

Changes to 2022 Bylaws

To be voted on November 5, 2023

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ADDENDUM – Synopsis of Substantive Changes – Removed

Article II -Add 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.

Article IV – Members – Section 1 – Types of Members

Portion Deleted: Anyone attending Unity Spiritual Center who is not a member shall be designated as a “Friend of Unity”

Section 4 A– Power and Rights: **Moved to Policy and Procedures**

B Changed to A – **Removed:** (In addition to rights of Friends of Unity)

Changed C to B Changed B- 2 to: To contact the UWM regional rep or UWM directly, after consulting the Minister or a designated Board Member for guidance, support, or information on available resources.

Article IV – Members – **Section 5 A- Changed to:** The term of governing membership shall

One year, with annual renewal.

Add D – 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 D. **ADD:** unless the President relinquishes the chair to another board member, to another representative of UWM, or to a professional registered parliamentarian.

Section 1 E – **ADD:** 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. UWM representatives have a right to speak when they are at that meeting.

Article V Section 1 F – Voting

Change: 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 the vote.

Section 1 G

Add 7 & 8

7. Any governing member may request in writing, no later than thirty (30) days prior to the annual meeting, that a specified matter be placed on the agenda.
8. Vote on any matters officially brought to the attention of the membership.

Article VI – Board of Trustees

Section 1 Name Changed to **Composition**. Changed number of trustees to at least 6 (six)

Delete: In the event of co-ministers, the Board, with the agreement of the co-ministers, shall determine which co-minister shall serve as a member of the Board of Trustees

Section 2 Qualifications- Add :

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 2 changed to 3 **Term of Office**

Section 3 Prohibition of Service - Deleted – any active licensed Unity teacher

individuals receiving compensation shall be changed to individuals **Employed** by the ministry

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.

Article VI – Section 6 Quorum change to 7 Add: Telephonic and electronic attendance is permitted and is not considered an absence.

Add 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.

Changed Section 7 to 9 Section 8 to 10

Article VI – Section 9 **changed to 11 Duties and Responsibilities of the Board of Trustees**

Section I – Replace with: 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.

Section L Change to: Adopt an annual income and expense budget.

Section M – **Replace with:** 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.

Section N - Add: and remove former members from the rolls.

Section O Add: by postal or electronic means

Section R – Deleted – remaining items not changed - only letter designation of remaining items. R moved to Minister duties

Section S – Remove S replace with: Seek Unity Worldwide Ministries assistance in the event of a dispute adversely affecting the ministry. (previous T) remaining items move down one letter with no other changes.

Article VI – Section 10 Nomination and Election: Section 10 Changed to Section 12

Section 12 B line c– change last line to: The team selects the chair from among the congregant members

Nomination Procedure – 12C 3. a & b changed to:

- 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.

Article VI New Section 13 Change to: 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.

Article VI – Section 16 – Add Chaplain to officers

Article VI – Section 16 – Replace President duties with:

The president shall preside at all Board of Trustee meetings; preside at all membership meetings; appoint members to board committees related to board functions (except nominating Committee) with the advice of the minister and board, serve as ex officio member of board committees except the Nominating Committee, sign such papers and document 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 Sr Minister are to work together respectfully.

ADD: E. Chaplain The Chaplain is responsible for opening and closing the board meeting with prayer and holding the spiritual consciousness of the board throughout the meeting.

Article VII – Administration, Management and Leadership –

Section 1A added **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.

VII Administration, Management and Leadership

Section 2 Minister

Replace Minister or Co-minister's duties with:

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.

VII Section B Associate and/or Assistant Ministers. Replace with: Associate and/or assistant ministers are hired by the senior minister (or co-minister) with the consent and approval of the Board of Trustees. The senior minister (or co-minister) shall select the associate and or assistant minister following the employment procedures for the ministerial personnel of UWM.

Article VIII – Ministry Teams – REMOVED TO POLICIES AND PROCEDURES

Article IX – Dissolution changed to VII

Article X - Parliamentary Authority changed to IX

Article XI – Changed to X

Addendums Deleted