votes in an election shall be declared the winner. In case of a tie, there will be a run-off election between the candidates with the highest number of votes. If a tie persists after three rounds of voting for an office, the election will be decided by a coin toss.
- 2.4.** A candidate can run simultaneously for multiple positions. Election to one position however automatically eliminates the candidate from consideration for other positions.
- 2.5** Immediately after the close of the poll, the Electoral Commission shall proceed to count and record the votes cast in favor of each candidate. A candidate is entitled to be present in person or through his or her representatives throughout the period of voting, counting of the votes, ascertaining, and announcing the results of the poll.

**Section 3. UCCM Special Elections:** An extraordinary General Assembly shall be convened for the purpose of electing new leader(s) to fill any vacancy on UCCM organs (with exception of vacancies on the Board of Directors, which will be appointed by the Executive Committee.)

**Section 4. Term of Office for the UCCM Board of Directors:** One term of office for elected members of the Board of Directors shall be three (3) years, after which new elections for the Board shall be held. The term of service will begin on April 1<sup>st</sup>, during the year of the election.

- 4.1.** Elected members of the Board of Directors shall be eligible for re-election, for not more than two consecutive terms of service.
- 4.2.** *Emeriti* Board members shall be eligible for re-election, to serve on the Board, after having rested, without serving on the Board, for at least one full term of the Board.

**Section 5. Term of Office for the UCCM Executive Committee:** One term of office for the Executive Committee shall be two (2) years. New elections for the Executive Committee shall take place every other year, as stipulated in *Section 5 of Article VII* of this Constitution and Bylaws. The term of service will begin on April 1<sup>st</sup>, during the year of the election.

- 5.1** The UCCM President shall be eligible for re-election, in the same office, for not more than two consecutive terms of service. After serving two consecutive terms, the President will not be eligible to serve on the Executive Committee in any capacity until after a full term of the Executive Committee has expired.

- 5.2. Members of the UCCM Executive Committee, other than the President, shall be eligible for re-election, in the same office, for not more than two consecutive terms of service, but may be elected to other offices within UCCM, including other offices on the Executive Committee.

## **ARTICLE IX: VOTING OPTIONS AND PROCEDURES**

Voting during all official UCCM meetings shall be guided by the current edition of “*Robert’s Rules of Order*”, and any other relevant provisions outlined elsewhere in this Constitution and Bylaws. All UCCM elections shall be by secret ballot, except in extraordinary circumstances, where alternative election methods may be justifiable. Alternative voting methods shall include Voice; General Consent; Electronic; or by proxy.

## **ARTICLE X: UCCM MEETINGS**

**Section 1. Types of Meetings:** There shall be six (6) types of UCCM meetings:

- 1.1. Annual General Meeting.
- 1.2. Board of Directors’ Meetings.
- 1.3. Executive Committee Meetings.
- 1.4. Regular Meetings of the General Assembly.
- 1.5. Special Meetings of the General Assembly.
- 1.6. *Ad hoc* Meetings.

**Section 2. Scheduling of Meetings.** The Secretary of the relevant organ(s), in consultation with the relevant Chairperson, President, or Coordinator shall schedule the meetings of any UCCM organ, and communicate the date, time and place/forum of the meeting to the concerned members.

**Section 3. Notice of Meetings.** Notices of upcoming meetings, including the meeting agenda, shall be sent to each member of the relevant UCCM organ not less than two weeks to the scheduled date of the meeting, with the exception of special and/or ad hoc meetings.

**Section 4. Quorum.** A quorum at all General Meetings shall be constituted by a one-third of eligible members of the pertinent UCCM organ. The quorum for other UCCM organs will be as specified in the relevant articles for the organ.

**Section 5: Decision making:** Decision making at all UCCM meetings shall be by consensus and/or a simple majority vote, except in cases where different specific guidelines and requirements are laid out in this Constitution and Bylaws.

**Section 6. Meeting Procedures.** The Rules of parliamentary procedure contained in the current edition of “*Robert’s Rules of Order*” shall be the normative guide for the conduct of all meetings to the extent that they are not inconsistent with this Constitution and Bylaws.

**Section 7. Language at Meetings:** English shall be the official language for all UCCM meetings. Other languages may be used at the best discretion of the situation.

## **ARTICLE XI: UCCM ASSETS**

UCCM shall have material and financial assets, acquired through dues, purchase or donation.

**Section 1. Bank Account:** UCCM shall have a bank account, maintained in a federal or state chartered financial institution. The signatories to the account will be the Treasurer, and the President or Vice-President.

- 1.1. UCCM finances shall be raised from membership dues, donations, grants, fundraising activities and drives, and any creative and suitable projects approved by the Executive Committee, in consultation with the Board of Directors.
- 1.2. Under specific occasional circumstances, community members may be asked to donate specified dollar amounts, determined by the Executive Committee, with the approval of the Board of Directors.
- 1.3. The UCCM finances shall be used to support and further the mission and vision of the organization, as determined by the Executive Committee, in consultation with the Board of Directors.

**Section 2. Expenditures:** Organization expenditures must be supported with itemized receipts or invoices maintained by the Treasurer for audit.

- 2.1 The UCCM President shall have limited discretionary spending powers of not more than three hundred US dollars (\$300.00).
- 2.2. The UCCM Treasurer shall have limited discretionary spending powers of not more than one hundred and fifty US dollars (\$150.00).
- 2.3 Unbudgeted expenditures of one thousand US dollars (\$1,000.00) or above must be pre-approved by the Board of Directors.

**Section: 3. Custody of UCCM Assets:** The Secretary of the Executive Committee shall be the official custodian and steward of all the physical assets of UCCM.

- 3.1 The Executive Committee shall have the power to grant temporary custody and or use of UCCM assets to other UCCM organs and/or apostolates, and/or individual as appropriate.
- 3.2 UCCM shall be responsible for its liabilities.

**Section 4. Disposal of UCCM Assets:** UCCM assets may be disposed of by the decision of the Executive Committee, in consultation with the Board of Directors through sale, donation, or as otherwise appropriate.

## **ARTICLE XII –APOSTOLATES WITHIN UCCM**

UCCM shall encourage, promote, and defend the right of all members to form apostolate groups and ecclesial movements for the purpose of exercising and promoting their faith, in conformity with the teachings of the Roman Catholic Church. Any such entities formed under the umbrella of UCCM must file a written notice and receive approval from the Executive Committee.

**Section 1. Pre-existing Apostolates:** Apostolates whose formation preceded the ratification of this Constitution and Bylaws, shall continue and be deemed to have been regularly constituted. An example of a current pre-existing apostolate is the Uganda Martyrs Catholic Choir of Michigan.

**Section 2. Notice of Formation:** The notice of formation of a new apostolate shall state its unique vision; mission; goals; character; charism, and ministry, as well as a complete list of all the founding members.

**Section 3. Activities and Events:** UCCM shall maintain an annual calendar of planned activities and events.

**3.1** Apostolates within UCCM shall regularly inform the Executive Committee of their current and upcoming activities for the purpose of coordination with other Community activities.

**3.2** All UCCM apostolates shall submit their proposed annual calendar of events and activities to the Executive Committee by the end of May every year.

## **ARTICLE XIII – RATIFICATION OF THE UCCM CONSTITUTION AND BYLAWS**

This Constitution and Bylaws will be ratified by a simple majority vote of those present at a general meeting of the Uganda Catholic Community of Michigan called for that purpose.

## **ARTICLE XIV –AMENDMENTS TO THE UCCM CONSTITUTION AND BYLAWS**

This Constitution and Bylaws may be amended, by a two-thirds majority vote of the General Assembly. Proposed amendments, by way of addition, variation, or repeal, must be submitted in writing, to the Secretary of the Executive Committee. A meeting called to consider amendments to the constitution must include copies of the proposed amendment(s).

## **ARTICLE XV – OFFICIAL LOGO**

UCCM shall have an official logo that shall appear on all official correspondence of the organization.

## **ARTICLE XVI - LIABILITIES**

Subject to the provisions of this Constitution, UCCM is not liable for the acts, or the failure to act of anyone who misrepresents the organization. UCCM shall be liable for the acts or failure to act of anyone who legitimately represents the organization, provided such acts are not illegal, or intended with ill motives.

## **ARTICLE XVII - DISTRIBUTION OF PROPERTY ON DISSOLUTION**

Upon the dissolution or winding up of this organization, its assets remaining after paying, or provision for payment of all debts and liabilities of the organization, shall be distributed to a nonprofit fund, foundation, or organization that is organized and operated exclusively for charitable purposes and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent federal tax laws. The manner of distribution shall be determined by a two-thirds (2/3) vote of the UCCM Voting Members.