



Member Ministry Bylaws Policy

1.0 Purpose:

The purpose of this policy is to ensure that UWM Member Ministry bylaws are in alignment with UWM bylaws and policies.

2.0 Scope:

This policy applies to all member ministries of UWM.

3.0 Policy:

- 3.1 Ministry bylaws must be approved by UWM prior to a ministry being accepted as a UWM member.
- 3.2 All changes and/or amendments to bylaws must be submitted to UWM Member Services (CFoster@unity.org) for review and approval prior to taking these changes to the ministry membership for a vote.
- 3.3 Ministries whose bylaws are out of alignment with UWM will:
 - 3.3.1 Not be able to enter the UWM employment process.
 - 3.3.2 Lose voting privileges until bylaws have been amended to bring them back into alignment with UWM.

4.0 Definitions:

- 4.1 Member Services is the UWM department that supports, guides, and serves UWM Member Ministries and Ministers.

5.0 Responsibilities:

- 5.1 Member Ministry Boards are responsible for sending proposed bylaws changes to Member Services one (1) month prior to sending them to their membership for consideration.
- 5.2 Member Services staff are responsible for reviewing ministry bylaws and for assisting ministries in bringing their bylaws into alignment with UWM.
- 5.3 The Bylaws Ministry Team is responsible for creating a bylaws template for use by Member Ministries, and for providing guidance to Member Services Staff regarding bylaws requirements.

6.0 Procedures:

- 6.1 Member Ministries are encouraged to work with Member Services in reviewing and updating their bylaws.
- 6.2 All proposed bylaws changes must be sent to Member Services at least one month prior to sending them to the membership for consideration.
- 6.3 Member Services will review bylaws to ensure alignment with UWM bylaws and policies. They will communicate with ministries about areas that are out of alignment and guide ministry in making adjustments to bring bylaws back into compliance.