

## BYLAW TEMPLATE FOR A UNITY MINISTRY

### ARTICLE I – Name

The name of this local ministry shall be Unity on Greenville.

### ARTICLE II - Purpose

**Section 1. Statement of Purpose.** The purpose of Unity on Greenville, a Texas nonprofit corporation is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and other spiritual teachers and interpreted by the Association of Unity Churches, Inc., d/b/a Unity Worldwide Ministries, a Georgia nonprofit corporation, with headquarters at Unity Village, Missouri, hereinafter referred to as Unity Worldwide Ministries (UWM); and, to live its vision, mission and core values as adopted by the members of UWM from time to time.

**Section 2. Accomplishment of Purpose.** In the accomplishment of this purpose, Unity on Greenville shall conduct services of worship and classes of instruction and demonstrate the principles of Truth by using them in the operation of the ministry and adopt other means that in the judgment of the minister shall further the principles of positive practical Christianity.

**Section 3. Unity Worldwide Ministries.** Unity on Greenville shall be a vital part of the worldwide Unity movement and a member of UWM. Any member of this ministry may call upon the resources and support of UWM through its minister(s)/spiritual leader, board of trustees, staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the bylaws, policies and regulations of UWM, insofar as they do not conflict with the laws of the State of Texas.

- A. Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of UWM, and, its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- B. Resources.** This ministry can benefit from its membership in UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- C. Leadership.** This ministry shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by UWM or a person serving under special dispensation approved by UWM. For the purpose of these bylaws, the term “minister” shall include a person serving under special dispensation of UWM.
- D. Teaching.** The principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials consistent with the guidelines of UWM.
- E. Comply with Requests.** The ministry shall comply with all requests for identifying information from UWM, including, but not limited to copies of the ministry’s:

1. Articles of Incorporation;
2. Bylaws whenever updated;
3. Deeds to properties owned by the ministry;
4. Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry;
5. Form 8822-B, Change of Address or Responsible Party.

**F. Reports.** The ministry shall make annual reports to UWM as required.

### **ARTICLE III - Office and Official Records**

**Section 1. Principal Office.** The principal executive office of the ministry shall be fixed by the board of trustees. Said office shall be in Dallas County, Texas, or at such other place within Texas as the board of trustees hereafter shall designate. The ministry may also have offices at such other place or places as the board of trustees may from time to time designate.

**Section 2. Official Records.** Records of membership, finances, donation, corporate minutes, and other records required by law or as designated by the board of trustees shall be maintained at the principal office of the ministry. Confidential documents are available only for use by the minister(s)/spiritual leader, board members, or designated professional staff and advisors. Non-confidential documents are available to members.

### **ARTICLE IV - MEMBERS**

**Section 1. Qualifications.** A member of Unity on Greenville shall endeavor to live in accord with the principles of love and truth as taught by Jesus Christ and Unity and to further the work of this ministry through active interest, participation, love, and support.

**Section 2. Membership Application.** Anyone who has reached the age of thirteen (13) desiring membership in Unity on Greenville shall file an application for membership with the ministry office. In addition, prospective members may need to meet additional requirements according to current ministry policy. The application shall be presented to the board of trustees at its next regular meeting. A majority vote of the trustees present and voting shall be required for the applicant to become a member. The applicant shall be notified of the board's action by the Board Secretary. All staff ministers and active licensed Unity teachers are considered members of this ministry.

#### **Section 3. Membership.**

1. **New Members.** Sixty (60) days after acceptance, a new member shall have voting rights at all membership meetings up through and including the next regularly scheduled annual membership meeting after joining the church.
2. **Existing Members.** To retain membership rights, each member must indicate a desire to remain a member by completing and returning to the church a yearly membership renewal document as approved by the board of trustees. If no current membership document is on file prior to, or at, the annual membership meeting, that person becomes a former member and cannot serve on the board of trustees or vote at any membership meeting.

3. **Youth Members.** At the option of the local ministry, youth membership may be established under the following provisions:
  - a. Youth membership is open to those who are no less than thirteen (13) years of age and no more than seventeen (17) years of age.
  - b. A youth member shall have the right to speak at all meetings which members have the right to speak. Youth members shall be ineligible to vote at the annual and special business meetings. Upon obtaining the age of eighteen (18) a youth member becomes a voting member.
  - c. Youth members are not eligible to serve as members of the board of trustees.
  - d. Any additional qualifications for youth membership shall be at the discretion of the local ministry.

#### **Section 4. Reinstatement of Former Members.**

1. **Reinstatement within two years.** Former members, who wish to return to membership within the first two years after losing membership, who meet membership qualifications and fill out a yearly membership renewal document, and when approved by the board of trustees, shall be reinstated as members. In order to vote at a membership meeting such members must fulfill these requirements at least sixty (60) days before a membership meeting.
2. **Reinstatement after two years.** Persons who have not been members for two (2) years or more and desire to return to membership may reapply in the same manner required of new members.

**Section 5. Removal of Membership for Cause.** A member may be removed for cause by the board of trustees. Prior to any vote concerning removal, the member in question must be notified by certified mail at least thirty (30) days prior to the board of trustees meeting of the charges that may lead to removal of membership and thereafter be given an opportunity for a hearing before the board. The member shall have the right to be present at the hearing by the board of trustees and may bring a person to counsel him/her who must be a member of the local ministry. A two-thirds (2/3rds) vote of the entire membership of the board currently in office shall be required for removal of membership. A member so removed is ineligible to be reinstated as a member within two years of removal unless approved by a two-thirds (2/3rds) vote.

**Section 6. Rights of Members.** Each member of Unity on Greenville shall have the following rights:

- A. To vote at any membership meeting, either in person, by telephone, or by other electronic means simultaneously with a minimum standard being oral communication.
- B. To serve on ministry teams if selected; to speak in debate at any membership meeting according to the rules provided for debate;
- C. To offer suggestions to the minister(s)/spiritual leader or board of trustees as may seem advisable for the good of the ministry;
- D. To contact a Regional Representative or UWM directly for guidance, support, or information on available resources;

- E. To participate in all activities and programs of the ministry;
- F. To review the annual financial report of the past year.

## **ARTICLE V - Meetings**

**Section 1. Meetings.** There shall be one annual membership meeting each year.

- A. Date and Location of Annual Meeting.** The annual membership meeting shall be held during the 4th Sunday in February at the principal location of the ministry at a time and date established by agreement between the minister(s)/spiritual leader and board of trustees.
- B. Notice.** Written notice stating the date, time, and place of the annual meeting shall be sent by postal or electronic mail to all members at least thirty (30) days in advance of the meeting.
- C. Quorum.** A quorum of the meeting shall be at least 10% members present in order to constitute a quorum for the transaction of business at any annual membership meeting.
- D. Presiding Officer.** The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting unless the President relinquishes the chair to another board member, to a representative of UWM, or to a professional registered parliamentarian.
- E. Participation.** The right to speak in debate, to make motions, and to vote during annual meetings shall be restricted to those members who are present or in person by electronic means, and who were admitted to membership at least sixty (60) days prior to the date of the annual meeting. The right of other persons to speak during membership meetings may be extended by the presiding officer or by a two-thirds (2/3rds) vote. UWM's representative(s) have a right to speak when they are at the meeting.
- F. Voting.** Unless otherwise provided in these bylaws, a majority of the members qualified to vote, and voting, shall be necessary for approval or disapproval of the action being voted upon.
- G. Power and Authority.** At annual membership meetings, members shall have the power and authority to do all of the following:
  - 1. Elect members to the board of trustees;
  - 2. Approve proposed amendments to these bylaws;
  - 3. Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds fifty-thousand dollars (\$50,000) or thirty-five percent (35%) of the previous year's income, whichever is less;
  - 4. Elect three members to serve on the Nominating Committee;
  - 5. Override any action of the board of trustees provided notice of the action to be voted upon is sent by postal or electronic mail to all members in writing thirty (30) days prior to the meeting and is approved by a two-thirds (2/3rds) vote;

6. Remove by a two-thirds (2/3rds) vote any or all trustee(s) from the board of trustees provided notice of the action is sent by mail to all members in writing fifteen (15) days prior to the meeting;
7. Any active member may request in writing, no later than thirty (30) days prior to the annual meeting, that a specified matter be placed on the agenda;
8. Vote on any matters officially brought to the attention of the membership.

**H. Prayer.** In any annual membership meeting, the Board President, minister(s)/spiritual leader, UWM representative or any member may request that action on an item of business be suspended while the membership enters into a time of prayer concerning the item of business. Upon such request, the presiding officer shall provide a period of prayer and silence.

## **Section 2. Special Membership Meeting.**

- A. Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special membership meeting may be requested by the minister(s)/spiritual leader by a majority vote of the entire number of trustees, currently serving on the board of trustees or by a petition signed by ten percent (10%) of the membership and submitted to the board of trustees.
- B. Calling Special Meetings.** Upon receiving proper request for a special membership meeting, the President of the Board of Trustees shall call the meeting on behalf of the requesting party within thirty (30) days of the receipt of the request. The notice of a special meeting shall be sent by postal or electronic mail to all members at least fifteen (15) days prior to the meeting. The location, quorum, presiding officer, participation, voting, and prayer provisions for special membership meetings shall be the same as those for annual meetings.
- C. Special Meeting Business.** Business conducted at a special meeting shall be limited to the pre-stated purpose(s) given in the meeting notice.

## **ARTICLE VI – Board of Trustees**

**Section 1. Composition.** The board of trustees shall be composed of the minister(s)/spiritual leader and at least six (6) other trustees. The trustees shall be elected from among the membership of Unity on Greenville at the annual membership meeting. Churches with fifty (50) members or less may choose to have a board of trustees composed of the minister(s)/spiritual leader and at least three (3) other trustees.

## **Section 2. Eligibility and Term of Office.**

- A. Qualifications.** To be eligible to be elected to the board of trustees a person must be a member of Unity on Greenville for at least one (1) year. In addition, candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity Worldwide Ministries, and, have the time to serve on the board of trustees.
- B. Term of Office.** Elected trustees shall hold office for three (3) years, or until their successors have been elected and assume office. Trustees elected at any annual membership meeting shall take office at the conclusion of the annual membership meeting at which they were elected. No elected trustee shall serve more than two (2) consecutive terms without an interval of one (1) year between

terms. Any person who serves on the board more than half of a term shall be credited with having served a full term.

**Section 3. Prohibition of Board Service.** The following persons are prohibited from serving on the board of trustees:

1. Any active licensed Unity teacher from this ministry;
2. Relatives, significant others or household members of any trustee of the ministry;
3. Individuals receiving compensation from the ministry with the exception of the minister(s)/spiritual leader;
4. Relatives, significant others or household members of any individual receiving compensation from the ministry may serve on the board, but may not vote on any matter of compensation as it relates to such individual or business entity owned by such individual.

**Section 4. Regular Board Meetings.** Regular meetings of the board of trustees shall be held at least once a month, unless otherwise determined by the board. There must be a minimum of one (1) meeting per quarter.

**Section 5. Special Board Meetings.** Special meetings of the board shall be called by the President of the Board if requested by the minister(s)/spiritual leader, by three (3) or more trustees, by a written petition of ten percent (10%) of the ministry's voting members, or by the President, if the President deems it necessary. Any request for a special board meeting shall be made in writing to the Board Secretary. All current board members, including the minister(s)/spiritual leader, shall be sent notice by postal or electronic mail of any special board meeting at least seventy-two (72) hours in advance of the meeting. The attendance of any member of the board at the meeting shall serve as a waiver of this notice requirement.

**Section 6. Action without a Meeting.** The board may take an action without a meeting if a consent in writing, setting forth the action so taken, is signed or electronically acknowledged by all of the trustees and is thereafter ratified at a regular or special meeting.

**Section 7. Quorum.** A majority of the total number of trustees including the minister(s)/spiritual leader constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the trustees present and voting shall be necessary for approval of the action being voted upon. Should the total number of trustees, including the minister(s)/spiritual leader, fall below a quorum, the remaining trustees shall refer to and implement Section 13 concerning vacancies. Telephonic or electronic attendance is permitted and is not considered an absence.

**Section 8. Board Authority.**

- A. Except as provided in these bylaws, all authority is vested in the board of trustees only when it meets in session after notice to all trustees and the minister(s)/spiritual leader, and a quorum is present.
- B. When discussing the minister(s)/spiritual leaders compensation, working conditions, or review of

the minister's work record, the board may decide to exclude the minister(s)/spiritual leader from that portion of the discussion.

**Section 9. Prayer.** It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, that the spiritual principles taught by Unity Worldwide Ministries be utilized in the handling of decisions before the board of trustees. During the discussion of any item of business, a trustee may request time for prayer concerning the topic. Upon such request, the President shall provide a period of prayer and silence.

**Section 10. Duties and Responsibilities of the Board of Trustees.** As representatives of the membership, the Board of Trustees shall:

- A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these bylaws;
- B. Uphold the best interests of the membership in conducting the business of this ministry;
- C. Be conversant with bylaws, articles of incorporation, and establish policy for the operation of the ministry;
- D. Be faithful in attendance at weekly services as well as board meetings, membership and special team meetings of this ministry;
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes;
- F. Provide for the administration of the real and personal property of this ministry;
- G. Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding fifty thousand dollars (\$50,000) or thirty-five percent (35%) of the previous year's income, whichever is less, shall be presented to the membership at a properly constituted membership meeting for final approval;
- H. Employ an ordained or licensed Unity minister(s)/spiritual leader through cooperation with the employment procedures of the Unity Worldwide Ministries (UWM);
- I. When conflict arises between the board and the board and/or the minister(s)/spiritual leader, such ministry shall seek to reconcile differences and immediately notify UWM for help with procedures and to provide guidance and consultation. After a ministry and its minister(s)/spiritual leader have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the board of trustees may terminate the employment of a minister(s)/spiritual leader by a two-thirds (2/3rds) vote (excluding the minister(s)/spiritual leader.) If the minister(s)/spiritual leader position becomes vacant, the board shall notify UWM within three (3) business days;
- J. As recommended by the minister(s)/spiritual leader, determine staff positions, including associate and assistant ministers, and authorize compensation through the annual budget process;
- K. Establish the fiscal year as the calendar year, unless the board finds a compelling reason to adopt a non-fiscal calendar year;

- L.** Adopt an annual income and expense budget;
- M.** Authorize periodic reviews or audits of the finances of the ministry of which may be conducted by an outside auditor or from a committee of members elected by the board;
- N.** Ensure accounting records are current and properly maintained for all aspects of the ministry. When deemed appropriate by the board, a qualified accountant may be employed for this purpose;
- O.** Approve applicants for membership and remove former members from the membership rolls;
- P.** Distribute yearly membership renewal documents as approved by the board of trustees to all members. Keep or cause to be kept an accurate record of members and former members;
- Q.** Fill the unexpired term of any trustee;
- R.** Elect officers of the board and their successors to fill any unexpired term when necessary;
- S.** Create such board committees as needed related to board functions and responsibilities of the board;
- T.** Advise the President of the Board on appointments to such committees;
- U.** Seek UWM assistance in the event of a dispute affecting the ministry;
- V.** Attend and actively participate with ongoing board education programs;
- W.** Consider issues brought to their attention by the minister(s)/spiritual leader or members of the board;
- X.** Keep or cause to be kept a background check on all staff and volunteers directly involved with the children's programs;
- Y.** Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- Z.** Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations;
- AA.** Secure insurance covering the building, grounds and other properties, also Worker's Compensation insurance and liability insurance for all board of trustee members, minister(s)/spiritual leader, and either a fidelity bond or theft and dishonesty insurance for all persons who handle money;
- BB.** Take such other actions as may be deemed necessary for the best interests of this ministry;
- CC.** Send the Annual Ministry Report to UWM.



## **Section 11. Nomination and Election.**

### **A. Nominating Committee.**

1. **Selection.** A Nominating Committee shall consist of the minister(s)/spiritual leader (a non-voting member), one (1) current board member and three (3) members of the ministry selected at the annual meeting.
  - a. At the annual membership meeting, the membership shall select three (3) members to serve on the Nominating Committee for the following year's election. In the event a person elected to serve becomes unavailable the board shall elect a person from among the members who is not a current member of the board to fill the vacancy;
  - b. The board shall elect one of its trustees to serve on the Nominating Committee;
  - c. The Nominating Committee shall select the chair from among the three (3) congregant members;
  - d. In the event of an interim board, the Nominating Committee shall complete its selection process within thirty (30) days from the establishment of the interim board.

**D. Duties and Responsibilities.** The Nominating Committee shall initiate a search for at least one (1) qualified candidate per opening for nomination as a member of the board of trustees. The report of the Nominating Committee shall be sent to all members at least thirty (30) days prior to the annual membership meeting.

- a. Other Nominations. Any member wishing to nominate another member may do so by contacting the Nominating Committee no later than fifteen (15) days in advance to the annual business meeting.
- b. Self-Nominations. Any member not nominated by the Nominating Committee may submit their name to the board of trustees no later than 15 (fifteen) days prior to the annual membership meeting, such nominees shall then be placed on the board ballot for election at the annual business meeting.

**B. Nomination Procedure.** The presiding officer of the annual membership meeting shall:

1. Read Article VI, Section 10A and 10D of these bylaws just prior beginning the process of nomination and election; and
2. Call upon the Chairperson of the Nominating Committee to offer the ministry team's nominations; and
3. Read the names of additional nominees that have submitted their names at least fifteen (15) days prior to the annual business meeting.

- C. Election Procedure.** The election shall be by ballot if there are any partial terms to be filled or there is more than one (1) nominee for each position. The result of the vote shall be announced to the annual meeting. The two (2) nominees receiving the highest number of votes shall be elected to fill three (3) year terms. The candidates receiving the next highest number of votes shall be elected to the longest unexpired term.

**Section 12. Removal from Office by the Board of Trustees.** Any trustee may be removed by the board of trustees due to unexcused absences from three (3) successive regular board meetings, failure to fulfill the duties of the office, disruptive or unethical behavior. Removal requires a majority vote of the other board members.

**Section 13. Vacancies.**

- A.** Should there be a vacancy on the board of trustees, the board shall select a qualified replacement to fill the position. A majority vote shall be necessary for election. The term of service shall expire on the date of the next annual meeting.
- B.** Should the number of board members fall beneath the quorum requirement, the remaining board members shall be empowered to call and hold the special meetings allowed by Section 13 C and to carry on the necessary day-to-day activities of the ministry.
- C.** Should the number of board members fall beneath a quorum, two special membership meetings shall be called.
1. The first special meeting shall occur within thirty (30) days with notice of the meeting sent by postal or electronic mail to all members at least fifteen (15) days prior to the meeting. The purpose of this meeting shall be:
    - a. To elect interim board members;
    - b. To constitute or reconstitute the Nominating Committee;
    - c. To set the date for a second special meeting. The second special membership meeting shall be held no later than seventy-five (75) days after the first meeting with notice sent to all members by postal or electronic mail at least fifteen (15) days prior to the meeting.
  2. The Nominating Committee shall:
    - a. Complete their search for board nominees within thirty (30) days of the first special membership meeting;
    - b. The results of the Nominating Committee work shall be mailed to all members within forty-five (45) days.
  3. The board members shall be elected at the second of these special membership meetings. If the regular annual meeting of this ministry should be scheduled in this time period, then board elections shall be held at the regular annual meeting of this ministry.

- D. Election Procedure.** The candidate receiving the highest number of votes shall fill the longest unexpired term; the candidate receiving the next highest number of votes receives the next longest term. This procedure is followed until all vacancies are filled.

**Section 14. Board of Trustees Officers.** The officers of the board of trustees shall be a president, a vice president, a secretary, a treasurer, and other officers as the board may decide. All officers shall be elected by a majority of the board members present and voting at the first board meeting after the annual meeting, or, at a special meeting called for the purpose of electing officers. The term of office shall be one (1) year or until successors are elected.

**Section 15. Duties of Officers.**

- A. President.** The president shall preside at all board of trustees meetings, preside at all membership meetings, appoint members of ministry teams related to board functions (except the Nominating Committee) with the advice of the board, serve as an ex officio member of all ministry teams except the Nominating Committee, sign such papers and documents upon proper authorization as may be necessary and be responsible for collaborating with the minister(s)/spiritual leader in the planning of board orientations, retreats, and workshops.
- B. Vice President.** The vice president shall assist the president in the performance of that officer's duties, perform all the duties of the president of the board in the absence of the president, and succeed to the office of president in case the office of the president becomes vacant. In such a case, a new vice president shall be elected from among the remaining trustees to fill the remainder of the unexpired term.
- C. Secretary.** The secretary shall keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings, hold in custody and be responsible for all reports, contracts, other legal papers, keep the meeting minute books at the principal executive office of the ministry at all times or in such other depository as prescribed by the board, be a signatory to any legally required documents which the state or local government determine necessary, attend to all official business as directed by the board, keep or cause to be kept up-to-date membership lists, and send or cause to be distributed yearly membership renewal cards to all members.
- D. Treasurer.** The treasurer shall be custodian of all funds belonging to this ministry, pay out or cause to be paid out funds authorized by the board, see that all expenditures are evidenced by proper receipts and vouchers, keep or cause to be kept a record of all financial transactions, submit monthly financial reports at each regular board meeting, submit a financial report covering the last complete fiscal year and a budget for the upcoming year to be approved by the membership at the annual membership meeting, and account or cause to be accounted for by the appointment of qualified persons all funds received being responsible to assure that all such funds are deposited in accounts authorized by the board. When counting ministry funds there should be at least two (2) persons present. The treasurer is required to pass background checks for the faithful performance of his or her duties as the board may require.

## ARTICLE VII

### Finance Committee

The Finance Committee consists of treasurer, minister(s)/spiritual leader and select members at large. The Finance Committee is charged with preparing and revising the annual budget to be presented at the annual meeting for approval by the membership. The Finance Committee meets as deemed necessary to prepare revised budget throughout the calendar year.

## ARTICLE VIII – Emergency Situations

In the case of a national emergency declared by the President of the United States, a State Emergency declared by the governor, or a local emergency as determined by a two-thirds (2/3rds) vote of the local ministry trustees present and voting, the Board of Trustees is authorized to meet by electronic means and to have the full power to adjust budgets and cancel/postpone events or reschedule them as electronic meetings. As long as the emergency lasts, the Board of Trustees may take any other emergency actions deemed helpful and necessary to assure the welfare of this ministry.

## ARTICLE IX– Administration and Leadership

**Section 1. Administration.** The administration of Unity on Greenville shall be vested in the minister(s)/spiritual leader as the administrative director and the board of trustees elected from the membership.

### Section 2. Minister(s)/Spiritual Leader.

**A. Minister(s)/spiritual leader.** The minister(s)/spiritual leader shall be duly licensed or ordained Unity minister or someone serving under special dispensation.

1. **Duties.** As the minister(s)/spiritual leader of this ministry, the minister(s)/spiritual leader shall be responsible for the scheduling, conduct, content of services/classes, and all other activities that further the purpose of this ministry. As administrative director(s), the minister(s)/spiritual leader shall:
  - a. Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees including associate or assistant ministers;
  - b. Be and serve as voting member(s) of the board of trustees on all matters except their own employment, or that of their successor(s);
  - c. Serve as ex officio member(s) of all ministry teams;
  - d. Be responsible for creating specific ministry teams related to these duties; and appoint the members of these teams;
  - e. Be responsible for promptly seeking UWM's assistance in the event of a dispute adversely affecting the ministry.

2. **Selection.** The board of trustees shall select the minister(s)/spiritual leader following the employment procedures for ministerial personnel of UWM.

3. **Compensation.** The compensation of the minister(s)/spiritual leader employed by this ministry shall be set by the board of trustees and be in alignment with the approved budget.

**B. Associate and/or Assistant Ministers.** Associate and/or assistant minister(s) are hired by the minister(s)/spiritual leaders with the consent and approval of the board of trustees. These ministers function with less responsibility than the minister(s)/spiritual leader.

1. **Qualifications.** Any associate and/or assistant minister shall agree to abide by the UWM Code of Ethics and the Sexual Conduct Policy.

2. **Duties.** The associate and/or assistant minister(s) shall perform the duties and fulfill the responsibilities assigned them by the minister(s)/spiritual leader.

3. **Compensation.** To the extent funded by the board the compensation of the associate and/or assistant minister(s) shall be fixed by the minister(s)/spiritual leader.

### **Section 3. Definitions.**

**A. A Unity Ministry.** A member ministry is a ministry recognized by UWM.

**B. Minister(s)/spiritual leader.** A minister(s)/spiritual leader is a Unity minister duly ordained, licensed or serving under special dispensation by UWM or Unity School of Christianity prior to July 1, 1966, who assumes the spiritual and administrative leadership role in a member ministry. This leader oversees teaching, preaching, healing, counseling, praying and all spiritual services and fellowship activities of the ministry. The minister(s)/spiritual leader shall also be responsible for overseeing the administration and operation of the ministry.

**C. Co-Minister.** In shared partnership ministries, a co-minister is a Unity minister duly ordained or licensed by UWM or Unity School of Christianity prior to July 1, 1966 or serving under special dispensation, who equally assumes the leadership role with another minister in a member ministry.

**D. Associate Minister.** In ministries with more than one minister, an associate minister may be equal in ability, but function with less responsibility than the minister(s)/spiritual leader. The associate minister reports to the minister(s)/spiritual leader, who determines the scope of the associate's responsibilities.

**E. Assistant Minister.** The skills and/or experience of the assistant minister may be less than those of the minister(s)/spiritual leader. The assistant minister reports to the minister(s)/spiritual leader, who determines the scope of the assistant's responsibilities. The assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation or administrative support.

**ARTICLE X – Dissolution**

In the event that this ministry is dissolved, all property and funds remaining after the payment of the debts of the ministry shall be delivered to UWM. Such funds or property shall be for the use and benefit of UWM as may be determined by the UWM Board of Trustees in alignment with current policies and procedures. Should UWM no longer exist, any remaining assets of this ministry after dissolution shall be disposed of by a court of competent jurisdiction of the county in which the principal executive offices of the ministry are then located and shall be used exclusively for such purposes or distributed to such organization or organizations as said court shall determine, which are organized and operated exclusively for purposes set out in Section 501(c) (3) of the Internal Revenue Code of 1954 as amended.

**ARTICLE XI – Parliamentary Authority**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern this ministry in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ministry may adopt.

**ARTICLE XII – Amendment of Bylaws**

Any amendments(s) to or general revision of thee bylaws may be adopted at any annual or special membership meeting provided that written notice setting forth the exact wording of such proposed amendments(s) or general reason has been mailed to all active members at least 15 days prior to the meeting at which they will be considered. An affirmative vote of two-thirds (2/3rds) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these by laws. To take effect, any amendment(s) to or general revision of these bylaws must also be ratified by a two-thirds (2/3rds) vote of the members of the Board of Trustees present and voting at the first meeting of the board following the adoption of such amendment(s) or general revision.

ATTEST:

These bylaws, approved by membership at the membership meeting on this date supersede all previous bylaws adopted by Unity on Greenville.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date