

Unity Spiritual Center
Spokane, Washington
Proposed
BYLAWS

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ARTICLE I – Name

The name of this association shall be Unity Spiritual Center Spokane (also referred to herein as “the Center”).

ARTICLE II – Purpose

Section 1. Statement of Purpose. The purpose of Unity Spiritual Center Spokane, a Washington corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Association of Unity Churches, Inc. (DBA and hereafter referred to as Unity Worldwide Ministries) 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 Unity Worldwide Ministries (UWM).

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, Unity Spiritual Center shall endeavor to conduct services of worship and classes of instruction and to demonstrate the principles of Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the minister will further the principles of practical Christianity among people everywhere.

Section 3. Unity Worldwide Ministries. Unity Spiritual Center Spokane shall be a vital part of the worldwide Unity movement and a member of the Unity Worldwide Ministries. Any member of this ministry may call upon the resources and support of the Unity Worldwide Ministries through its senior minister or co-ministers, Board of Trustees (“Board”), staff, or through direct communication with the Unity Worldwide Ministries. In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of the Unity Worldwide Ministries as outlined in the Unity Worldwide Ministries Bylaws, as far as they do not conflict with the laws of the State of Washington.

- A. Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of the Unity Worldwide Ministries, and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- B. Resources.** This ministry can benefit from its membership in the Unity Worldwide Ministries and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- C. Leadership.** This ministry shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by the Unity Worldwide Ministries or a person serving under special dispensation approved by the Unity Worldwide Ministries. For the purpose of these Bylaws, the term “minister” shall include a person serving under special dispensation of the Unity Worldwide Ministries.
- D. Teaching.** The principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials approved by the UWM.

E. Comply With Requests. The ministry shall comply with all requests for identifying information from UWM, including, but not limited to copies of the ministry:

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

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 be fixed by the Board of Trustees. Said office shall be in the County of Spokane, State of Washington, or at such other place within the State of Washington as the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other places, as the Board of Trustees may from time to time designate.

Section 2. Official Records. Records of membership, finances, donation, corporate minutes, and other records required by law or as designated by the Board of Trustees shall be maintained at the principal office of the corporation. Confidential documents are available only for use by the minister(s), Board members, or designated professional staff. Other documents are available to governing members upon request.

ARTICLE IV - Members

Section 1. Types of Members. There shall be two types of members of this ministry, governing members and supporting members. Membership status reflects a person's publicly declared sense of ownership in and commitment to the mission of Unity Spiritual Center Spokane. Staff ministers and licensed Unity teachers are considered governing members of this ministry.

Transfers of membership from another Unity Center shall be accepted.

Section 2. Member Qualifications.

A. Qualifications for supporting members shall be:

1. To endeavor to live in accordance with Unity Principles
2. To further the work of this ministry through active interest, love, and support, including contributing financially, participating in services, classes and/or volunteer projects
3. To attend a new member orientation.

B. In addition to a deeper commitment to those qualifications listed in Section 2A, new governing members shall demonstrate a strong sense of ownership in Unity Spiritual Center by:

1. Completing commitments made as a supporting member for a period of one year.

2. Completing any class requirements as established through collaboration between the senior minister and the Board of Trustees. (This requirement may be waived in special circumstances by permission of the Senior Minister in collaboration with the Board of Trustees.)
3. Making regular financial contributions to the best of one's ability.

Section 3. Election of Members. Anyone desiring supporting or governing membership in Unity Spiritual Center Spokane will file an application for membership with the ministry office. Applicants for membership shall certify their commitment to completion of the qualifications set forth in Section 2 of this article.

Section 4. Powers and Rights.

Supporting members have the following powers:

1. To attend and speak in any debate, but not to vote, at any membership meeting.
2. To assume team leadership roles upon invitation by the Board of Trustees and senior minister.
3. To serve on Core Standing Teams.

In addition to the rights and powers of supporting members, governing members have the following powers:

1. To vote at any membership meeting.
2. To contact the Unity Worldwide Ministries regional rep or Unity Worldwide Ministries directly after consulting with the minister or designated board member for guidance, support, or information on available resources.
3. To run for election to the Board of Trustees
4. To serve in leadership roles within the ministry.

Section 5. Term of Governing Membership.

- A. Term.** The term of governing membership shall be one year, with annual renewal.
- B. Renewal.** To retain governing membership rights, a member must annually, no later than January 31st, complete and return a governing membership renewal form approved by the Board of Trustees.
- C. Reinstatement.** Any former governing member may be reinstated to governing membership within one year after lapse of governing membership, by submitting a request for reinstatement on a form approved by the Board of Trustees. Any former governing member wishing to be reinstated after a lapse of more than one year can be reinstated according to current policies and procedures.
- D. Removal of Membership for Cause.** A member may be removed for cause by the Board of Trustees. Prior to any vote concerning removal, the member in question must be notified by certified mail at least (30) days prior to the Board of Trustees meeting of 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 of Trustees and may bring a person to counsel him/her who must be a member of the local ministry. A two-thirds (2/3rds) vote of the entire membership of the Board of Trustees, 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 vote.

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 at the principal location of the ministry at a time and date established by agreement between the senior minister or co-ministers and Board of Trustees, but no longer than thirteen months from the last annual membership meeting.
- B. Notice.** Written notice stating the date, time, and place of the annual meeting shall be sent to all governing members at least ten days in advance of the meeting.
- C. Quorum.** The quorum for the annual meeting shall have twenty governing members.
- 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 another representative of UWM, or to a professional registered parliamentarian.
- E. Participation.** The right to speak in debate, make motions, and vote during annual meetings shall be restricted to those governing 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 people to speak during membership meetings may be extended by the presiding officer or by a two-thirds vote. UWM representatives have a right to speak when they are at that meeting.
- F. Voting.** Unless otherwise provided in these Bylaws, a majority vote, of the governing members present or voting by absentee ballot will be necessary for approval or disapproval of the action being voted upon. Proxy, email, and faxed voting are not allowed. Absentee ballots are allowed and must be signed and received at the office of USC prior to the date of vote.
- G. Power and Authority.** Annual membership meetings shall have the power and authority to do all the following:
 - 1. Elect members to the Board of Trustees
 - 2. Approve proposed amendments to these Bylaws.
 - 3. Approve by a two-thirds vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds \$25,000 or 25% 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 if that notice of the action to be voted upon is submitted to all governing members in writing ten days prior to the meeting and is approved by a three-fourths vote.
 - 6. Remove by a two-thirds vote any or all trustee(s) from the Board of Trustees provided that notice of such action is included in the meeting notice.

7. Any governing member may request in writing to the Board for consideration, 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), and Unity Worldwide Ministries Representative, or any governing member may request that action on an item of business be suspended while the membership enters a time of prayer on the issue. Upon such request the President will provide a period of prayer and silence.

Section 2. Special Membership Meetings.

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; a majority vote of the entire number of trustees currently serving on the Board of Trustees; or a petition signed by one-tenth of the governing 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 days of the receipt of the request. 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. Composition. The Board of Trustees shall be composed of the senior minister (or co-ministers) and at least six other trustees. The trustees shall be elected from among the governing members of USCS at the annual membership meeting.

Section 2. Qualifications. To be eligible to be elected to the Board of Trustees a person must be a member of USC for at least (1) one year. In addition, candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by UWM, uphold the Code of Ethics and other ministry policies, and have the time to serve on the Board of Trustees.

Section 3, Term of Office. Elected trustees will 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 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.

Section 4. Prohibition of Service. The following persons are prohibited from serving on the Board of Trustees:

A. Relatives, significant others, or household members of any Board member

B. Individuals employed by the ministry except for the senior minister or co-ministers.

C. Relatives, significant others, or household members of any individual employed by the ministry may

serve on the board but may not vote on any matter of compensation as it relates to such individual or a business entity owned by such individual.

Section 5. Regular Board Meetings. Regular meetings of the Board of Trustees will be held monthly at the principal executive offices of this ministry on such days and times as determined by the Board of Trustees.

Section 6. Special Board Meetings. Special meetings of the Board will be called by the President of the Board if requested by the senior minister or (co-ministers), by three or more trustees, by a written petition of ten percent (10%) of the ministry's voting members or by the President of the Board 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 telephone 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 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 or by electronic measures 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 12 concerning vacancies. Telephonic and electronic attendance is permitted and is not considered an absence.

Section 8. Action without a meeting. The board may take an action without a meeting if its consent in writing, setting forth the action so taken, is signed, or electronically acknowledged by all the trustees and is thereafter ratified at a regular board meeting or special board meeting.

Section 9. Minister(s) Attendance. The senior minister or co-ministers have the right to attend all Board meetings, with the exception for those meetings or portions thereof that pertain to determinations of the minister's salary and/or review of the ministers' work record.

Section 10. 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 be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business any trustee may request time for prayer about an issue. Upon such request the President shall provide a period of prayer and silence.

Section 11. 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 as well as Board and membership meetings of this ministry
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes

- F.** Provide for the administration of the real and personal property of this ministry
- G.** Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding \$25,000 or 25% 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 licensed or ordained Unity minister(s) or person under special dispensation, through cooperation with the employment management procedures of the Unity Worldwide Ministries.
- I.** When conflict arises between the individual board members or between the board and the senior minister (or co-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 vote (excluding the minister) If the senior minister (or co-ministers) 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 minister and authorize compensation through the annual budget process.
- K.** Establish the dates for the beginning and ending of the fiscal year
- L.** Adopt an annual income and expense budget.
- M.** Ensure accounting records are current and properly maintained for all aspects of the ministry. Authorize periodic reviews or audits of the finances of the ministry which may be conducted by an outside auditor or from a committee of members elected by the board.
- N.** Approve applicants for membership and remove former members from the rolls.
- O.** Provide for the mailing (by postal or electronic means) of yearly membership renewal cards to all governing 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 board committees as needed related to board functions and responsibilities of the board.
- S.** Seek Unity Worldwide Ministries assistance in the event of a dispute adversely affecting the ministry
- T.** Attend and actively participate in ongoing Board education programs
- U.** Consider issues brought to their attention by the minister(s) or members of the board.
- V.** Keep or cause to be kept a background check on all staff and volunteers directly involved with the children's programs
- W.** Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue

Service Regulations

X. Acknowledge in writing contributions in compliance with Internal Revenue Service regulations

Y. Secure liability covering the building, grounds, and other properties, also Worker's Compensation insurance and liability insurance for all Board of Trustee members and minister(s), and either a fidelity bond or theft and dishonesty insurance for all persons who manage money.

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

AA. Send the Annual Ministry Report to UWM.

Section 12. Nomination and Election.

A. Qualifications. To be eligible to be elected to the Board of Trustees, a person must have been a governing member of Unity Spiritual Center Spokane for at least one year before being nominated. 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. Nominating Ministry Team.

1. **Selection.** A Nominating Ministry Team will be formed at least three months prior to the annual membership meeting. The ministry team will consist of the senior minister or co-ministers and three governing members selected in the following manner:
 - a. At the annual membership meeting, one member and one alternate will be elected 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 elect a person from among the governing members who is not a current member of the Board to fill the vacancy.
 - b. The Board will elect one of its trustees to serve on the Nominating Ministry Team.
 - c. Together with the senior minister or co-ministers, the above two ministry team members will select a third person from among the governing members to serve on the Nominating Ministry Team. The team selects the chair from among the congregant members.
 - d. In the event of an interim Board, the Nominating Ministry Team shall complete its selection process within thirty days from the establishment of the interim Board.
2. **Duties and Responsibilities.** The Nominating Committee shall initiate a search for at least one qualified candidate per opening for nomination as a member of the board of trustee. The report of the Nominating Committee shall be sent to all governing members at least thirty (30) days prior to the annual membership meeting.

C. 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.
3. If applicable, call for additional nominations from the floor, provided that no person may be nominated from the floor unless:
 - a. Other Nominations. Any member wishing to nominate another member may do so by contacting the Nominating Committee no later than fifteen (15) days prior to the annual business meeting.
 - b. Any member not nominated by the Nominating committee may submit their name to the board of trustees no later than fifteen (15) days prior to the annual membership meeting. Such nominees must be presented to the nominating committee to be considered for nomination.

D. **Election Procedure.** The election shall be by ballot if there are any partial terms to be filled or are more nominees than positions to be filled, with majority being necessary to elect. The result of the vote shall be announced at the annual meeting. The nominees receiving the largest majorities will be elected to full three-year terms. The candidate receiving the next largest, majority will be elected to the longest unexpired term, if any, and so on until all terms are filled.

Section 13. Removal from Office by the Board of Trustees.

Any board officer may be removed by a majority vote of the other board members.

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

Section 14. Vacancies.

- A. Should vacancies occur among the elected members of the Board of Trustees, the Board shall select qualified replacements to fill the position(s). A majority vote shall be necessary for election. The term of service for any replacement shall expire on the date of the next annual meeting.

Section 15. Board of Trustees Officers. The officers of the Board of Trustees shall be a president, a vice president, a secretary, a chaplain, and a treasurer. All officers will be selected in a manner determined by the Board 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 16. Duties of Officers.

- A. **President.** The president shall preside at all Board of Trustees meetings; preside at all membership meetings; appoint members of board committees related to board functions (except the nominating Committee) with the advice of the minister and board, 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. The Board President and Minister are to work together respectfully.

- 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 be elected from among the remaining trustees to fill the remainder of the unexpired term.
- C. Secretary.** The secretary shall keep, or cause to be kept, an accurate record of the minutes of all Board and membership meetings; hold in custody and be responsible for all reports, contracts, other legal papers, keep the meeting minute books 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; attend to all official business as directed by the board; keep or cause to be kept up-to-date membership lists, and send or cause to be distributed yearly membership renewal cards to all members..
- D. Treasurer.** The treasurer shall be custodian of all funds belonging to this ministry; pay out or cause to be paid out funds authorized by the Board; keep, or cause to be kept, a record of all financial transactions; submit a monthly financial report 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 are deposited in accounts authorized by the Board. When counting ministry funds there should be at least two (2) governing members present. The treasurer is required to pass background checks for the faithful performance of his or her duties as the board may require.
- E Chaplain.** The Chaplain is responsible for opening and closing the board meetings with prayer and holding the spiritual consciousness of the board throughout the meeting.

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of Unity Spiritual Center Spokane shall be vested in the senior minister or co-ministers or delegated by such as the administrative director(s), and the Board of Trustees elected from the membership.

Section 1A. Emergency Situations. In the case of a national emergency declared by the President of the United States, a State Emergency declared by the governor, or a local emergency as determined by a two-thirds (2/3rds) vote of the local ministry trustees present and voting, the board of trustees is authorized to meet by electronic means and to have the full power to adjust budgets and cancel/postpone events or reschedule them as electronic meetings. If the emergency lasts the board of trustees may take any other emergency actions deemed helpful and necessary to assure the welfare of this ministry.

Section 2. Minister(s).

A. 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.

1. **Qualification.** Any senior minister shall agree to abide by the UWM Code of Ethics and the Sexual Conduct Policy.
2. **Duties.** As the spiritual leader 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 the 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 as voting member(s) of the Board of Trustees on all matters except their own employment, or that of their successor(s)
 - c. Serve as ex officio member(s) of all ministry teams.
 - d. Be responsible for creating specific ministry teams related to these duties; and appoint the members of these ministry teams.
 - e. Be responsible for promptly seeking UWM assistance in the event of a dispute adversely affecting the ministry.
 - f. Due to privacy laws, the senior minister or spiritual leader has the right to disqualify any board nominee without explanation.
3. **Selection.** The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of the Unity Worldwide Ministries.
4. **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) are hired by the senior minister (or co-ministers) with the consent and approval of the Board of Trustees. The senior minister (or co-ministers) shall select the associate and or assistant minister (or-ministers) following the employment procedures for ministerial personnel of UWM.

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

Section 3. Definitions.

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 member ministry. This leader oversees teaching, preaching, healing, counseling, praying, and all spiritual services and fellowship activities 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 member ministry.
- D. Associate Minister.** In ministries with more than one minister, an associate minister may be equal in ability, but function with less responsibilities than the senior minister. The associate minister reports 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 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.

ARTICLE VIII - Dissolution

If this corporation is dissolved, all property and funds remaining after the payment of the debts of the corporation will be delivered to the UWM. Such funds or property shall be for the use and benefit of UWM as may be determined by the UWM Board of Trustees in alignment with current policies and procedures. Should UWM no longer exist, any remaining assets of this ministry after dissolution shall be disposed of by a court of competent jurisdiction of the county in which the principal executive offices of the ministry are then located and shall be used exclusively for such purposes or distributed to such organization or organizations as said court shall determine which are organized and operated exclusively for purpose set out in Section 5.01(c) (3) of the Internal Revenue Code of 1954.

ARTICLE IX – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this ministry in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the ministry may adopt.

ARTICLE X – Amendment of Bylaws

Section 1. Adoption. Except as provided in Section 4 of this article, these Bylaws may be amended by a two-thirds vote at any annual or special membership meeting provided that written notice setting forth the exact wording of the proposed amendment(s) has been sent to all governing members at least ten days prior to the meeting at which they will be considered.

Section 2. Who May Propose. Except as provided in Section 4 of this article, amendments to these Bylaws may be proposed by the Board of Trustees, by any ministry team appointed as provided in Article VIII of these

Bylaws, or by any ten governing members.

Section 3. Review by Board of Trustees, any amendment not originating with the Board of Trustees shall be submitted to the Board of Trustees not later than sixty days before the date of the meeting at which the amendment is to be considered. The Board of Trustees shall review the amendment and shall provide its recommendation for inclusion with the proposed amendment when it is sent to the governing members.

Section 4. Revision. A revision of these Bylaws may be proposed only by the Board of Trustees.