Bylaws for Unity Church of Lawrence d.b.a. Unity of Lawrence

ARTICLE I – Name

The name of this local ministry shall be Unity of Lawrence.

ARTICLE II - Purpose

Section 1. Statement of Purpose. The purpose of Unity of Lawrence, a Kansas nonprofit corporation, (hereinafter referred to as "ministry") 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 of Lawrence 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. If the ministry is temporarily without a minister, the Board of Trustees (Board), will notify the UWM Member Support Team within five to seven (5-7) days and will carry out this and all other functions until a new minister is selected.

Section 3. Unity Worldwide Ministries. Unity of Lawrence 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 senior minister (or co-ministers), board of trustees, (hereinafter referred to as the board), 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 Kansas.

A. **UWM Membership.** This ministry will comply with the Member Ministry requirements and expectations as outlined in the UWM Membership Model Policy.

B. **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.

C. **Resources.** This ministry can benefit from its membership in UWM and its corresponding region through direct support, materials, and coaching regarding the organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.

D. **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 the special dispensation program of UWM.

E. **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.

F. **Comply with Requests.** The ministry shall comply promptly with all requests from UWM for identifying ministry information including, but not limited to the following:

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. 8822-B, Change of Address or Responsible Party.

G. Reports.

a. The ministry shall make annual reports to UWM as required, using the emailed link provided.
b. The ministry shall inform UWM whenever a change is made in the ministry's phone number, address, or email.
c. The ministry shall inform the UWM Member Support Team within five to seven (5-7) days whenever a change is made in leadership.

ARTICLE III - Office and Official Records

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

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

ARTICLE IV - MEMBERS

Section 1. Qualifications. An active member of Unity of Lawrence 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 of Lawrence 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. Recommended additional requirements include participation in Unity classes with the goal of emotional and spiritual maturity. The application shall be presented to the board at its next regular board 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.

A. 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.

B. 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. 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 or vote at any membership meeting.

C. Youth Members. At the option of the local ministry, youth membership may be established under the following provisions:

1. 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.
2. 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.
3. Youth members are not eligible to serve as members of the board.
4. Any additional qualifications for youth membership shall be at the discretion of the local ministry.

Section 4. Reinstatement of Former Members.

A. **Reinstatement within two years.** Former members who wish to return to membership within the first two (2) years after losing membership, who meet all current membership qualifications and fill out a yearly membership renewal document**,** and when approved by the board, shall be reinstated as members. In order to vote at a membership meeting such members must fulfill these requirements sat least sixty (60) days before a membership meeting.

B. **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. 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 meeting regarding the charges that may lead to the 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 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 the 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. UWM recommends the use of the Disruptive Behavior Policy in all member ministries.

Section 6. Rights of Members. Each member of Unity of Lawrence 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 board committees and ministry teams if selected.

C. To speak in a debate at any membership meeting according to the rules provided for debate.

D. To offer suggestions to the minister(s) or board as may seem advisable for the good of the ministry, having said suggestion acknowledged by the minister(s) or board.

E. To contact a Regional Representative or UWM Member Support Team directly for guidance, support, or information on available resources.

F. To participate in all activities and programs of the ministry.

G. To review the annual financial report, annual meeting minutes, monthly financial report, and board meeting minutes.

H. To attend board meetings should a member request.

I. Additional items listed under Article V – Meetings, Section 1 Meetings.

J. Additional items listed under Article VI - Board, Section 4 Regular Board Meetings.

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 first quarter at the principal location of the ministry or online at a time and date established by agreement between the senior minister (or co-ministers) and board.

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 that meeting.

C. Quorum. A quorum of the meeting shall be at least 15 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 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 of the members present. UWM's representative(s) have a right to speak when they are at that 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. Intimidation and

coercion regarding an individual's vote are strictly prohibited.

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.

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 twenty-five thousand dollars ($25,000.00) or thirty-five percent (35%) of the previous year's income, whichever is less.)

4. Elect members to serve on the Nominating Committee.

5. Override any action of the board 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 of the members present and voting.

6. Remove by a two-thirds (2/3rds) vote any or all trustee(s) from the board 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), 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 a 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 senior minister (or co-ministers) by a majority vote of the entire board, or by a petition signed by ten percent (10%) of the membership and submitted to the board.

B. Calling Special Meetings. Upon receiving a proper request for a special membership meeting, the President of the Board shall call the special 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 that 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 Congregational Meeting Business. Business conducted at a special membership meeting shall be

limited to the pre-stated purpose(s) given in the meeting notice. No other topic of business may be addressed.

ARTICLE VI – Board of Trustees

Section 1. Composition. The board of trustees shall be composed of the senior minister (or co-ministers) and at least six (6) other trustees. The trustees shall be elected from among the active voting members of Unity of Lawrence at the annual membership meeting. Churches with fifty (50) members or less may choose to have a board composed of the senior minister 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 a person must be a member of Unity of Lawrence 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 (UWM), uphold the Code of Ethics, Sexual Conduct Policy, Social Media Policy, Mutual Accountability Agreements/Covenant, and other ministry policies, and, have the time, skills, and disposition to serve on the board. The candidate is a sincere and continuing student of Unity, conversant with its teachings and has demonstrated leadership capabilities.

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.

C. Alternate or Advisory Board Members. The board may appoint or remove up to two Alternate or Advisory board members. Alternate or Advisory board members must be a member of Unity of Lawrence and shall meet the same requirements as candidates during regular elections. A standardized application and vetting process shall be used consistently for all potential candidates including a background check and letters of reference. Alternate or Advisory board members shall have no voting power at board meetings. Alternate or Advisory board members may participate in board discussions and may receive and review information regarding the business of the board. The term of the Alternate or Advisory board members shall be one year, with a limit of two years of service. No elected trustee shall serve more than two (2) consecutive years without an interval of one (1) year between terms.

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

A. Individuals receiving compensation from the ministry (licensed Unity teachers, staff members, guest speakers, workshop or class facilitators, vendors, etc.) with the exception of the senior minister (or co-ministers). If this is unavoidable, put something in writing to acknowledge their board service and payment for the specific service provided. That individual would also agree in writing & sign that they would refrain from voting on issues related to the area they receive compensation.

B. Relatives, significant others, or household members of any individual receiving compensation of any kind or amount from the ministry. If any exception needs to be made, the affected board member will agree in writing & sign that they would refrain from voting on issues related to the situation.

C. Relatives, significant others, or household members of any board member, licensed Unity teacher, or licensed/ordained Unity minister of the ministry.

D. No board member shall follow an immediate family member or significant other without a one (1) year interval between terms of service to the board.

Section 4. Regular Board Meetings. Regular meetings of the board shall be held at least once a month unless otherwise determined by the board. There must be a minimum of one (1) board meeting per quarter. The board has the authority to determine to what level a board meeting will be open to the active voting membership.

Any active member may request time on the agenda at a board meeting no less than ten (10) days prior to the scheduled meeting for the purpose of offering suggestions to the board as may seem advisable for the good of the ministry. The board of trustees will offer the member a limited timeframe to speak and devise a follow-up plan to respond in a timely manner to the issues addressed. Confidential matters such as minister employment, evaluations, and legal matters or pending litigation are to be held in an executive session. Only executive session motions passed should be recorded in the minutes.

Section 5. Special Board Meetings. Special meetings of the board shall be called by the President of the Board if requested by the senior minister (or co-ministers), 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 senior minister (or co-ministers), shall be sent notice by postal or electronic mail of any special board meeting at least seventy-two (72) hours in advance of that 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 consent in writing, setting forth the action so taken, is signed, or electronically communicated to and acknowledged by all of the trustees as a complete group and is thereafter ratified at a regular board meeting or special board meeting. Individual communications to board members regarding action without a meeting is prohibited. For board transparency, full group communication is strongly encouraged.

Section 7. Quorum. A majority of the total number of trustees including the minister(s) 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), 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 (including the minister/ co-ministers as an active voting member) only when it meets in session after notice to all trustees and the senior minister (or co-ministers), and a quorum is present.

B. When discussing the minister's (or co-ministers) compensation, working conditions, or review of the minister's work record the board (including the minister) may decide to exclude the minister from that portion of the discussion.

C. The board is accountable to the active voting membership of Unity of Lawrence.

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

Section 10. Roles, Duties, and Responsibilities of the Board. As representatives of the membership, the board shall:

A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these bylaws.

B. Uphold the best interests, policies and vision, mission, values, and or purpose statements of the ministry membership in conducting the business of this ministry. Speak with "one voice" as a board honoring the authority held only as a group and not as individual trustees.

C. Be conversant with bylaws, articles of incorporation, establish policy for the operation of the ministry, and function in alignment with these documents/policies.

D. Be faithful in attendance at weekly services as well as board, membership, and special meetings of this ministry. Be faithful in attendance of board meetings, board retreats, and board trainings.

E. Determine the business needs of this ministry. Plan, prioritize, and authorize payment of funds for those purposes in alignment with the ministry's annual budget.

F. Provide for the administration, care, and upkeep 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 twenty-five thousand ($25,000.00) dollars 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) through cooperation with the employment procedures of the Unity Worldwide Ministries (UWM). Provide the new minister with an accurate job description, contract of hire, and a clear understanding of accountabilities. <u>If the senior minister (or co-ministers) position becomes vacant, the board shall notify the UWM Member Support Team within five to seven (5-7) days</u>.

I. When conflict arises between the individual board members or between the board and the senior minister (or co-ministers), such ministry shall seek to reconcile differences and <u>immediately</u> notify the UWM Member Support Team for help with procedures and to provide guidance and consultation. After a ministry and its senior minister (or co-ministers) have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the board may terminate the employment of a senior minister (or co-ministers) by a two-thirds (2/3rds) vote (excluding the minister.) <u>If the senior minister (or co-ministers)</u>

position becomes vacant, the board shall notify UWM within three (3) business days.

J. As recommended by the senior minister (or co-ministers), 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-calendar fiscal year.

L. Adopt an annual income and expense budget. Function within the parameters of the approved budget.

M. Authorize annual reviews or periodic audits of the finances of the ministry which may be conducted by an outside auditor or from a skilled committee of members elected by the board.

N. Ensure accounting records are current and properly entered and maintained for all aspects of the ministry. Employ a qualified bookkeeper or accountant for this purpose.

O. Approve applicants for membership and remove or cause to remove former members from the membership list in alignment with these bylaws.

P. Distribute or cause to distribute yearly membership renewal documents as approved by the board and/or minister 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 promptly.

R. Elect officers of the board and their successors to fill any unexpired term when necessary.

S. Create board committees as needed related to board functions, tasks, projects, based on the roles and responsibilities of the board. (Temporary committees such as the Bylaw Committee, HVAC Replacement Committee, etc.) Board Committees report to the board to provide clarity and information in support of the board functions, while Ministry Teams report to the minister for the smooth functioning of the ministry.

T. Advise the President of the Board on appointments to such board committees who have the time, skills, and disposition to serve on such board committees.

U. Promptly seek UWM Member Support assistance in the event of a dispute affecting the ministry.

V. Attend and actively participate in annual and ongoing board education programs and training.

W. Consider issues brought to their attention by the minister(s) or members of the board, having said issues acknowledged by the minister(s) or boards.

X. Keep or cause to be kept a background check on all staff and volunteers directly involved with the children's programs, individuals handling funds, and current/potential board members. Update or cause to update all background checks at least every three years.

Y. Keep or cause to be kept accurate records of financial and tangible 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 members, minister(s), 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 or cause to be sent the Annual Ministry Report (AMR) to UWM.

DD. Ensure all staff ministers send or cause to be sent their annual Credentialed Leader Report (CLR) to UWM.

EE. Ensure all staff ministers cause their fellow staff ministers and licensed Unity teachers from this ministry to send or cause to be sent their annual Credentialed Leader Report (CLR) to UWM.

FF. If the ministry employs a spiritual leader under special dispensation, the board will ensure the spiritual leader sends or causes to be sent their 6-month SD renewal report to UWM.

Section 11. Nomination and Election.

A. Nominating Committee.

1. **Selection.** A Nominating Committee shall consist of the senior minister (a non-voting member), one (1) current board member, and two (2) or three (3) members of the ministry selected at the annual meeting.

    a. At the annual membership meeting, the membership shall select two (2) or three (3) members to serve on the Nominating Committee for the following year's election. In the event that 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 as the board liaison.

    c. The Nominating Committee shall select the chair from among the two (2) or three (3) congregant members of the committee.

    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.

2. **Duties and Responsibilities.** The Nominating Committee shall initiate a search for a minimum of one (1) qualified candidate per opening for nomination as a member of the board of trustees. A standardized application and vetting process shall be used consistently for all potential candidates

including a background check and letters of reference. The recommendations of the Nominating Committee are the final word due to the confidential nature of the standardized application and vetting process used consistently for all potential candidates including a background check and letters of reference. The report of the Nominating Committee shall be sent by postal or electronic mail 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 of the annual business meeting. All other nominations must undergo the standardized application and vetting process shall be used consistently for all potential candidates including a background check and letters of reference.

b. Self-Nominations. Any member not nominated by the Nominating Committee may submit their name to the board no later than 15 (fifteen) days prior to the annual membership meeting. All self-nominations must undergo the standardized application and vetting process shall be used consistently for all potential candidates including a background check and letters of reference.

c. Nominations from the floor are strictly prohibited due to the inability to implement the standardized application and vetting process that shall be used consistently for all potential candidates including a background check and letters of reference.

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

1. Read Article VI, Section 11A and 11C of these bylaws just prior to beginning the process of nomination and election; and

2. Call upon the Chairperson of the Nominating Committee to offer the candidate nominations; and

3. Read the names of additional nominees who have submitted their names at least fifteen (15) days prior to the annual business meeting and undergone the standardized application and vetting process shall be used consistently for all potential candidates including a background check and letters of reference.

C. Election Procedure. The election shall be by ballot if there are any partial terms to be filled or if there is more than one (1) nominee for each position. The result of the vote shall be announced at the annual membership 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.

D. If the number of nominees is equal to or less than the number of openings on the Board, the presiding officer may entertain a motion to cast a unanimous oral ballot. If the motion carries, written ballots are not required and the Board will determine which member will fill each unexpired term. Written ballots are required upon the failure of the motion. In the event that all candidates receive an equal number of votes, the newly constituted Board will decide who fills each term.

Section 12. Removal of Board.

A. Removal from Office by the Board
Any board officer may be removed by a majority vote of the other board members.

B. Removal from the Board
Any trustee may be removed by the board due to unexcused absences from three (3) successive regular board meetings, failure to fulfill the duties of the office, failure to uphold the Code of Ethics, Sexual Conduct Policy, Social Media Policy, and other ministry policies, or disruptive or unethical behavior. Removal from office shall require a majority vote of the other board members.

Section 13. Vacancies.

A. Should there be a vacancy on the board, the board shall select a qualified replacement to fill the position utilizing the standard vetting process used by the Nominating Committee. A majority vote of the board shall be necessary for the election. The term of service shall expire on the date of the next annual membership meeting.

B. Should the number of board members fall beneath the quorum requirement, the remaining board 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 as a temporary measure.

C. Should the number of board members fall beneath the quorum requirement, two special membership meetings shall be called.

1. The first special meeting shall occur within thirty (30) days with notice of that 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 membership 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 utilizing the standard vetting process used by the Nominating Committee for all candidates.
    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 Officers. The officers of the board 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 board meeting called for the purpose of electing officers. The term of office shall be one (1) year or until successors are elected. UWM recommends mentoring potential officers into the position by the previous officer following their one (1) year officer term.

Section 15. Duties of Officers.

A. President. The president shall preside at all board meetings, preside at all membership meetings, appoint members of board committees related to board functions (except the Nominating Committee) with the advice of the board and minister (co-ministers), serve as an ex officio member of all board committees except the Nominating Committee, sign such papers and documents upon proper authorization as may be necessary and be responsible for collaborating with the senior minister in the planning of board orientations, retreats, and workshops. Mentor the incoming president into the duties and responsibilities of the office.

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 board to fill the remainder of the unexpired term. UWM recommends mentoring the vice president into the president position by the previous officer following their one (1) year officer 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 or cause for the safe keeping of and be responsible for all reports, contracts, and 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 documents to all members.

D. Treasurer. The treasurer shall be the custodian of all funds belonging to this ministry, payout 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 comprehensive monthly financial reports at each regular board meeting to be reviewed and understood by fellow board members, submit a financial report covering the last complete fiscal year and co-create with the minister a budget for the upcoming year to be reviewed 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 be responsible to ensure at least two (2) people are present and duplicate the counting process for accuracy. The treasurer and all counters are required to pass background checks for the faithful performance of his or

her duties as the ministry policy may require.

ARTICLE VII – 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 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 may take any other emergency actions deemed helpful and necessary to assure the welfare of this ministry. It is the responsibility of the board to continue to communicate faithfully to the membership regarding the activities of the board and ministry during the emergency.

ARTICLE VIII – Administration and Leadership

Section 1. Administration. The administration of Unity of Lawrence shall be vested in the senior minister (or co-ministers) as the spiritual leader and administrative director and the board elected from the membership.

Section 2. Minister(s).

A. Senior Minister (or Co-Ministers). The senior minister (or co-ministers) shall be duly licensed or ordained Unity minister(s) or someone serving under special dispensation from UWM.

1. **Qualifications.** Any senior minister shall agree to abide by the UWM Code of Ethics, Sexual Conduct Policy, Social Media Policy, UWM Membership Model Policy, and additional policies of the ministry.

2. **Duties.** As the spiritual leader(s) of this ministry, the senior minister (or co-ministers) 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) 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 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 ministry teams. (Such as the Finance Team, Ushers & Greeters Team, Congregant Care Team, YFM Team, etc.) Ministry teams report to the minister for the smooth functioning of the ministry.

    e. Be responsible for promptly seeking UWM Member Support Team assistance in the event of a dispute adversely affecting the ministry, including other credentialed Unity leaders.

3. **Selection.** The board shall select the senior minister (or co-ministers) following the employment procedures for ministerial personnel of UWM following communication within five to seven (5-7) days of a leadership change with the UWM Member Support Team.

4. **Compensation.** The compensation of the senior minister (or co-ministers) employed by this ministry shall be set by the board and be in alignment with the approved budget. A plan for regular ministerial and ministry evaluations shall be instituted including minister compensation adjustments.

B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) are hired by the senior minister (or co-ministers) with the consent for the position to be funded by the board. The senior minister (or co-ministers) shall select the associate and/or assistant minister (or co-ministers) following the employment procedures for ministerial personnel of UWM. These ministers function with less responsibility than the senior minister (or co-ministers) and report directly to the senior minister (or co-ministers).

1. Qualifications. Any associate and/or assistant minister shall agree to abide by the UWM Code of Ethics, Sexual Conduct Policy, Social Media Policy, UWM Membership Model Policy, and additional policies of the ministry.

2. **Duties.** The associate and/or assistant minister(s) shall perform the duties and fulfill the responsibilities assigned to them by the senior minister (or co-ministers).

3. **Compensation.** To the extent funded by the board, the compensation of the associate and/or assistant Minister(s) shall be fixed by the senior minister (or co-ministers).

Section 3. Definitions.

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

B. Senior Minister. A senior minister is a Unity minister duly ordained, licensed, or serving under special dispensation by the Association of Unity Churches Inc. (DBA Unity Worldwide Ministries) or by Unity School of Christianity prior to July 1, 1966, who assumes the spiritual and administrative leadership role in a UWM member ministry. This leader oversees teaching, preaching, healing, counseling, praying, and all spiritual services and fellowship activities of the ministry. The senior minister 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 the Association of Unity Churches Inc. (DBA Unity Worldwide Ministries) or by 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 UWM 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 senior minister. The associate minister reports directly to the senior minister, 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 senior minister. The assistant minister reports directly to the senior minister, who determines the scope of

the assistant's responsibilities.

ARTICLE IX – Dissolution

In the event that this ministry is dissolved, after the liquidation of personal property, real estate, and all assets, the ministry shall deliver all funds remaining after the payment of the debts of the ministry to UWM. Such funds 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 X – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* or *Roberta's Rules of Order* 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 XI – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may be considered after review and approval of the proposed amendment or revision by UWM. After such approval, the proposed amendment or revision shall be adopted by the ministry's active voting members at any annual or special membership meeting provided that written notice setting forth the exact wording of such proposed amendment(s) or general revision has been sent by postal or electronic mail to all members at least fifteen (15) days prior to that meeting at which they shall be considered. An affirmative vote of two-thirds (2/3rds) of the members present and voting shall be necessary to adopt any amendment(s) to or general revision of these bylaws.

NOTE: If the incorporating state requires the approval of the board for the adoption of amendments to the bylaws, the following provision shall be added: 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 present and voting at the first meeting of the board following the adoption of such amendment(s) or general revision.

ATTEST:

These bylaws were reviewed and approved by Unity Worldwide Ministries, and adopted by the membership at the membership meeting on January 26, 2025, and supersedes all previous bylaws adopted by Unity of Lawrence.

_____

Minister

_____

Board President

_____

Board Secretary

_____

Date