

**Unity of Lawrence**  
**Bylaws**

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# UNITY OF LAWRENCE BYLAWS

## ARTICLE 1 - IDENTIFICATION

### 1.01 Statement of Purpose

The purpose of Unity of Lawrence (also referred to herein as "Unity"), a Kansas not-for-profit corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity School of Christianity and the Association of Unity Churches, Inc., a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee's Summit, Missouri, hereinafter referred to as "the Association." Unity of Lawrence also integrates and embraces wisdom teachings from other world religions.

In the accomplishment of this purpose, Unity of Lawrence shall be guided by its Vision and Mission Statements and the principle of openness. Unity of Lawrence shall conduct services of worship and classes of instruction. It shall demonstrate the principles of Truth by using them in the operation of the Ministry to further the principles of Unity among people everywhere.

### 1.02 Association of Unity Churches Membership and Responsibilities

Unity of Lawrence is a member of the Association. The operation and conduct of the Ministry will comply with the regulations and policies of the Association as outlined in the Association Bylaws, insofar as they do not conflict with the laws of the State of Kansas.

1.02.1 **Leadership** This Ministry will have as its Minister of Record an ordained or licensed Unity Minister(s) in good standing or a person serving under special dispensation approved by the Association. (Refer to Section 4.01(c) of the Association Bylaws.)

For the purpose of these Bylaws, the term Minister of Record will include a person serving under special dispensation of the Association.

1.02.2 **Teaching** The principles of practical Christianity will be taught through this Ministry.

1.02.3 **Reports** The Board of Directors will make or cause to be made annual reports to the Association on forms supplied by the Association.

## ARTICLE 2 - OFFICE AND OFFICIAL RECORDS

### 2.01 Principal Office

The principal executive office of the corporation will be fixed by the Board of Directors. Said office shall be in the County of Douglas, State of Kansas, or at such other place within the State of Kansas as the Board of Directors hereafter shall designate. The corporation may also have offices at such other place or places, as the Board of Directors may from time to time designate.

### 2.02 Official Records

Records of membership, finances, donations, corporate minutes, et cetera, will be maintained at the principal office of the corporation. Official records are to be available to members of the Board of Directors.

## ARTICLE 3 - MEMBERSHIP

### 3.01 Qualifications

Membership, as defined by the Board, shall be open to all persons who choose to align themselves with the Vision and Mission Statements of the Church. Members further the work of this Ministry through their active interest, love, and support.

### 3.02 Election of Members

Anyone desiring membership in Unity of Lawrence, upon completion of a basic course of study that may be determined by the Board of Directors, will file an "Application for Membership" with the Board. Upon a majority affirmative vote of the Board members present and voting, the applicant will become a member and will be notified accordingly. All staff ministers are considered members of this ministry.

### 3.03 Term of Membership

#### 3.03.1 Active Member.

3.03.1.1 New Members. After acceptance as a new member, as outlined in Section 3.02, each member shall have voting rights at all membership meetings.

#### 3.03.2 Inactive Membership

3.03.2.1 Inactive Status. If no current membership renewal card or approved document is on file prior to the annual membership meeting, that person becomes inactive and cannot serve on the Board of Directors or vote at any membership meeting

#### 3.03.3 Removal of Membership

3.03.3.1 For Inactive Members. After two years of inactivity, a person is removed from membership upon approval of the board.

3.03.3.2 For cause. Removal from membership of a person whose qualifications are in question requires at least a two-thirds (2/3) affirmative vote of the Board of Directors, including agreement by the Minister of Record. Prior to action concerning removal, the person must be notified by certified mail and be given an opportunity for a hearing with the board.

3.03.4 Active Members will hereinafter be referred to as "Member".

### 3.04 Powers of Members

Members of Unity of Lawrence shall have the power to do the following:

3.04.1 Vote at any membership meeting, at which the member is present, called in accordance with Section 3.05 Meetings and Quorum.

3.04.2 Elect members to the Board of Directors as specified in Section 4.04 Board of Directors—Election.

3.04.3 Ratify the Bylaws of this Ministry or make amendments thereto in accordance with Section 8.01 Bylaws Amendments Procedure.

3.04.4 Vote on all decisions in favor of the sale, pledge, or proposed financing of real property exceeding \$36,000 as representing approximately 10% of the value of the primary building. A seventy-five percent (75%) affirmative vote of those present and voting is required for approval. Refer to Section 4.03.4.8. Notwithstanding this provision, the Board of Directors shall be allowed to refinance then-currently existing debt without the approval of the membership in accordance with reasonable business practices.

- 3.04.5 Elect a member and an alternate member to serve on the Nominating Ministry Team as specified in Section 4.04.2.1 Nominating Ministry Team.
- 3.04.6 Call a special membership meeting when the affairs of this Ministry warrant such action. Refer to Section 3.05.2 Special Membership Meetings.
- 3.04.7 Vote to override any action of the Board of Directors. This vote must be taken at a duly constituted membership meeting. (See Section 3.05.2 and Section 3.05.6.) Notice of the issue to be voted on must be submitted to the membership in writing at least ten (10) days prior to the meeting. Consent of seventy-five percent (75%) of those present and voting is required to override an action of the Board.
- 3.04.8 Vote for the removal of any or all Board member(s) from the Board of Directors in accordance with Section 4.05.1 Vacancy. A seventy five percent (75%) affirmative vote of those present and voting is required.
- 3.04.9 View official records of Unity with the exception of Confidential Information. Confidential Information includes, but is not limited to, personnel records, spiritual counseling data, prayer information, and contribution records.
- 3.04.10 Request time on the agenda at a Board Meeting for the purpose of offering suggestions to the Board of Directors, as may seem advisable for the good of this Ministry.
- 3.04.11 At least one (1) month after requesting time on the agenda at a Board Meeting, any ten (10) members may request Peacemaking assistance by notifying the President of the Association in writing with copies to the Board of Directors and Minister of Record. Upon receipt of a request for assistance from ten or more members to the President or designee of the Association, said person will confer with the minister(s) and/or Regional Representative to evaluate whether further action is required.

### **3.05 Meetings and Quorum**

- 3.05.1 Annual Membership Meeting. The annual membership meeting of Unity of Lawrence shall be held at its official headquarters on a Sunday in January, unless otherwise specified by the Board, at the time of day designated by the Board of Directors. This date and time shall be announced at least thirty (30) days prior to said date.
- 3.05.2 Special Membership Meetings. Any time the affairs of this Ministry warrant a special meeting, the meeting may be called by:
  - 3.05.2.1 The Minister of Record;
  - 3.05.2.2 A majority of the members of the Board;
  - 3.05.2.3 A petition signed by the lesser of fifteen (15) Members or 10% of the membership. A written request stating the purpose for the special meeting must be submitted to the Board who will, within a reasonable length of time not to exceed 30 days, call the meeting on behalf of the requesting party or parties; Business conducted at the Special Membership Meeting will be limited to the purpose stated in the notification.
- 3.05.3 Written Notice. Written notice stating the date, time, place, and purpose of the special membership or annual membership meeting will be mailed, if legally required, and/or otherwise communicated through a public access generally accessed by Members (e.g., Sunday Bulletin, website, email, newsletter) to all members at least ten (10) days before any membership meeting. In the case of a Special Membership Meeting called by written petition, the written notice of the meeting to the membership will faithfully reflect the purpose(s) for the special meeting stated in the petition.
- 3.05.4 Quorum. The lesser of fifteen (15) members or ten percent (10%) of the membership will constitute a quorum for the transaction of business at any membership meeting called pursuant to the notice provisions of Section 3.05.3 [Written Notice.]

- 3.05.5 Participation. Participation in discussion of the business affairs of any membership meeting will be restricted to members unless invited as set out below. Participation of other persons in discussion of business must be approved by a seventy five percent (75%) majority vote of the members in attendance. Association representatives invited by the Minister of Record, the Board, or the membership have a right to participate in discussion.
- 3.05.6 Voting. Unless otherwise provided herein, the vote of a majority of the members present and voting or by absentee ballot will be necessary for approval of the action being voted upon. Refer to Section 3.04.4 and Section 3.04.7 and Section 8.01. Members unable to be present at an annual membership meeting may vote by absentee ballot for good cause (good cause may be determined by the Board of Directors) upon application to the Ministry office in advance of the meeting date. Absentee ballots must be returned prior to the meeting. Absentee ballots will not be accepted at Special Membership Meetings. Proxy votes are not allowed.
- 3.05.7 Prayer. In any membership meeting, the Board President, Minister of Record, Association Representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request the President will provide a period of prayer and silence.

## **ARTICLE 4 - GOVERNMENT**

### **4.01 Administration**

Governance shall be vested in the Board of Directors, which includes the Minister of Record and elected board members.

### **4.02 Minister**

#### 4.02.1 Minister of Record.

4.02.1.1 Selection. The Minister of Record shall be selected by the Board in consultation with the Association. The Minister of Record shall be a qualified Unity Minister whose qualifications, in the judgment of the Board, best satisfy the requirements of the position. A two-thirds majority vote of the Board of Directors is required to hire a Minister of Record.

4.02.1.2 Purpose. The purpose of a Minister of Record is to inspire and to demonstrate by words and example the power and joy of life lived according to spiritual principle. As the focal point of the community, the Minister of Record and Board of Directors sets the tone for every aspect of the Ministry. It is the role of the Board of Directors to articulate the vision for the community, inspiring it to move forward in the direction of God's plan, while simultaneously maintaining an openness for even more of God's plan to unfold.

4.02.1.3 Duties. The Board of Directors will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this Ministry including the hiring and termination of all employees (as specified in Section 1.01 Statement of Purpose).

The Minister of Record will also be:

4.02.1.3.1 responsible for the complete functioning of this Ministry

4.02.1.3.2 a voting member of the Board of Directors on all matters except his/her/their own employment, or that of his/her/their successor;

4.02.1.3.3 responsible for appointing Ministry Teams; and

4.02.1.3.4 responsible for seeking the Association's assistance in the event of a dispute adversely affecting the Ministry.

4.02.1.4 Terms of Employment. The terms of employment, including compensation, of the Minister of Record shall be fixed by agreement between the Minister of Record and the Board of Directors.



4.02.1.5 Minister of Record Relationship with Board. The Minister of Record shall be a voting member of the Board on all matters except the terms and conditions of his or her own employment and such other matters as may constitute a conflict of interest with respect to the Minister of Record.

If any issue regarding the services of the Minister of Record cannot be resolved by the Minister of Record and the other members of the Board, the Board shall seek third-party intervention or mediation regarding a solution to the issue.

4.02.1.6 Termination of Employment of Minister of Record. A two-thirds (2/3) majority vote of the Board of Directors or a seventy five percent (75%) vote of the members present and voting at a membership meeting is required to terminate the employment of the Minister of Record.

4.02.1.7 Vacancy. The position of a Minister of Record may be vacated by any of the following actions:

4.02.1.7.1 resignation, or

4.02.1.7.2 after complying with Section 4.02.1.5 above, the advisor's removal because of failure to fulfill the purpose and duties of the position as specified in Section 4.02.1.2 and 4.02.1.3.

In the case of a vacancy in the position of Minister of Record, the Board may choose to hire an Interim or Temporary Advisor by a majority vote.

### **4.03 Board of Directors--Members**

4.03.1 Structure. The Board of Directors shall consist of the Minister of Record and a minimum of eight (8) elected members or a maximum of 10 elected members. Terms of the Board will be a three (3) year period with consideration for an additional three (3) years upon approval of members.

4.03.2 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 be utilized in the handling of decisions before the Board of Directors. During the discussion of an item of business, any Board member may request time for prayer about the issue. Upon request, the President shall provide a period of prayer and silence.

4.03.3 Purpose. The Board of Directors is the governing body of Unity of Lawrence. Its purpose is to make decisions that support and reveal God's plan for this Ministry. Board members demonstrate by words and example the power and joy of life lived according to spiritual principle.

4.03.4 Duties. As representatives of the membership, the Board of Directors will:

4.03.4.1 uphold the spiritual purpose of this Ministry as stated in Section 1.01 Statement of Purpose;

4.03.4.2 uphold the highest interest of the membership in conducting the business of this Ministry;

4.03.4.3 be conversant with these Bylaws;

4.03.4.4 be faithful in attendance at services, Board meetings, membership meetings and other activities of this Ministry;

4.03.4.5 establish general policy for the operations and conduct of the Church;

4.03.4.6 oversee the administration of the real and personal property of the Church;

4.03.4.7 approve all expenditure limits of authority;

4.03.4.8 make determinations on the sale, pledge, or proposed financing of real or personal property belonging to this Ministry. All decisions in favor of the sale, pledge, or proposed financing of real property exceeding thirty-six thousand (\$36,000) dollars in value shall be presented to the membership at a properly constituted membership meeting to be voted on in accordance with Section 3.04.4 [Powers of Members];

4.03.4.9 set dates for the fiscal year;

- 4.03.4.10 cause to be prepared complete annual financial statements that set forth the fiscal conditions and operations of the Ministry;
- 4.03.4.11 secure a fidelity bond covering all persons who handle Church monies;
- 4.03.4.12 approve applicants for membership in accordance with Section 3.02 [Election of Members] and send or cause to be sent yearly membership renewal cards, or approved document to all active and inactive members in accordance with Section 3.03 [Term of Membership];
- 4.03.4.13 act to fill a vacancy on the Board in accordance with Section 4.05.2 [Replacement];
- 4.03.4.14 elect officers of the Board. See Section 4.07 [Board of Directors – Officers];
- 4.03.4.15 the Board may propose Ministry Teams to the Minister of Record;
- 4.03.4.16 keep the congregation informed of key decisions, actions and other pertinent information;
- 4.03.4.17 seek Association assistance in the event of a dispute adversely affecting the Ministry;
- 4.03.4.18 attend and actively participate in ongoing Board Education Programs;
- 4.03.4.19 keep or cause to be kept an accurate record of membership;
- 4.03.4.20 keep or cause to be kept accurate records of gifts to the Ministry in compliance with Internal Revenue Service regulations and acknowledge in writing contributions as necessary to comply with Internal Revenue Service regulations;
- 4.03.4.21 secure liability insurance for all Board members and Ministers;
- 4.03.4.22 perform such other duties as may be established by the Board as need arises.
- 4.03.4.23 as recommended by the minister(s), authorize the employment of all staff personnel of this ministry and set and approve their salaries. See Section 4.02.1.3 [Duties].
- 4.03.4.24 Cause the financial records of the Church to be audited by an outside party at appropriate intervals.

#### **4.04 Board of Directors--Election**

- 4.04.1 Qualifications. Any person elected to the Board of Directors must be a Member of Unity of Lawrence. They will be a person who:
  - 4.04.1.1 is willing to serve on the Board;
  - 4.04.1.2 endeavors to live in accord with the principles of love and truth as taught by Unity;
  - 4.04.1.3 furthers the work of this Ministry through his/her/their active interest, love, and financial support;
  - 4.04.1.4 is a sincere and continuing student of Unity, conversant with its teachings; 4.04.1.5 has demonstrated leadership capabilities;
  - 4.04.1.7 is in attendance at the annual membership meeting, or in the case of the inability to attend, has submitted a letter of willingness to accept election to the Board.
- 4.04.2 Nominating Ministry Team.
 

A Nominating Ministry Team shall be formed at least three (3) months prior to the annual membership meeting and shall serve through the annual meeting. The Ministry Team shall initiate a search for qualified candidates for each open position on the Board of Directors.

The Nominating Ministry Team shall consist of the Minister of Record; a representative of the Board, elected by the Board; and one (1) member of the congregation. The congregational members, who may not be current members of the Board, shall be selected in the following manner:

4.04.2.1 At the annual membership meeting, the membership shall elect one of its members to serve on the Nominating Ministry

The Nominating Ministry Team shall select one of its members to be its chair. Members of the Nominating Ministry Team are not eligible to stand for election unless they resign from the Nominating Team.

In the event of unavailability to serve by a congregational member, the alternate will fill the vacancy. For any further vacancies, the Nominating Ministry Team members will select a person from the membership to fill the vacancy. Replacement of the Board representative shall be by vote of the Board.

#### 4.04.3 Duties of Nominating Ministry Team.

4.04.3.1 The Nominating Ministry Team shall nominate qualified candidates for the Board of Directors. The number of candidates nominated shall equal or exceed the number of open positions on the Board. A slate of nominees shall be announced to the congregation at least 21 days prior to the annual meeting.

4.04.3.2 The Nominating Ministry Team also nominates candidates to stand for election to the Nominating Ministry Team at the annual Membership Meeting.

4.04.3.3 In the event of an Interim Board, the Nominating Ministry Team shall complete its selection process within thirty (30) days from the establishment of the Interim Board.

#### 4.04.4 Nominating Procedure. As the presiding officer of the annual membership meeting, the President of the Board will:

4.04.4.1 cause to be read Section 4.04.1 [Board of Directors-Election-Qualifications] just prior to the call for nominations;

4.04.4.2 call upon the Chairperson of the Nominating Ministry Team to present the Ministry Team's nominations;

4.04.4.3 call for additional nominations from the floor. All nominees, no matter how nominated, must qualify in accordance with Section 4.04.1 [Board of Directors Election-Qualifications].

#### 4.04.5 Election

The terms of all Board members which expire, in accordance with Section 4.03.1 and Section 4.05.1.4, in a given year shall be filled at such year's annual membership meeting by formal balloting by the members. Terms shall be filled by matching those nominees receiving the most votes with the longest available terms, until all positions are filled. All persons elected to serve twelve (12) months or more shall be considered to be fulfilling a complete term of office. The President shall announce the newly elected Board members to the congregation following the counting of the ballots.

### **4.05 Board of Directors -- Vacancy and Replacement**

4.05.1 Vacancy. The office of a Board member may be vacated by any of the following means:

4.05.1.1 The resignation of the Board member;

4.05.1.2 The Board voting for the removal of a Board member due to unexcused absences from three successive regular Board meetings;

4.05.1.3 The Board voting for the removal of a Board member because of a failure to fulfill the duties of the office as specified in Section 4.03.4 [Duties]; and

4.05.1.4 The membership voting for removal of a Board member because of failure to fulfill the duties of the office as specified in Section 4.03.4 [Duties]. Refer to Section 3.04.8 [Powers of Members].

4.05.2 Replacement.

Should a vacancy (vacancies) occur on the Board of Directors, the Board may fill vacancies by ballot at its next meeting. However, if the number of Board members drops below six members, the Board will proceed to fill the vacancy (vacancies) by ballot at its next meeting. Only persons meeting the qualifications (specified in Section 4.04.1 [Qualifications]) may be considered as replacements. A majority vote of those present and voting will be necessary to elect. The term will expire on the day of the next annual meeting. All persons elected to serve in such a manner shall not be considered to be fulfilling a complete term of office.

4.05.3 Interim Board. If the entire Board of Directors has been recalled, the membership may choose to elect an Interim Board whose term of office will not exceed sixty (60) days. At the end of sixty (60) days a permanent Board must be elected.

**4.06 Board of Directors -- Meetings and Quorum**

4.06.1 Regular Board Meetings The regular business meetings of the Board of Directors will be held at the principal office of Unity once per month unless otherwise specified by the Board.

4.06.2 Special Board Meetings. Special meetings of the Board will be called by the President of the Board under any of the following conditions:

4.06.2.1 by request of the Minister of Record;

4.06.2.2 by request of two or more Board members; or

4.06.2.3 as the President of the Board deems it necessary. The request will be filed in writing with the Board Secretary. Reasonable effort must be made to notify all Board members of any special meeting.

4.06.3 Quorum. Sixty percent (60%) of the Board members will constitute a quorum for the transaction of business.

**4.07 Board of Directors -- Officers**

4.07.1 Officers.

- Officers of the Board of Directors will consist of a President, one or more Vice-Presidents, Secretary, and Treasurer.
- The President for the upcoming year will be elected by the Board at least one month prior to the annual meeting.
- All other officers will be elected in a manner decided by the Board, at the first Board meeting after the annual meeting, or at a special meeting called for the purpose of electing officers. Officers will hold their respective offices for one year or until their successors are duly elected or qualified. In the case of a vacancy in any office, the Board will elect a new Officer from among its members.

4.07.2 President.

The President will:

4.07.2.1 preside at all Board of Directors meetings;

4.07.2.2 preside at all membership meetings;

4.07.2.3 communicate with the Board and congregation;

4.07.2.4 sign such papers and documents, upon proper authorization, as may be necessary;

4.07.2.5 be responsible for the planning of Board orientation, retreats, and workshops in coordination with the minister(s)

4.07.2.6 be a member of all ministry teams by virtue of the office, except the Nominating Ministry Team (the President is eligible if selected as the designee).

#### 4.07.3 Vice-President.

The Vice-President will:

- 4.07.3.1 perform all the duties of the President of the Board in the absence of the President of the Board;
- 4.07.3.2 sign such papers and documents, upon proper authorization, as may be necessary.
- 4.07.3.3 keep or cause to be kept accurate active and inactive membership lists.
- 4.07.3.4 send or cause to be sent yearly membership renewal cards to all active or inactive members.

#### 4.07.4 Secretary.

The Secretary will:

- 4.07.4.1 keep, or cause to be kept, an accurate record of the minutes of all Board and Membership Meetings;
- 4.07.4.2 hold in custody and be responsible for all reports, contracts, other legal papers, and minute books, which items will be kept in the Ministry office at all times, or in such other depository as prescribed by the Board;
- 4.07.4.3 attend to all official business required by the Board;
- 4.07.4.4 sign such papers and documents, upon proper authorization, as may be necessary.

#### 4.07.5 Treasurer.

The Treasurer will:

- 4.07.5.1 be custodian of the funds of this Ministry. He/she will pay out or cause to be paid out, funds authorized by the Board. All checks shall be signed by two official signatories;
- 4.07.5.2 keep, or cause to be kept, a record of all financial transactions, and submit a monthly financial report at each regular Board meeting;
- 4.07.5.3 submit a financial report, covering the last complete fiscal period, at the annual Membership Meeting;
- 4.07.5.4 count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit. When counting ministry funds, at least two (2) persons must be present at all times and sign-off on the amounts that are counted.
- 4.07.5.5 place or cause Ministry funds to be placed in the bank or other depository approved by the Board;
- 4.07.5.6 sign such papers and documents, upon proper authorization, as may be necessary.

### **ARTICLE 5 - MINISTRY TEAMS**

#### **5.01 Formation**

Ministry Teams for any specific purpose, with the exception of the Nominating Ministry Team, will be appointed by the Minister of Record and/or the Board in cooperation with each other.

**ARTICLE 6 - DISSOLUTION**

**6.01 Dissolution**

Should this corporation dissolve:

- 6.01.1 all property and funds remaining after the payment of the debts of the corporation will be delivered to the Association, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes.
- 6.01.2 such funds or property will be for the use and benefit of the Association as may be determined by the Board of Trustees of the Association, in alignment with current policies and procedures.
- 6.01.3 the Association will make available according to its current policies and procedures, funds for the re-establishment of a Unity Ministry in Douglas County, Kansas.
- 6.01.4 should the Association no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for purposes set out in Section 5.01(c)(3) of the Internal Revenue Code of 1954.

**ARTICLE 7 - MEETING PROCEDURES**

**7.01 Rules of Order**

The latest edition of Robert's Rules of Order will be the authority of this Ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

**ARTICLE 8 - BYLAWS AMENDMENTS**

**8.01 Bylaws Amendments Procedure**

Amendments to these Bylaws must be made by voting members of this Corporation at a legally constituted membership meeting. Written notice setting forth the proposed changes, alterations, and amendments must be mailed, if legally required, and/or otherwise communicated through a public access generally accessed by Church members (e.g., Sunday Bulletin, website, email, and newsletter) to all members at least ten (10) days prior to the required membership meeting. An affirmative vote of seventy-five percent (75%) of all members present and voting will be necessary to pass any amendment to these Bylaws. These Bylaws fully supersede all previous Bylaws adopted by Unity of Lawrence.

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date