

Dear Colleagues,

Rev. Toni Fish and I were on the UWM call regarding the New Bylaws Template for Ministries. It was a good call with lots of information, and even more questions. If you'd like to know the details, questions and some of the answers to some of those questions please connect with UWM and the recording of the call.

<https://www.unityworldwideministries.org/conversations-with-leaders>

That being said, one of the questions asked multiple times is if a document exists that shows the PREVIOUS template with the NEW template changes highlighted - a sort of "side-by-side" comparison as it were. Everyone who asked for this was not asking to see all the steps along the way or changes made step-by-step over the past year by a team, people simply wanted to see the previous template next to the new template.

This type of document did not exist, so Rev. Toni and I offered to do this. Fortunately MS Word has a nifty feature that allows you to compare two documents in a few clicks, so we did, and the following pages show this comparison... but FIRST a few explanations.

The comparison created requires reading mindfully and deliberately because you are looking at BEFORE and AFTER simultaneously. As you read through it, keep these things in mind:

1. Ignore the formatting, quite a bit gets lost in translation, especially if the two documents Word is comparing are not using the same formatting. We cleaned it up a little bit to add some ease in reading. Hopefully. :)
2. Also, ignore the pagination. It is NOT what would exist in a final document of the New Bylaws Template for Ministries. You will notice some pages have more information on them than others - doesn't mean anything. Our goal was simply to meet a need requested: to have a document, not necessarily everything neat and clean, but certainly readable in order to see the before and after of content.
3. The OLD template verbiage is in **BLUE** with a ~~strikethrough~~.
4. The NEW template verbiage is in **RED**.
5. Where the **RED** stands alone, that means it is completely new information added.
6. At the end are TWO ADDENDUMS: One for Regional Reps, the other for LUTs.
7. Finally, while you will see RED on every page (much of which are very minor), we want to call your attention to a few of the sections that would probably be considered "major" changes. And we are sure there are other sections not referenced here that others may deem major. These are just our thoughts.
 - Article IV, Section 3 - Membership, specifically Youth Membership
 - Article V, Section F, Voting
 - Article V, Section G3 and G5, Power and Authority
 - Article VI - Board of Trustees: Section 2, Section 3D, Section 10
 - Article VI - Board of Trustees: Section 12
 - Article XI - Amendment of Bylaws

Please remember we are simply offering this document so you can see BEFORE and AFTER. As for the content itself, and its use, you will need to contact UWM for more information.

Blessings to everyone and happy reading!
Rev. Toni Fish and Rev. Kelly Isola

E. Comply with Requests. The ministry shall comply with all requests for identifying information from UWM, including, but not limited to ~~A copy,~~ **authentic copies** of the ministry's:

1. Articles of Incorporation;
2. ~~Copies of ministry bylaws shall be sent~~ **Bylaws** whenever updated;
3. ~~A copy of the deed~~ **Deeds** to properties owned by the ministry;
4. ~~Copy of the completed~~ Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry;
5. ~~Copy of the~~ Form 8822-B, Change of Address or Responsible Party ~~—Business Form that the IRS requests.~~

D.F. Reports. The ministry shall make annual reports to ~~the~~ UWM as required.

ARTICLE III - Office and Official Records

Section 1. Principal Office. The principal executive office of the ~~corporation will~~ **ministry shall** be fixed by the Board of Trustees. Said office shall be in ~~the~~ County of **(name of county)**, ~~State of (name of state or province)~~, or at such other place within ~~the State of (name of state or province)~~ as the Board of Trustees hereafter shall designate. The ~~Corporation~~ **ministry** may also have offices at such other place or places, as the Board of Trustees may from time to time designate. ~~[NOTE: Governments commonly require designation of the principal office of a corporation, at which legal service can be made.]~~

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 ~~corporation~~ **ministry**. Confidential documents are available only for use by the minister(s), board members, or designated professional staff. ~~Other and advisors.~~ **Non-confidential** documents are available to ~~active~~ members **for review at the principal office of the ministry** upon request.¹

ARTICLE IV - Members

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

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

~~**Section 3. Classes of Members.** There shall be two classes of members of this ministry, active and inactive. Active members have full membership rights and may participate and vote in any membership meeting.~~

~~A. Active Membership.~~

Section 3. Membership.

1. **New Members.** ~~After Sixty days after~~ acceptance ~~as~~, a new ~~member, each~~ 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 ~~active~~ membership rights, each member must indicate a desire to remain a member by completing and returning to the church a yearly membership renewal ~~card or such other~~ document as approved by the Board of Trustees. If no current membership ~~renewal card or approved~~ document is on file prior to, ~~or at~~, the annual membership meeting, that person becomes ~~inactive~~ 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 13 years of age and no more than 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 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.

~~B. Section 4. Reinstatement of Inactive Membership.~~

1. **Reinstatement ~~with~~ within two years.** ~~If a member who has become inactive wishes~~ Former members who wish to return to ~~active status membership~~ within the first two years after ~~becoming an inactive member, such a member~~ losing membership, who meets membership qualifications and ~~fills~~ fill out a yearly membership renewal ~~card or~~ document approved by the Board of Trustees shall be reinstated as ~~an active member.~~ members. In order to vote at a membership meeting such members must fulfill these requirements at least ~~six (6) weeks~~ 60 days before a membership meeting.
2. **Reinstatement after two years.** ~~If a member has~~ Persons who have not been ~~inactive~~ members for two years or more and ~~desires to become an active member again, such a member~~ must desire to return to membership may reapply ~~for active membership~~ in the same manner required of new members.

- ~~C. 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~~ postal or electronic mail at least ~~fifteen (15)~~ thirty (30) days prior to the Board of Trustees meeting of the ~~changes~~ 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 2/3rds vote shall be required for removal of membership ~~provided that the senior minister or co-ministers are in agreement with this action.~~

¹ Boards are encouraged to adopt a policy and procedure if notification of record viewing by members is desired. Such viewing shall not be conditioned upon prior approval of the Board of Trustees.

Section 46. Powers of Active Members. Each ~~active~~ member of (name of ministry) shall have the following powers:

- A. To vote at any membership meeting at which the member is present;
- B. ~~Serve~~To **serve** on ministry teams if selected; **to** speak in debate at any membership meeting according to the rules provided for debate;
- C. ~~Offer~~To **offer** suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of ~~this~~**the** ministry;
- D. ~~Contact~~To **contact** the UWM regional representative or ~~the~~-UWM directly for guidance, support, or information on available resources; and
- E. ~~Participate~~To **participate** in all activities and programs of the ministry.

ARTICLE V - Meetings

Section 1. Annual 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 quarter** at the principal location of the ministry at a time and date established by agreement-
 - ~~A.~~ between the senior minister or co-ministers and Board of Trustees, ~~but no longer than thirteen [13] months from the last annual membership meeting.~~
- B. **Notice.** Written notice stating the date, time, and place of the annual meeting ~~will~~**shall** be sent **by postal or electronic mail** to all ~~active~~ members at least ~~fifteen (15)~~**thirty (30)** days in advance of the meeting.
- C. **Quorum.** ~~These active~~ **10% of the** members **must be** present ~~will~~**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 ~~active~~ members ~~present~~ who are present and who were admitted to membership at least 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 (2/3) vote. ~~UWM~~ UWM's representatives have a right to speak when they ~~have been invited by the senior minister or co-ministers, the Board of Trustees, or any member~~ are at the meeting.
- F. Voting.** Unless otherwise provided in these bylaws, a majority ~~vote~~, of the ~~active~~ members present, ~~qualified to vote~~, and voting ~~will~~, shall be necessary for approval or disapproval of the action being voted upon. Proxy, absentee, or electronic (Internet, email, fax, etc.) voting are not allowed.
- G. Power and Authority.** Annual membership meetings 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 ~~twenty-five~~ fifty-thousand dollars (\$~~25~~50,000) or ~~25~~35% of the previous year's income, whichever is greater;
 4. Elect a member and an alternate; to serve on the Nominating Ministry Team;
 5. Override any action of the Board of Trustees provided that notice of the action to be voted upon is ~~submitted~~ sent by postal or electronic mail to all ~~active~~ members in writing ~~fifteen~~ (15~~thirty~~(30) days prior to the meeting and is approved by a ~~three-fourths~~ (3/4~~th~~two-thirds (2/3rds) vote;
 6. Remove by a ~~two-thirds~~ (2/3rds)majority vote any or all trustee(s) from the Board of Trustees; and
 7. Vote on any matters officially brought to the attention of the membership.
- H. Prayer.** In any annual membership meeting, the Board President, minister(s), ~~and~~ UWM Representative, 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~~concerning the ~~issue~~ item of business. . Upon such request the ~~President will~~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 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. ~~one-tenth (1/10th) of the active 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)~~~~forty-five (45)~~ 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, ~~notice~~, 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. Membership. The Board of Trustees shall be composed of the senior minister ~~or co-ministers~~ and ~~no fewer than~~~~at least~~ six (6) other trustees ~~and one alternate trustee~~. The ~~regular and alternate~~ trustees ~~will~~~~shall~~ be elected from among the ~~active~~ membership of (name of ministry) at the annual membership meeting. ~~[NOTE: Churches with fifty (50) members or less may choose to have less than six (6) trustees, but no fewer than~~ a Board of Trustees 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 of Trustees a person must be a member of (name of ministry). 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, work to further the purposes of this ministry through active interest, love and support, be a sincere and continuing student of Unity always remaining conversant with its teachings and shall have leadership capabilities.

~~A.B.~~ **Term of Office.** Elected trustees ~~will~~~~shall~~ hold office for three 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 ~~will~~~~shall~~ serve more than two consecutive terms without an interval of one 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.

~~B.~~ ~~The alternate trustee shall hold office for one year. The alternative trustee shall not be someone who has served as a member of the board in the preceding twelve months. Service as an alternate trustee will not be considered as serving a full term.~~

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

- **A.** any active licensed Unity teacher ~~from your ministry~~;
- **B.** relatives, significant others or household members of any ~~board member or licensed Unity teacher~~ trustee of the ministry;
- **C.** individuals receiving compensation from the ministry with the exception of the senior minister ~~or co-ministers~~;

- **D.** 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 ~~will~~**shall** be held at ~~the principal executive offices of this ministry on (indicate day, e.g., first Sunday, second Tuesday, etc.) of each~~**least once a month**, unless otherwise ~~stated~~**determined** by the board. **There must be a minimum of one meeting per quarter.**

Section 5. Special Board Meetings. Special meetings of the board ~~will~~**shall** be called by the President of the Board if requested by the senior minister ~~or co-ministers; if requested by two, by three~~ or more trustees; ~~or if, by a written petition of 10% of the ministry's voting members or by the President~~ ~~of~~**if** the ~~Board~~**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 ~~given~~**sent** notice **by postal or electronic mail** of any special board meeting at least ~~forty-eight (48)~~**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. Quorum. A majority of the total number of trustees ~~currently serving shall~~**including the minister** 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 ~~fall below four [this includes, including the minister], fall below a quorum, the remaining trustees shall refer to and implement Section 12 [Vacancies]-concerning vacancies.~~

Section 7. Minister(s) Attendance. The senior minister or co-ministers has/have Board Authority

A. All authority is vested ~~the right~~**Board of Trustees only when it meets in session after notice to attend all board meetings, with trustees and the exception of those meetings or portions thereof that pertain to determinations of senior minister, and a quorum is present.**

B. When discussing the ~~minister's salary and/or minister's compensation, working conditions or review of the ministers~~**minister's work record the board (including the Minister) may decide to exclude the minister from that portion of the discussion.**

Section 8. 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 ~~an~~**any** item of business ~~any~~**a** trustee may request time for prayer ~~about an issue~~**concerning the topic**. Upon such request the President shall provide a period of prayer and silence.

Section 9. 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 ~~highest~~ best interests of the membership in conducting the business of this ministry;
- C. Be conversant with these bylaws and establish policy for the operation of this ministry;
- D. Be faithful in attendance at ~~services~~ **weekly service** as well as board ~~and~~, 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. ~~Administer~~ **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 ~~twenty five~~ **fifty** thousand dollars (~~\$25~~ **50,000**) or ~~25~~ **35**% of the previous year's income, whichever is greater, shall be presented to the membership at a properly constituted membership meeting for final approval;
- H. Employ ~~a~~ **an ordained or** licensed ~~or ordained~~ Unity minister(s) through cooperation with the employment management procedures of the **Unity Worldwide Ministries (UWM);**
- I. **When conflict arises between the board and the board and/or the senior minister, 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 senior minister, ~~or co-ministers~~, have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the Board of Trustees may terminate the employment of a senior minister ~~or co-ministers~~ by a two-thirds (2/3rds) vote; **(excluding the minister.);**
- J. As recommended by the senior minister ~~or co-ministers~~, determine staff positions, **including associate and assistant ministers, and** authorize funds for their financial support **through the annual budget process;**
- K. Establish the ~~dates for the beginning and ending of the~~ fiscal year; **as the calendar year, unless the board finds a compelling reason to adopt a non- fiscal calendar year;**
- L. Cause to be prepared ~~each year a complete financial~~ **monthly a** statement ~~with disclosures that will set~~ **of income & expense and a balance sheet setting** forth the financial conditions and operations of the ministry;

- M. Secure ~~a fidelity bond or~~ theft and dishonesty insurance for persons handling church funds;
- N. Approve applicants for membership **and remove former members from the membership rolls**;
- O. Provide for the sending **of** yearly membership renewal cards or such other documents as approved by the Board of Trustees to all ~~active and inactive~~ **members and former members**. **Keep or cause to be kept an accurate record of members and former** members;
- P. Fill the unexpired term of any trustee;
- Q. Elect officers of the board and their successors to fill any unexpired term when necessary;
- R. Create such ministry teams as needed to support the functions and responsibilities of the board;
- S. Advise the President of the Board on appointments to ministry teams;
- T. Seek UWM assistance in the event of a dispute ~~adversely~~ affecting the ministry;
- U. Attend and actively participate ~~in~~ **with** ongoing board education programs;
- V. Consider ~~other~~ issues brought to their attention by the minister or members of the board;
- ~~W.~~ Keep or cause to be kept ~~an accurate record of active and inactive members~~;
- ~~X.W.~~ **Keep or cause to be kept records of attendance of children and a background check on all** staff ~~present~~ and **volunteers directly** involved with the children's programs;
- ~~Y.X.~~ **———**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.Y.~~ **Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations**;
- ~~AA.~~ ~~Acknowledge in writing contributions in compliance with Internal Revenue Service regulations~~;
- Z. ~~BB.~~ Secure liability insurance for all Board of Trustee members and minister(s); and**

CCAA. Take such other actions as may be deemed necessary for the best interests of this ministry;

BB. Section 10. Duties and Responsibilities of the Board Alternate. ~~The Board Alternate will make every endeavor to attend all Board meetings so that he or she will be knowledgeable on the affairs of the ministry. The Board Alternate will serve as an active board member and have a voting presence whenever one or more regular board members is absent.~~

Section 11. Nomination and Election.

Send or cause to be sent the Annual Ministry Report to UWM.

Section 10. Nomination and Election.

~~A. **Qualifications.** To be eligible to be elected to the Board of Trustees, a person must be an active member of (name of ministry). In addition candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity; work to further the purposes of this ministry through active interest, love, and support; be a sincere and continuing student of Unity always remaining conversant with its teachings; and shall have demonstrated leadership capabilities.~~

B.A. Nominating Ministry Team.

1. **Selection.** A Nominating Ministry Team ~~will~~**shall** be formed at least ~~three~~**six** months prior to the annual membership meeting. The ministry team ~~will~~**shall** consist of ~~the senior minister or co-ministers~~**one current board member** and three ~~active~~ members of the **ministry** selected in the following manner:
 - a. At the annual membership meeting, the membership shall from among the ~~active~~ membership of the ministry select ~~one member~~**two members** and one alternate to serve on the Nominating Ministry Team for the following year's election. In the event the person elected to serve becomes unavailable, the alternate shall serve. If the alternate also becomes unavailable to serve, the board ~~will~~**shall** elect a person from among the ~~active~~ members who is not a current member of the board to fill the vacancy;
 - b. The board ~~will~~**shall** elect one of its trustees to serve on the Nominating Ministry Team;
 - c. Together with the senior minister ~~or co-ministers~~, the above ~~two~~**three** ministry team members ~~will~~**shall** select a third person from among the ~~active~~ members to serve on the Nominating Ministry Team and be its chairperson;
 - d. 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.

2. **Duties and Responsibilities.** The Nominating Ministry Team ~~will~~**shall** initiate a search for at least two qualified candidates for nomination as members of the Board of Trustees. The report of the Nominating Ministry Team ~~will~~**shall** be sent to all ~~active~~ members at least ~~fifteen~~ ~~(15)~~**thirty (30)** days prior to the annual membership meeting.
3. **Other Nominations.** Any member wishing to be nominated shall notify the church office no later than 45 days prior to 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;
2. Call upon the Chairperson of the Nominating Ministry Team to offer the ministry team's nominations; and
- ~~3. Call for additional nominations from the floor.~~
3. **Read the names of additional nominees that have submitted their names at least 45 days prior to the annual business meeting.**

D.C. **Election Procedure.** The election shall be by ballot if there are any partial terms to be filled or there are more than two nominees. The result of the vote shall be announced to the annual meeting. The two nominees receiving the ~~largest~~**highest** number of votes ~~will~~**shall** be elected to full three (3) year terms. The candidates receiving the next highest number of votes ~~will~~**shall** be elected to the longest unexpired term.

Section 1211. Removal from Office by the Board of Trustees. ~~Any trustee may resign at any time. In addition any~~ Any trustee may be removed by the Board of Trustees due to unexcused absences from three successive regular board meetings ~~or because of a~~, failure to fulfill the duties of the office, **disruptive or unethical behavior. Removal requires a majority vote of the other Board Members.**

Section 1312. Vacancies.

- ~~A. Should there be a vacancy on the Board of Trustees the alternate trustee shall fill the vacancy until the next annual membership meeting.~~
- B.A.** ~~In the event there is a vacancy in the office of alternate trustee,~~ 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 ~~more than two vacancies occur simultaneously among the elected members of the Board of Trustees, or should the total number of trustees~~**board members** fall ~~below four [this includes~~**beneath the quorum requirement,** the remaining board members shall be empowered to call and hold the ~~minister],~~**special meetings allowed by Section 12 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 will**~~shall~~ **be called.**
 1. The first **special meeting will**~~shall~~ **occur within thirty [30] days. with notice of the meeting sent by postal or electronic mail to all members at least 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 Ministry Team [see Section 10, B. & C. Nominating Ministry Team].;
- (c) To set the date for a second **special** meeting. The second Special Membership meeting ~~will~~**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 Ministry Team shall:

- (a) Complete their search for board nominees within thirty [30] days of the first Special Membership meeting.;
- (b) The results of ~~their~~**the Nominating Ministry Team** work shall be mailed to all members within forty- five [45] days.

3. The board members ~~will~~**shall** be elected at the second of these Special Membership meetings [see Section 10, C. Nomination Procedure and D. Election Procedure]. If the regular annual meeting of this ministry should be scheduled in this time period, then board elections ~~will~~**shall** be held at the regular annual meeting of this ministry.

D. Election Procedure. The candidate receiving the ~~largest~~**highest** number of votes ~~will~~**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 including that of alternate to the board.

Section 44.13. Board of Trustees Officers. The officers of the Board of Trustees shall be a president, a vice president, a secretary, and a treasurer. All officers ~~will~~**shall** be ~~selected in a manner determined~~**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 selecting officers. The term of office shall be one year or until successors are elected.

Section 45.14. 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 with the advice of the board.;
 - serve as an ex officio member of all ministry teams except the Nominating Ministry Team.;
 - 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 orientation, 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 ~~will~~**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, **and keep** the meeting minute books ~~which will be kept~~ 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 accurate ~~active and inactive~~ membership lists.;
 - and send or cause to be sent yearly membership renewal cards to all ~~active~~**members** or ~~inactive~~**former** 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; keep, or cause to be kept, a record of all financial transactions; submit ~~a~~ monthly financial ~~report~~ reports at each regular board meeting; submit a financial report covering the last complete fiscal year to the annual membership meeting; and account for, or cause to be accounted for by the appointment of qualified persons, all funds received being responsible to assure that ~~they~~ all such funds are deposited in accounts authorized by the board. When counting ministry funds there should be at least two
~~When counting ministry funds there should be at least two~~ (2) persons present.

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of (name of ministry) shall be vested in the senior minister or co- ministers as the administrative director(s), and the Board of Trustees elected from the membership.

Section 2. Minister(s).

- A. **Senior Minister or Co-ministers.** The senior minister or co-ministers ~~will~~ shall be duly licensed or ordained Unity minister(s); ~~or someone serving under special dispensation.~~

1. **Duties.** As the spiritual leader(s) of this ministry, the senior minister or co-ministers ~~will~~ shall be responsible for the scheduling, conduct, and 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. ~~Serve~~ 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. ~~Create~~ Be responsible for creating ministry teams related to these duties;
 - d. ~~Appoint~~ Be responsible for appointing the members of such ministry teams;
 - e. ~~Serve~~ Be and serve as ex officio members of all ministry teams;
 - f. Be responsible for seeking ~~the~~ UWM's assistance in the event of a dispute adversely affecting the ministry.
2. **Selection.** The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of ~~the~~ UWM.
3. **Compensation.** The compensation of the senior minister or co-ministers employed by this ministry shall be set by the Board of Trustees.

- B. **Associate and/or Assistant Ministers.** Associate and/or assistant minister(s) ~~will be duly licensed or ordained Unity minister(s) who are hired by the senior minister~~ with the consent and approval of the Board of Trustees. These ministers function(s) with less responsibility than the senior minister or co-ministers.

Qualifications.

1. 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~~Associate and/or ~~assistant minister~~Assistant Minister(s) will shall perform the duties and fulfill the responsibilities assigned them by the senior minister or co-ministers.
3. **Compensation.** To the extent funded by the board, the compensation of the ~~associate~~Associate and/or ~~assistant minister~~Assistant Minister(s) shall be fixed by the ~~senior minister~~Senior Minister or ~~co-minister~~Co-Minister(s).

Section 3. Definitions.

- A. A Unity Ministry.** A member ministry ~~in the UWM~~is a ministry recognized by ~~the UWM~~will have.
- A. Senior Minister.** A Senior Minister is a Unity minister duly ordained ~~or~~, licensed ~~Unity minister,~~ ~~or a person or~~ serving under special dispensation ~~as its~~ Spiritual Leader. ~~(For additional criteria, contact the~~ by UWM office.)
- B. Senior Minister.** A Unity minister ~~duly ordained, licensed [or serving under special dispensation]~~ by the 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 ~~works in conjunction with the Board of Trustees of the member ministry, and is to oversee the~~ oversees teaching, preaching ~~(lesson), worship services,~~ healing, counseling, ~~prayer, administrative,~~ 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 UWM (or Unity School of Christianity prior to July 1, 1966),~~ or serving under special dispensation, who equally assumes the ~~spiritual and administrative~~ leadership role with another ~~co-minister in a member ministry. These leaders work in conjunction with the Board of Trustees of the member ministry, and oversee the teaching, preaching (lesson), worship services,~~ healing, counseling, prayer, administrative, and fellowship activities of the ~~minister in a member~~ ministry.
- D. Associate Minister.** In ministries with more than one minister, ~~a Unity minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The~~ an Associate Minister may be equal in ability, but ~~functions~~function with less responsibility than the Senior Minister. The Associate Minister reports to the Senior Minister, who determines the scope of the associate's responsibilities.
- E. Assistant Minister.** ~~In ministries with more than one minister, a Unity minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry.~~ **Assistant Minister.** The skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. The Assistant Minister reports to the Senior Minister, 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. ~~The skills of the assistant are, therefore allowed to develop for a more comprehensive range of ministry service of the assistant, and the ministry.~~

ARTICLE VIII - Ministry Teams

- A. With the exception of the Nominating Ministry Team, ministry teams may be created by the Board of Trustees and the chair or co-chairs of these teams shall be appointed by the President of the Board or the senior minister or co-ministers for their respective areas of responsibility, with the approval of the Board of Trustees.
- B. The chair or co-chairs of the ministry teams shall recruit the members of their respective teams.

ARTICLE IX — Dissolution

In the event that this corporation ministry is dissolved, all property and funds remaining after the payment of the debts of the corporation will ministry shall be delivered to the UWM, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes. Such funds or property will shall be for the use and benefit of the UWM as may be determined by the Board of Trustees of the UWM, in alignment with current policies and procedures. The UWM will make available according to its current policies and procedures, funds for the reestablishment of a Unity ministry in (name of city). Should the UWM no longer exist, any assets remaining assets of this corporation ministry after dissolution will shall be disposed of by a court of competent jurisdiction of the County county in which the principal executive offices of the corporation 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 5-04501(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* shall govern the meetings of this corporation 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 corporation ministry may adopt.

ARTICLE XI – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may be considered after approval of the proposed amendment or revision by UWM. After such approval, the proposal amendment or revision shall be adopted 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 mailed sent by postal or electronic mail to all active members at least fifteen (15) days prior to the meeting at which they will shall be considered. An affirmative vote of three-fourths (3/4th two-thirds (2/3rds) of the active members present and voting will shall be necessary to adopt any amendment(s) to or general revision of these bylaws.

[NOTE: Many states also require If the incorporating state requires the approval of the board for the adoption of amendments to the bylaws. In such states a phrase such as, the following should provision shall be added: "To take effect, any amendment(s) to or general revision of these bylaws must also be ratified by a 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.]

STANDARDS REGIONAL REPRESENTATIVE JOB DESCRIPTION

TITLE: Standards Regional Representative
REPORTS TO: UWM Board of Trustees
PARTICIPATES ON: Standards Ministry
Committee **TERM:** No term limit
TIME REQUIRED: Approximately 10 hours per month

A. General Description of Position

Regional Representatives serve on the UWM Standards Committee, assisting the UWM Board in the development of standards of professional excellence. They are elected or appointed by their Region in accordance with the qualifications set forth herein. They act as the liaison between Unity Worldwide Ministries (UWM) and their regional board; and, between UWM and the ministries within that region.

In the case that a Region cannot or chooses not to elect/appoint a Regional Representative that meets the qualifications set forth herein, the Standards Chair will contact the Regional Board in an attempt to resolve the vacancy. If the Regional Board still chooses not to have representation on the Standards Committee, they are effectively *giving up their voice at the table until such time as they do select a representative.*

B. Duties and Responsibilities

- a. Acts as an advisor to the Regional Board, keeping them informed about UWM standards and policies.
- b. Maintains ongoing communication with the Regional Board.
- c. Serves as a resource to the region for information and referral regarding UWM policies and procedures.
- d. Attends national Standards Ministry Committee meetings, including the Unity People's Convention and the Annual Summit; and, required trainings.
- e. Researches, evaluates, trends and developments impacting ministry in general and Unity ministry in particular as needed or assigned.
- f. Supports the development of new ministries in their respective region and provides input in the approval process for membership in UWM.
- g. Stays current with training requirements of the Standards Ministry Committee (see Qualifications).
- h. Supports alignment with UWM bylaws, policies, and procedures.

C. Qualifications

- a. Unity member in good standing for at least 5 years.
- b. Has a minimum of two years of service in a leadership role for a church/center.

- c. Commitment to UWM
 - i. Supports UWM's vision, mission, core values, bylaws, policies and procedures.
 - ii. Regular participation in UWM through convention and/or the involvement on ministry teams.
 - iii. Supports UWM with time, talent, and treasure.
 - iv. Stay current with UWM policies, bylaws and ethics.
- d. Completion of the following trainings or approved equivalency within 18 months of beginning service on the committee:
 - i. Lombard Mennonite Mediation Skills Training.
 - ii. Ministry Wellness training as provided by UWM Training Consultant.
 - iii. Familiar with the Ethics Review System.
 - iv. Other trainings as determined by Standards Ministry Committee.
- e. Approval to serve in this role from the UWM Board Chair, Regional Board Chair, and Standards Ministry Committee Chair.

D. Skill

- a. Demonstrated relational and professional leadership skills.
- b. Team builder/player.
- c. Demonstrated ability to objectively support principle.
- d. Ability to handle confidential information with integrity.
- e. Computer/internet capability.

CHARTER

1. **Official Designation:** Licensed Unity Teacher Ministry Team

2. **Authority and Justification:**

This charter establishes the Licensed Unity Teacher Ministry Team (LUT-MT) under Unity Worldwide Ministries (UWM).

The Licensed Unity Teacher (LUT) network is the first introduction to Unity for many newcomers who attend classes before attending services. The quality of that network affects the quality of Unity's outreach and the consistency of its teachings. Historically, the UWM Credentialing Coordinator works almost independently to perform all tasks required to license teachers, from student application through final evaluation. Local area ministers assist as advisors during the Skills Demonstration Seminar (SDS), but are not typically acquainted with the students and have not reviewed documentation. The quality of the LUT program is improved by a trained team to both oversee the program and to help evaluate candidates during SDS.

3. **Objectives and Scope of Activities:** The LUT Ministry Team establishes a foundation of communication, collaboration and support to the worldwide network of LUTs by coordinating directly with that network and by making recommendations to the UWM Board of Directors for any changes to the LUT program. It also ensures consistent standards for LUT accreditation.

Its activities include but are not limited to:

- Assess the current LUT program and make recommendations for improvement, including potential policy changes;
- Review candidate applications, including feedback from psychologists, to make recommendations about candidate readiness to enter the program;
- Edit LUT standards and rubrics;
- Help evaluate students during Skills Demonstration Seminar (SDS) week to determine their readiness for licensing.

4. **Reporting Structure:** The team reports to the Board of Directors of Unity Worldwide Ministries through the UWM Credentialing Coordinator.

5. **Required Support, Operating Costs and Staff Years:** The only predictable cost is staff cost of the UWM Credentialing Coordinator, for approximately .3 staff years. No other personnel, travel or logistics support is anticipated since meetings will be held remotely (on-line). Team members who travel to attend SDS week are expected to attend no more than once per year and to fund their own travel as part of their volunteer commitment to the LUT Program.
6. **Estimated Number and Frequency of Meetings:** The team will meet approximately monthly or as convened by the UWM Credentialing Coordinator. Meetings will generally be held on-line.
7. **Duration/Termination:** This team is in effect from the date signed until ended by the UWM Board of Directors.
8. **Organization:**

The UWM Credentialing Coordinator coordinates and oversees the team, convenes team meetings, and documents any decisions.

Members include active ministers who are also licensed teachers, LUTs who are actively involved in a ministry and have been licensed for at least one year, and other members as approved by the credentialing coordinator or the UWM Board of Directors. The team consists of at least six members and may include international representation. Duration of service is at the discretion of the coordinator.

Sub-teams will be created if/as necessary to address specific issues.

9. **Recordkeeping:** Records will be maintained by the UWM Credentialing Coordinator.
10. **Approval/Date:**

Date

Name

Title