

# Unity Spiritual Center, Inc. Bylaws

## ARTICLE I – Name

The name of this association shall be Unity Spiritual Center, Inc. dba Unity Spiritual Center of North Central Florida (“Ministry”).

## ARTICLE II - Purpose

**Section 1. Statement of Purpose.** The purpose of the Ministry, a Florida corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Unity Worldwide Ministries (“UWM”), a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee’s Summit, Missouri.

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

**Section 3. Unity Worldwide Ministries.** The Ministry shall be a vital part of the worldwide Unity movement and a member of UWM. Any member of the Ministry may call upon the resources and support of UWM through its senior minister, Board of Trustees, staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of the Ministry shall comply with the regulations and policies of UWM as outlined in UWM Bylaws, insofar as they do not conflict with the laws of the State of Florida. Bylaws defined herein shall have precedence in any conflict that exists or arises with UWM Bylaws.

- A. Participation.** The Ministry may have its voice heard and its wishes expressed in the membership meetings of UWM; and its members may participate in UWM workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the Ministry.
- B. Resources.** The Ministry can benefit from its membership in 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.** The Ministry shall have as its leader an ordained or licensed Unity minister approved for Ministry employment by UWM, or a person serving under special dispensation approved by UWM. For the purpose of these bylaws, the term “minister” may include a person serving under a current special dispensation approved by UWM.

**D. Teaching.** The principles of practical Christianity shall be taught through the Ministry using methods, textbooks, literature, and other materials approved by UWM.

**E. Reports.** The Ministry shall make annual reports to 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 Lake, State of Florida, or at such other place within the State of Florida as the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other place or places, as the Board of Trustees may designate.

**Section 2. Official Records.** Records of membership, finances, donations, 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, the Board of Trustees, or designated professional staff. Other documents are available to active members upon request, based upon the Ministry's current confidentiality policy.

### **ARTICLE IV – Members**

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

**Section 2. Election of Members.** Anyone desiring membership in the Ministry will file an application for membership with the Ministry office. In addition to filing an application, prospective members will be required to attend a new member orientation as defined by the Board of Trustees unless waived by the minister. Applications and proof of attendance at a new member orientation will be presented to the Board of Trustees. The Ministry will accept new members as scheduled during each year.

**Section 3. Types of Members.** There shall be two (2) types of members of the Ministry: active and inactive.

#### **A. Active Members.**

**1. New Members.** Immediately after the ceremony accepting an applicant into membership, new members will be included on the roll of active members and have all the rights of existing active members.

**2. Existing Members.** To continue or reinstate active membership status and powers, each member must confirm a desire to be an active member for the coming year by providing to the Ministry an annual active membership confirmation as approved by

the Board of Trustees once a year or upon request.

The Ministry will use this information to update Ministry records and to prepare the annual roll of active members. If no current membership confirmation is on file when the roll is prepared, the member will be placed on the roll of inactive members until confirmation is provided. At any time, a member may request to be removed from the rolls of the Ministry.

**B. Reinstatement to Active Membership.**

- 1. Reinstatement within two (2) years.** Within the first two (2) years of inactive status, an inactive member of the Ministry who wishes to return to active status may notify the Ministry of their desire to return to active membership. Such notification will automatically return the member to active status with no further action. For the purposes of voting and other rights related to participation in a membership meeting, such notification must be received by the Ministry at least 14 days before the meeting.
- 2. Reinstatement after two (2) years.** To become a member again, a former member must reapply in the same manner required for new members based on current membership policy unless waived by the senior minister.

**C. Removal from Ministry membership.** If a member of the Ministry has been on the inactive roll for two (2) consecutive years, such a member will be removed from the membership rolls of the Ministry.

**D. Removal of Membership for Cause.** A member of the Ministry may be removed for cause. Prior to any vote concerning removal for cause, the member in question must be notified by certified mail at least ten (10) days prior to a Board of Trustees meeting of the issues that may lead to removal of membership. The member in question will be given an opportunity for a hearing before the Board of Trustees during the Board of Trustees meeting. A majority vote of current Board of Trustee members and two (2) current prayer chaplains selected by the Board of Trustees shall be required for removal of membership for cause.

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

- A.** To vote at any membership meeting at which the member is present;
- B.** As appointed or elected, serve on Ministry teams and the Board of Trustees;
- C.** During any membership meeting, speak during deliberations consistent with the order of business, rules and decision process provided, as outlined in Article X of these Bylaws;
- D.** Offer suggestions to the minister(s) or the Board of Trustees as may seem advisable for the good of the Ministry;
- E.** As defined in Article II, Section 3, contact a UWM regional representative or UWM directly for guidance, support, or information on available resources; and
- F.** Participate in all activities and programs of the Ministry.

## **ARTICLE V - Meetings**

**Section 1. Annual Meetings.** There shall be one (1) annual membership meeting each year.

- A. Date and Location of Annual Meeting.** The annual membership meeting shall be held at the principal executive office of the Ministry on the third Sunday in February.
- B. Notice.** Written notice stating the date, time, place and business of the annual meeting will be mailed or emailed to all active members at least ten (10) 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 or their delegate shall serve as the presiding officer of the annual membership meeting.
- E. Participation.** The right to speak, 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 majority vote of active members present and voting. UWM representatives have a right to speak when they have been invited by the senior minister, the Board of Trustees, or any member of the Ministry.
- F. Voting.** Unless otherwise provided in these bylaws, a majority vote of the active members present and voting will be necessary for approval or disapproval of the action being voted upon. Proxy, absentee, or electronic (Internet, email, fax, etc.) voting is 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 of active members present and voting any financial transaction regarding the sale, pledge, or proposed financing of real property belonging to the Ministry that exceeds twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is less;
  - 4. Elect two (2) members to serve on the Nominating Ministry Team;
  - 5. Override any action of the Board of Trustees provided notice of the action to be voted upon is submitted to all active members in writing ten (10) days prior to the meeting and is approved by a three-fourths (3/4th) vote;
  - 6. Remove, by a two-thirds (2/3rds) 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 of Trustees 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 or their delegate will provide a period of prayer and silence.

## **Section 2. Special Membership Meeting.**

- A. Requesting Special Meetings.** Any time the affairs of the Ministry warrant, a special membership meeting may be requested by the senior minister, by a majority vote of the entire number of Trustees currently serving on the Board of Trustees, or by a petition signed by one-tenth (1/10th) of the active membership and submitted to the Board of Trustees.
- B. Calling Special Meetings.** Upon receiving a 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 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. Membership.** The Board of Trustees shall be composed of the senior minister and six (6) Trustees elected from among the active membership of the Ministry at the annual membership meeting.

**Section 2. Term of Office.** Elected Trustees will hold office for three (3) 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 Trustee will serve more than two (2) consecutive terms without an interval of one (1) year between terms. Any Trustee who serves on the Board of Trustees more than half of a term shall be viewed as having served a full term but recorded by the Ministry as not completing the full term.

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

- A. Any active Licensed Unity Teacher (“LUT”);
- B. Relatives, significant others, or household members of any current Board of Trustee member or LUT;
- C. Individuals receiving compensation from the Ministry with the exception of the senior minister; and
- D. Relatives, significant others, or household members of any individual receiving compensation from the Ministry.

**Section 4. Regular Board Meetings.** Regular meetings of the Board of Trustees will be held at the principal executive offices of the Ministry each month, unless otherwise stated by the Board of Trustees.

**Section 5. Special Board Meetings.** Special meetings of the Board of Trustees will be called by the President of the Board of Trustees if requested by the senior minister, if requested by two (2) or more Trustees, or if the President of the Board of Trustees deems it necessary. Any request for a special Board of Trustees meeting shall be made in writing to the Secretary of the Board of Trustees. All current Board of Trustees members, including the senior minister, shall be given notice of any special Board of Trustees meeting at least forty-eight (48) hours in advance of the meeting. The attendance of any member of the Board of Trustees 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 constitute a quorum for the transaction of business.

**Section 7. Minister(s) Attendance.** The senior minister has the right to attend all Board of Trustees meetings, with the exception of those meetings or portions thereof that pertain to determinations of the senior minister's salary and/or preparation of the senior minister's performance evaluation.

**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 or their delegate shall provide a period of prayer and silence.

**Section 9. Duties and Responsibilities of the Board of Trustees.** The Board of Trustees shall have fiduciary responsibility for the financial activity and overall operations of the Ministry including, but not limited to, the following:

- A. As representatives of the membership of the Ministry, the Board of Trustees shall:
  1. Uphold the spiritual purpose of the Ministry as stated in Article II, Section 1 and Section 2 of these bylaws.
  2. Uphold the highest and best interests of the membership in conducting the business of the Ministry.
  3. Utilize these bylaws in conducting Ministry business, establishing policies and developing guidelines for the operation of the Ministry.
  4. Regularly attend services, activities and membership meetings of the Ministry.
  5. Approve applicants for membership.
  6. Administer the annual active membership confirmation process per Article IV (Members) of these bylaws.
  7. Keep or cause to be kept an accurate record of active and inactive members.
  8. Attend and actively participate in ongoing Board of Trustees education programs.

9. Take such actions as may be deemed necessary to support the best interests of the Ministry.
- B. Consistent with Board of Trustees policies and guidelines, to determine the business needs of the Ministry and authorize payment of funds for those purposes, the Board of Trustees shall:
1. Establish and maintain an operating budget for the fiscal year.
  2. Develop and implement a Ministry strategic plan and maintain annually.
  3. Administer the real and personal property of the Ministry.
  4. Obtain and maintain adequate personal, liability and property insurance for the Ministry at all times.
  5. Make decisions regarding the sale, pledge, or proposed financing of real property belonging to the Ministry provided that all decisions concerning the sale, pledge or proposed financing of real property exceeding twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is less, be presented to the membership at a properly constituted membership meeting for final approval.
  6. Establish the dates for the beginning and ending of the fiscal year.
  7. Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the Ministry.
  8. Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations.
  9. Acknowledge in writing, to each donor of the Ministry, contributions and/or gifts to the Ministry in compliance with state and federal Internal Revenue Service regulations.
- C. The Board of Trustees shall provide oversight and direction by:
1. Selecting and employing a licensed or ordained Unity minister(s) or a person serving under a special dispensation approved by UWM, following the employment procedures for ministerial personnel per recommended guidelines of UWM; set the compensation of the senior minister, as well as associate and/or assistant minister(s) following the recommended guidelines of UWM.
  2. Establishing policies and procedures to reconcile differences and, as needed, seek UWM assistance in the event of a dispute adversely affecting the Ministry.
  3. Terminating the employment of a senior minister per a two-thirds (2/3rds) vote of the Board of Trustees.
  4. Developing and implementing comprehensive personnel policies and practices related to the senior minister including but not limited to position descriptions, annual goals, ongoing oversight and formal annual review(s).
  5. Approving all new staff positions recommended by the senior minister including job descriptions and compensation of said staff positions.

- D. The Board of Trustees shall approve or take actions, including but not limited to, the following:
1. Fill the unexpired term of any trustee vacancy until the next election per Article VI, Section 10 of these bylaws.
  2. Select officers of the Board of Trustees and their successors to fill any unexpired term when necessary.
  3. Create such Ministry teams as needed to support the duties and responsibilities of the Board of Trustees.
  4. Advise the President of the Board of Trustees of any recommended appointments to any Board of Trustees Ministry teams.
  5. Consider issues brought to the attention of the Board of Trustees or any member of the Board of Trustees.

### **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 in good standing of the 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, and demonstrate living Unity principles, for a minimum of one (1) year; have an outstanding record of volunteer service contributing their time, talents and/or treasures to further the purpose, vision, mission and action plans of the Ministry; be a sincere and continuing student of Unity, always remaining conversant with Unity teachings; and is demonstrating leadership capabilities.

**B. Nominating Ministry Team (NMT).**

It is the purpose of the NMT to provide the Ministry a slate of qualified candidates for the Board of Trustees election at the annual membership meeting.

**1. Selection.** The NMT will convene at least three (3) months prior to the annual membership meeting and will consist of three (3) active members, as follows: two (2) elected active members of the Ministry and one (1) Trustee of the Board of Trustees. The senior minister, who is a non-voting member of the NMT, shall participate on the NMT providing advice, guidance, consultation and spiritual support. The NMT will be selected in the following manner:

- a. At the annual membership meeting, the active members of the Ministry shall, from among the active membership of the Ministry, elect two (2) members to serve on the NMT for the following year's election for the Board of Trustees.
- b. The two (2) elected members shall decide amongst themselves who shall serve as chairperson of the NMT, with guidance from the Board of Trustees and/or senior minister, if required.
- c. The Board of Trustees will select one (1) of its Trustees to serve on the NMT. The President of the Board of Trustees cannot serve on the NMT.
- d. In the event of an interim Board of Trustees, the NMT shall complete its



selection process within thirty (30) days from the establishment of the interim Board of Trustees.

- e. In the event a person elected to serve on the NMT becomes unavailable, the remaining members of the NMT will select a person from among the active members of the Ministry not on the Board of Trustees to serve on the NMT.

**2. Duties and Responsibilities.** The NMT will consider all qualified candidates and will nominate at least two (2) candidates willing to serve on the Board of Trustees.

- a. The NMT will utilize Article VI, Section 10A (Qualifications) of these bylaws to evaluate the qualifications of candidates for nomination to the Board of Trustees.
- b. During a minimum period of four (4) Sunday services prior to the annual membership meeting, the chair or designated member of the NMT will request nominations for the Board of Trustees from the members of the Ministry.
- c. Up until 30 days prior to the election, active members may nominate themselves or other active members as candidates for the Board of Trustees. Such nominations will be evaluated the same as other nominations considered by the NMT.
- d. At least ten (10) days prior to the annual membership meeting, the chair of the NMT shall send or cause to be sent to all active members a report that includes the recommended slate of formally evaluated nominees with their biographical information as provided to the NMT.

**C. Nomination Procedure.** The President of the Board of Trustees or their delegate, as presiding officer of the annual membership meeting, shall:

1. Read Article VI, Section 10A and 10D of these bylaws just prior to beginning the process of nomination and election;
2. Call upon the Chairperson of the NMT or their delegate to explain the evaluation process and report the NMT's recommended slate of formally evaluated nominations;
3. After the NMT chairperson's report, call for additional nominations from the floor. Such nominations from the floor may be evaluated during the current annual membership meeting the same as other nominations considered by the NMT per these bylaws, or the election process may be postponed to a later date as part of a special membership meeting to allow for the proper evaluation of qualifications of additional nominated candidates per these bylaws to be completed.
4. Upon completion of the nomination process and prior to the start of the election process defined herein, the Chairperson of the NMT or their delegate will declare the nomination process closed for the current election of Trustees and no further nominations will be accepted.

**D. Election Procedure.** The election of Trustees shall be by ballot if there are any unexpired terms to be filled or there are more than two (2) nominees. The result of the vote shall be announced to the members at the annual meeting and within five (5) days to the full membership. The nominee(s) receiving the largest number of votes will be elected to fill any vacant/available full three (3) year terms. If more than one (1) unexpired term is available, the nominees receiving the next highest number of votes will be elected to fill the next longest unexpired term available until all the unexpired terms are filled.

**Section 11. Removal from Office by the Board of Trustees.** Any trustee may resign at any time. In addition, any trustee may be removed by the Board of Trustees due to absences from three (3) regular Board of Trustees' meetings per rolling (12) month period or because of a failure to fulfill the duties or meet the qualifications of the office. A two-thirds (2/3rds) vote of the Board of Trustees to remove is required.

**Section 12. Vacancies.** Should a vacancy occur among the elected members of the Board of Trustees, the Board of Trustees may select a qualified replacement to fill the position. A majority vote of the Board of Trustees shall be necessary for selection. The term of service for any replacement shall expire on the date of the next annual election.

**Section 13. Board of Trustees Officers.** The officers of the Board of Trustees shall be President, Vice President, Secretary, and Treasurer. All officers will be selected in a manner determined by the Board of Trustees at the first Board of Trustees meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. The term of office for Board of Trustees officers shall be one (1) year or until successors are elected.

**Section 14. Duties of Officers.**

**A. President.** The President shall preside at all Board of Trustees meetings; preside at all membership meetings; appoint members to Board of Trustees Ministry teams with the advice of the Board of Trustees and/or the senior minister; serve as an ex officio member of all Ministry teams except the NMT; upon proper authorization, sign papers and documents on behalf of the Ministry as may be necessary; and be responsible for the planning of Board of Trustees 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 of Trustees 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 of Trustees 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 of Trustees; attend to all official business as directed by the Board of Trustees; keep or cause to be kept accurate active and inactive membership lists; and

oversee, send, and/or cause to be sent, a yearly membership confirmation to all active and inactive members.

- D. Treasurer.** The Treasurer shall be custodian of all funds belonging to the Ministry; pay out or cause to be paid out funds authorized by the Board of Trustees; keep, or cause to be kept, a record of all financial transactions; submit a monthly financial report at each regular Board of Trustees meeting; submit a financial report covering the last complete fiscal year to the annual membership meeting; account for, or cause to be accounted for by the appointment of qualified persons, all funds received; and be responsible to assure that all funds received are deposited in accounts authorized by the Board of Trustees. When counting Ministry funds, there shall be at least two (2) persons present.

## **ARTICLE VII – Administration, Management and Leadership**

**Section 1. Administration.** The administration of the Ministry shall be vested in the senior minister as the administrative director and the Board of Trustees.

### **Section 2. Minister(s).**

- A. Senior Minister.** The senior minister will be a duly licensed or ordained Unity minister or a person serving under a special dispensation approved by UWM.

#### **1. Duties.**

- a. As spiritual leader of the Ministry, the senior minister will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of the Ministry.
- b. As administrative director, the minister shall:
  - 1) Be responsible for the complete functioning of the Ministry, including, with the consent of the Board of Trustees, the hiring and termination of all employees;
  - 2) Serve as a voting member of the Board of Trustees on all matters except their own employment and compensation, or that of their successor;
  - 3) Create Ministry teams related to these duties as well as appoint congregants to such Ministry teams;
  - 4) Serve as ex officio members of all Ministry teams excluding the NMT; and
  - 5) Be responsible for seeking the assistance of UWM in the event of a dispute adversely affecting the Ministry.

2. **Selection.** The Board of Trustees shall select the senior minister following the recommended employment procedures for ministerial personnel of UWM.

- B. Associate and/or Assistant Ministers.** Associate and/or assistant minister(s), hired by the senior minister, will be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than the senior minister and will report directly to the senior minister.

1. **Duties.** The associate and/or assistant minister(s) will perform the duties and fulfill

the responsibilities assigned them by the senior minister.

2. **Compensation.** The compensation of the associate and/or assistant minister(s) shall be fixed by the Board of Trustees as recommended by the senior minister.

### **Section 3. Definitions.**

- A. **Unity Ministry.** A member Ministry of UWM as recognized by UWM that will have a duly ordained or licensed Unity minister, or a person serving under special dispensation approved by UWM as its Spiritual Leader.
- B. **Senior Minister.** A Unity minister duly ordained, licensed, or serving under special dispensation approved by UWM, 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 oversees the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the Ministry.
- C. **Associate Minister.** In Ministries with more than one (1) minister, a Unity minister duly ordained or licensed by the UWM or Unity Worldwide Spiritual Institute, 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.
- D. **Assistant Minister.** In Ministries with more than one (1) minister, a Unity minister duly ordained or licensed by the UWM or Unity Worldwide Spiritual Institute, 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, 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**

With the exception of the NMT, Ministry team members may be appointed with the advice of the Board of Trustees, by the President of the Board of Trustees, or the senior minister for their 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 a Unity Ministry in good standing, for religious and educational purposes. Such funds or property of that ministry may be used for the benefit of that ministry as determined by the Board of Trustees of said ministry.

## **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 ten (10) days prior to the meeting at which they will be considered. An affirmative vote of two-thirds (2/3rds) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these bylaws.

Unity Spiritual Center, Inc. Bylaws adopted on November 15, 2009 by vote of members at Special Membership Meeting.

Article VI, Section 1 and Article V, Section 1. B. revised on February 20, 2011 by vote of members at Annual Membership Meeting.

Article IV, Section 2 revised on February 16, 2014 by vote of members at Annual Membership Meeting.

By show of hands membership approved name change to Unity Spiritual Center, Inc. on February 19, 2017. Name change for Unity Institute is now Unity Worldwide Spiritual Institute. Bylaws revised July 13, 2017.

Entire document reviewed and adopted on February 10, 2019 by vote of members at Special Membership Meeting.