

UNITY OF SALEM BYLAWS
(Adopted March 5, 2017)

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ARTICLE I – Name

The name of this association shall be **Unity of Salem**.

ARTICLE II - Purpose

Section 1. Statement of Purpose. The purpose of Unity of Salem, a 501(C)3 Oregon corporation existing under the laws of the State of Oregon, 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. (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]. Unity of Salem may be referred to as UOS.

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, UOS 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. UOS shall be a vital part of the worldwide Unity movement and a member of the UWM. Any member of this ministry may call upon the resources and support of the UWM through its Senior Minister or Co-Ministers, Board of Trustees, staff, or through direct communication with the UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of the UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the State of Oregon.

- A. **Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of the UWM, 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 UWM 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 UWM or a person serving under special dispensation approved by the UWM. For the purpose of these bylaws, the term “minister” shall include a person serving under special dispensation of the UWM.
- 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. The ministry shall comply with all requests for identifying information from UWM, including but not limited to:

1. A copy of the Articles of Incorporation;
2. Copies of ministry bylaws shall be sent whenever updated;
3. A copy of the deed 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; and/or
5. Copy of the Form 8822-B, Change of Address or Responsible Party – Business Form that the IRS requests.

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. Current address is 1777 Fabry Rd. SE, Salem, Marion County, OR 97306. The Corporation may also have offices at such other place or 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 active members upon request.

ARTICLE IV - Members

Section 1. Qualifications. A member of UOS will endeavor to live in accord with the Jesus Christ principles of love and Truth as taught by Unity and further the work of this ministry through active interest, love, and financial support. To vote, members must 18 years of age or older.

Section 2. Election of Members. Anyone desiring membership in UOS will file an application for membership with the ministry office. In addition, prospective members may need to meet additional requirements according to current ministry policy. After completion of an application and completion of the new membership requirements, the application will be presented to the Board of Trustees at its next regular meeting. A majority vote of the trustees present and voting will be required for the applicant to become an active member. The applicant will be notified of the board's action by the Board Secretary. Member will be received into the congregation in a new member ceremony during a regular service. All staff ministers and licensed Unity teachers are considered members of this ministry.

Section 3. Types of Members. There shall be two types 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.

1. **New Members.** 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.
3. **Transfer of Membership.** Active Members from another Unity Church may transfer their active status by email or written information from their church.

B. Inactive Members

1. **Definition.** If no current membership renewal card or approved document is on file prior to the annual membership meeting, that person becomes inactive and cannot serve on the Board of Trustees or vote at any membership meeting.
2. **Reinstatement of Inactive Membership.**
 - a) **Reinstatement within two years.** If a member who has become inactive wishes to return to active status within the first two years after becoming an inactive member, such a member who meets membership qualifications and fills out a yearly membership renewal card or document approved by the Board of Trustees shall be reinstated as an active member. In order to vote at a membership meeting, such members must fulfill these requirements at least six (6) weeks before a membership meeting.
 - b) **Reinstatement after two years.** If a member has been inactive for two years or more and desires to become an active member again, such a member must reapply for active membership in the same manner required of new members.

- C. **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 fifteen (15) days prior to the Board of Trustees meeting of the circumstances that may lead to removal of membership and thereafter be given an opportunity for a hearing before the board. 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.

Section 4. Powers of Active Members. Each active member of UOS shall have the following powers:

- A. Vote at any membership meeting at which the member is present, provided the member is 18 years of age or older;
- B. Serve on ministry teams if selected; speak in debate at any membership meeting according to the rules provided for debate;
- C. Offer suggestions to the Minister(s) or Board of Trustees as may seem advisable for the good of this ministry;

- D. Contact the UWM regional representative or the UWM directly for guidance, support, or information on available resources; and
- E. 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 in May.

- 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 [13] months from the last annual membership meeting.
- B. **Notice.** Written notice stating the date, time, and place of the annual meeting will be sent to all active members at least fifteen (15) days in advance of the meeting.
- C. **Quorum.** Those active members present will 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.
- E. **Participation.** The right to speak in debate, make motions, and vote during annual meetings shall be restricted to those active members present. The right of other persons to speak during membership meetings may be extended by a two-thirds (2/3) vote. UWM' representatives have a right to speak when they have been invited by the Senior Minister of Co-Ministers, the Board of Trustees, or any member.
- F. **Voting.** For Annual Meetings, a majority vote of the active members present and voting will be necessary for approval or disapproval of the action being voted upon. Members unable to be present at an Annual Meeting may vote by absentee ballot to elect Trustees. Absent ballots may be obtained thru the office. To be counted, they must be turned in by the close of business on the Thursday prior to the annual meeting.
- 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 or fixed assets belonging to this ministry that exceeds ten thousand dollars (\$10,000).

4. Elect a member to serve on the Nominating Committee;
5. Override any action of the Board of Trustees provided that notice of the action to be voted upon is submitted to all active members in writing fifteen (15) days prior to the meeting and is approved by a two thirds (2/3rds) vote;
6. Remove by a three-fourths (3/4ths) 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), UWM Representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request the President will provide a period of prayer and silence.

Section 2. Special Membership Meeting.

- A. **Requesting Special Membership 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 (1/10th) of the active membership and submitted to the Board of Trustees. The petition must contain the purpose for the special meeting
- 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) days. 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. **Quorum.** Those active members present will constitute a quorum for the transaction of business at any special membership meeting,
- D. **Special Meeting Business.** Business conducted at a special meeting shall be limited to the pre-stated purpose(s) given in the meeting notice.
- E. **Special Meeting Voting.** A majority vote of the active members present and voting will be necessary for approval or disapproval of the action being voted upon, unless otherwise stated in these Bylaws. Proxy, absentee, or electronic (internet, email, fax, etc.) voting is not allowed per these bylaws.

ARTICLE VI – Board of Trustees

Section 1. Membership. Board of Trustees shall be composed of the Senior Minister and/or Co-Ministers and as many as six (6) trustees and one (1) alternate trustee. The regular and the alternate trustee will be elected from among the active membership of UOS at the Annual Meeting. If the active membership falls below 50 members, or there are not 6 qualified candidates willing to serve, the Board and the Minister may agree to reduce the number of trustees to no less than three (3).

Section 2. Term of Office.

- A. 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. The Alternate position is for one year (1). Service as an Alternate shall not count in determining consecutive years of service in qualifying for future Board Service. The Alternate Trustee shall not be someone who has served on the Board in the last 12 months.

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

1. Any active licensed Unity teacher;
2. Relatives or significant others of any board member or licensed Unity teacher;
3. Individuals receiving compensation from the ministry except for the Senior Minister or Co-Ministers; and
4. Relatives or significant others, of any individual receiving compensation from the ministry.
(Note: this does not include the significant other's relatives.)

Section 4. Regular Board Meetings. Regular meetings of the Board of Trustees will be held at the principal executive offices of this ministry on the 4th Sunday of each month following the service, unless otherwise stated by the Board. Board meetings may be held by conference call. Minutes of such meetings will be recorded, will require signatures of the participating Trustees, and will be filed in the meeting minutes' book.

Section 5. 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; if requested by two or more trustees; or if the President of the Board 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 Minister or Co-Ministers, shall be given notice of any special board meeting at least forty-eight (48) 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. Four trustees or the Minister and three trustees shall constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the trustees present shall be necessary for approval of the action being voted upon. Should the total number of trustees fall below four [this includes the minister] refer to Section 13 [Vacancies].

Section 7. Minister(s) Attendance. The Minister or Co-Ministers has/have the right to attend all board meetings, except for those meetings or portions thereof that pertain to determinations of the Minister's salary and/or review of the Minister's work record.

Section 8. Prayer. It is important that, in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of 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 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 1 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.** Administer 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 or fixed assets exceeding ten thousand dollars (\$10,000) shall be presented to the membership at a properly constituted membership meeting for final approval;
- H.** Employ a licensed or ordained Unity Minister(s) through cooperation with the employment management procedures of the UWM;
- I.** After a ministry, and its 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;
- J.** As recommended by the Senior Minister or Co-Ministers, determine staff positions and authorize funds for their financial support;
- K.** Establish the dates for the beginning and ending of the fiscal year;
- L.** Cause to be prepared each year a complete financial statement with disclosures that will set 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;
- O.** Provide for the sending yearly membership renewal cards or such other documents as approved by the Board of Trustees to all active and inactive 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; Required Committees of the Board. *See Article VII, Section 3, A , for complete guidelines*

regarding Board Committees.

- 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 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. Keep or cause to be kept records of attendance the number of children and the number of staff present and involved with the children's programs;
- Y. Keep or cause to be kept accurate records of gifts and contributions to the ministry in compliance with Internal Revenue Service regulations;
- Z. 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;
- BB. Secure liability insurance for all Board of Trustee members and Minister(s); and
- CC. Take such other actions as may be deemed necessary for the best interests of this ministry.

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.

A. Qualifications. To be eligible to be elected to the Board of Trustees, a person must be an active member of UOS. 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 financial support; be a sincere and continuing student of Unity always remaining conversant with its teachings; and shall have demonstrated leadership capabilities.

B. Nominating Committee.

1. **Selection.** A Nominating Committee 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 active members 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 to serve on the Nominating Committee for the following year's election. In the event the person elected to serve becomes unavailable, the board will 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 elect one of its Trustees to serve on the Nominating Committee. The Trustee selected to serve on the Nominating Committee shall not be running for reelection.
- c. Together with the Senior Minister or Co-Ministers, and the above two ministry team members a third person from among the active members will be selected to serve on the Nominating Committee. A chairman shall be selected from the team at the first complete team meeting. The Minister shall not serve as chair.
- d. In the event of an interim board, the Nominating Committee shall complete its selection process within thirty (30) days from the establishment of the interim board. *See section 13b for complete guidelines regarding vacancies and interim Board.*

2. **Duties and Responsibilities.** The Nominating Committee will initiate a search for at least two qualified candidates, one candidate for each of the expected vacancies, for nomination as members of the Board of Trustees and at least one candidate for Alternate Trustee. The report of the Nominating Committee will be sent to all active members at least fifteen (15) days prior to the annual membership meeting.

C. Nomination Procedure. The presiding officer of the annual membership meeting shall:

1. Read Article VI, Section 9A through 9D of these bylaws just prior beginning the process of nomination and election;
2. Call upon the Chairperson of the Nominating Committee to read the qualifications of a Trustee; Sec 11 A. The Chairman will then announce the Nominating Committee's recommendations for Trustees and Alternate Trustee; Then
3. Call for additional nominations from the floor. Call three times (3) (per Roberts Rules). Nominations from the floor must be qualified and ready and willing to serve.

D. Election Procedure. Election will be by acclamation if there are only two candidates for the two expired terms and one candidate for the Alternate position. The election shall be by ballot if there are any partial terms to be filled or there are more than two nominees for any positions. The result of the vote shall be announced to the annual meeting.

Section 12. Removal from Office by the Board of Trustees. Any trustee may resign in writing at any time. In addition 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.

Section 13. Vacancies.

- A. Should there be a vacancy, the Board Alternate shall fill the unexpired term of that vacancy. The

Board shall then elect another Alternate Trustee by majority vote from qualified members of the community. If there are no qualified candidates willing to serve or the annual meeting is less than three months away, the Board and the Minister may decide to leave the Alternate Trustee position vacant until 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 fall below four [this includes the Minister], two special membership meetings will be called.
1. The first meeting will occur within thirty [30] days. The purpose of this meeting shall be:
 - (a) To elect interim board members.
 - (b) To constitute or reconstitute the Nominating Committee, see Section 10, B. Nominating Committee.
 - (c) To set the date for a second meeting. The second Special Membership meeting will be held no later than seventy-five [75] days after the first meeting.
 2. The Nominating Committee shall:
 - (a) Complete their search for board nominees within thirty [30] days of the first Special Membership meeting.
 - (b) The results of their work shall be mailed to all members within forty-five [45] days.
 3. The board members will 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 be held at the regular annual meeting of this ministry.
- C. Election Procedure.** The candidate receiving the largest number of votes will 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.

Section 14. 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 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 15. 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 approval of the board; serve as an ex-officio member of all ministry teams except the Nominating Committee; sign such papers and documents upon proper authorization as may be necessary; and be responsible for 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 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 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 accurate active and inactive membership lists; and send or cause to be sent yearly membership renewal cards to all active or inactive 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. The Treasurer shall be Chairman of the Finance Committee. **When counting ministry funds there shall be at least two (2) persons present.** Treasurer will cause an audit if requested by the Board.

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of UOS shall be jointly 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 be duly licensed or ordained Unity Minister(s) or under special dispensation of UWM.
1. **Duties.** As the Spiritual Leader(s) of this ministry, the Senior Minister or Co-Ministers will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry.
 2. 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. Create ministry teams related to these duties;
 - d. Appoint the members of such ministry teams;
 - e. 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.

3. **Selection.** The Board of Trustees shall select the Senior minister or co-ministers following the employment procedures for ministerial personnel of the UWM.
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) will be duly licensed or ordained Unity Minister(s) or under special dispensation of UWM, who function(s) with less responsibility than the Senior Minister or Co-Ministers.

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. Board The Board shall set the Policies for the operation of UOS. These Policies shall be consistent with these Bylaws and the laws of the State of Oregon.

A. Committees of the Board

1. The Board shall establish a Finance Committee and an Executive Committee for the purposes and in the manner set forth in these Bylaws. These committees report only to the Board.
2. **Other Committees.** The Board may establish such other committees as the Board shall deem necessary or desirable and set the terms and purposes of the committees. These committees once established by the Board are formed by appointment of the President and approval by the Board. At the discretion of the Board, any such committee may be comprised solely of Trustees, solely of required Committee members who are not Trustees or a combination of both. These committees report only to the Board and serve at the sole pleasure of the Board.
3. **Finance Committee.** The Finance Committee shall consist of the Minister, President of the Board, Treasurer, and any additional members or Trustees as the President shall select. The Finance committee shall:
 - a) Oversee all financial transactions.
 - b) Plan and prepare a proposed budget for the next fiscal year.
 - c) Monitor cash flow in accordance with current budget and income.
 - d) Initiate overall financial planning.
4. **Executive Committee.** The Executive Committee shall consist of the Minister and the officers of the Board.

- a) May act on behalf of the Board in any emergency situation where Board action is required but a meeting cannot be called;
- b) May act between Board meetings on behalf of the Board where the action is within Board policy and immediate decisions appear desirable. The Board may set policies which restrict or increase this power.
- c) Shall act in the place of the Minister to keep Unity functioning in the event of a vacancy in the position of Minister and any delay of appointment or period before action by UWM in finding or approving a Minister or transitional Minister. Nothing in this section shall be construed to excuse any delay of the Board in obtaining aid and approval from UWM and is to be construed to operate only where such an emergency exists.

Section 4. Section 4. Definitions.

- A. A Unity Ministry.** A member ministry in the UWM recognized by the UWM will have a duly ordained or licensed Unity Minister, or a person serving under special dispensation as its Spiritual Leader. (For additional criteria, contact the 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 teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.
- C. Co-Minister.** In shared partnership ministries, a Unity Minister duly ordained , licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), or under special dispensation of UWM, 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 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), or under special dispensation of UWM, serving in a member ministry. The Associate Minister may be equal in ability, but functions 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), or under special dispensation of UWM, serving in a member ministry. The skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. The assistant may be placed in a specialized service area of the ministry, e.g., 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

With the exception of the Nominating Committee, ministry teams may be appointed by the President of the Board or the Senior Minister or Co-Ministers for their respective areas of responsibility.

ARTICLE IX - Dissolution

In the event that this corporation is dissolved, all property and funds remaining after the payment of the debts of the corporation will 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 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 Salem. Should the UWM no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County in which the principal executive offices of the corporation 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 5.01(c) (3) of the Internal Revenue Code of 1954.

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 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 may adopt.

ARTICLE XI – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may 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 to all active members at least fifteen (15) days prior to the meeting at which they will be considered. An affirmative vote of three-fourths (3/4ths) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these bylaws. 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.