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2008 Bylaws for Unity Renaissance

ARTICLE I – Name

The name of this association shall be Unity Renaissance.

ARTICLE II - Purpose

Section 1. Statement of Purpose. The purpose of Unity Renaissance, 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 International, 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 the Association.

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

In the spirit of cooperation, the operation and conduct of Unity Renaissance shall comply with the regulations and policies of the Association as outlined in the Association Bylaws, insofar as they do not conflict with the laws of the Commonwealth of Virginia.

- A. **Participation.** Unity Renaissance may have its voice heard and its wishes expressed in the membership meetings of the Association, 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.** Unity Renaissance can benefit from its membership in the Association 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.** Unity Renaissance shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by the Association or a person serving under special dispensation approved by the Association. For the purpose of these Bylaws, the term "minister" shall include a person serving under special dispensation of the Association.

- D. **Teaching.** The principles of practical Christianity shall be taught through Unity Renaissance using methods, textbooks, literature, and other materials approved by the Association.
- E. **Mailings.** Copies of all printed matter mailed by Unity Renaissance to its membership shall be sent to the offices of the Association.
- F. **Reports.** Unity Renaissance shall make annual reports to the Association as required.

ARTICLE III - Office and Official Records

Section 1. Principal Office. The principal executive office of Unity Renaissance will be fixed by the Board of Trustees. Said office shall be in the city of Chesapeake, of the Commonwealth of Virginia or at such other place within the Commonwealth of Virginia as the Board of Trustees hereafter shall designate. Unity Renaissance 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, minutes, and other records required by law or as designated by the Board of Trustees shall be maintained at the principal office of Unity Renaissance. 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 Unity Renaissance will endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity and further the work of Unity Renaissance through active interest, love, and support. See Unity Renaissance Policy and Procedure Manual for specific qualifications.

Section 2. Election of Members. Anyone desiring membership in Unity Renaissance will file an application for membership card with the ministry office. 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. All staff ministers and licensed Unity teachers serving Unity Renaissance are considered active members of Unity Renaissance.

Section 3. Classes of Members. There shall be two classes of members of Unity Renaissance, 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. 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.

B. Reinstatement of Inactive Membership.

1. **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.
2. **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 ten (10) days prior to the Board of Trustees meeting of the charges that may lead to removal of membership and thereafter be given an opportunity for a hearing before the Board. A two-thirds (2/3) 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 Unity Renaissance shall have the following powers:

- A. To vote at any membership meeting at which the member is present;
- B. To vote for candidates for the Board of Trustees by absentee ballot;
- C. Speak in debate at any membership meeting according to the rules provided for debate;
- D. Serve on committees if selected;
- E. Offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of Unity Renaissance;

- F. Contact the Association regional representative or the Association directly for guidance, support, or information on available resources; and
- G. Participate in all activities and programs of Unity Renaissance.

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 executive office of Unity Renaissance on a Sunday in January at a time established by agreement between the Senior Minister or Co-ministers and Board of Trustees.
- B. **Notice.** Written notice stating the date, time, and place of the annual meeting will be mailed to all active members at least ten (10) days in advance of the meeting. *[NOTE: "Mailed" because the notice needs a postmark for legality.]*
- 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. Association representatives have a right to speak when the senior ministers, co-ministers, the Board of Trustees or an active member has invited them.
- 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. With the exception of absentee voting for the election of voting members to the Board of Trustees, 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 voting members of the Board of Trustees;
 - 2. Approve proposed amendments to these Bylaws;
 - 3. Approve by a two-thirds (2/3) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to Unity Renaissance that exceeds twenty-five thousand dollars (\$25,000).
 - 4. Elect two members and an alternate, 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 ten (10) days prior to the meeting and is approved by a three-fourths (3/4) vote;
6. Remove by a two-thirds (2/3) vote any or all trustee(s) from the Board of Trustees; and
7. Vote on any matters officially brought to the attention of the membership.

H. **Prayer.** In any annual membership meeting, the Board President, minister(s), and Association of Unity Churches International 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. **Special Membership Meetings.** Any time the affairs of Unity Renaissance warrant a special meeting may be called by:
1. The Senior Minister or Co-ministers
 2. A majority of the Voting Trustees of the Board
 3. Submitting a petition having been signed by 10% of the membership; a written request must be submitted to the Board.
- 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 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 consist of 10 Members of Unity Renaissance.

- A. Seven (7) Voting Members: the Senior Minister (or Co-Ministers consisting of one ministerial vote) and six (6) Trustees, elected and;
- B. Three (3) Non-Voting Trustees, selected by the Voting Trustees.

Section 2. Term of Office.

- A. Each elected Voting Trustee:
 1. Shall hold office for three years or until a successor is duly elected.

2. The terms of two elected Voting Trustees shall expire annually and their offices shall be filled at the Annual Membership Meeting
3. No elected Voting Trustees shall serve more than two consecutive terms of three years each without an interval of one year between terms.
4. Any person who serves on the Board more than half of a term shall be credited with having served a full term.

B. Each appointed Non-Voting Trustee:

1. There shall be three (3) Non-voting Trustees appointed by the Voting Board of Trustees to affect the purposes of conveyances, etc. to comply with the Code of Virginia, Title 57, Chapter 2, Section 57-8. Trustees so appointed will be subject to court approval and will function under the law of the Code of Virginia related to religious and charitable matters.
2. Each Non-voting Trustee shall hold office for six years, or until a successor is duly elected.
3. The term of one Non-voting Trustee shall expire every other year (ending on an odd numbered year) and
4. Their office shall be filled by a vote of the Voting Board of Trustees at its March meeting
5. The new Trustee will assume office upon acceptance by the nominee.

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

- A. Any active licensed Unity teacher;
- B. Relatives, significant others or household members of any Board member or licensed Unity teacher;
- C. Individuals receiving compensation from the ministry with the exception of the Senior Minister or Co-ministers;
- D. Relatives, significant others, or household members of any individual receiving compensation from the ministry.

Section 4. Regular Board Meetings. The regular business meetings of the Board of Trustees shall normally be held at the headquarters of Unity Renaissance monthly on a designated day that will be promulgated to the congregants utilizing the church web-site and weekly service bulletins.

Section 5. Special Board Meetings. Special meeting of the Board shall be called by the President under any of the following conditions:

- A. By request of the Senior Minister or Co-Ministers;

- B. By request of two or more Trustees;
- C. As the President of the Board deems it necessary;
- D. Any request for special Board meeting shall be made in writing to a Board Secretary. All current Board members including the Senior Minister or Co-Ministers shall be given notice of any Special Board Meeting at least forty-eight (48) hours in advance of the meeting. Reasonable effort will be made to contact all members of the Board via email and phone.
- E. Each member must be notified in writing of all special meetings.
- F. A written record of the meeting will be kept and filed with the Secretary.

Section 6. Quorum. Four Voting Trustees shall constitute a quorum for the transaction of business.

Section 7. Minister(s) Attendance. The Senior Minister or Co-ministers has/have the right to attend all Board meetings, with the exception of 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, 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 9. Board of Trustees.

A. Voting Trustees:

1. **Duties and Responsibilities of the Voting Trustees.** As representatives of the membership, the Board of Trustees shall:
 - a. Uphold the spiritual purpose of Unity Renaissance as stated in Article II, Section 2 of these Bylaws;
 - b. Uphold the highest interests of the membership in conducting the business of Unity Renaissance;
 - c. Be conversant with these Bylaws;
 - d. Be faithful in attendance at services as well as Board and membership meetings of Unity Renaissance;
 - e. Determine the business needs of Unity Renaissance and authorize payment of funds for those purposes;
 - f. Administer the real and personal property of Unity Renaissance;
 - g. Make decisions regarding the sale, pledge, or proposed financing of real property belonging to Unity Renaissance provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding twenty-five thousand

dollars (\$25,000) 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 Association of Unity Churches International;
- i. As recommended by the Senior Minister, authorize the employment of all staff positions of Unity Renaissance and set and approve salaries. Seek and validate background investigations of staff and volunteers as deemed necessary by the Board.
- j. Establish the dates for the beginning and ending of the fiscal year;
- k. Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of Unity Renaissance;
- l. When deemed advisable, secure a fidelity bond or theft and dishonesty insurance, for persons handling church funds;
- m. Approve applicants for membership;
- n. Provide for the mailing of yearly membership renewal cards to all active and inactive members;
- o. Elect officers of the Board and their successors to fill any unexpired term when necessary;
- p. Ratify committees and their chairpersons as appointed by the Board President;
- q. Seek Association assistance in the event of a dispute adversely affecting Unity Renaissance;
- r. Attend and actively participate in ongoing Board education programs;
- s. Consider other issues brought to their attention by the minister or members of the Board;
- t. Keep or cause to be kept an accurate record of membership;
- u. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations;
- v. Issue or cause to be issued necessary 1099 and W-2 forms and any other required forms in compliance with Internal Revenue Service or other government regulations;
- w. Acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- x. Secure liability insurance for all Board of Trustee members and minister(s);
- y. Take such other actions as may be deemed necessary for the best interests of Unity Renaissance;
- z. After a ministry and its Senior Minister or Co-ministers have sought to reconcile differences and cooperated with the procedures and guidance of the Association,

the Board of Trustees may terminate the employment of a Senior Minister or Co-minister(s) by a two-thirds (2/3) vote.

aa. A majority vote of the Voting Board of Trustees at any scheduled meeting shall be required for all proposed expenditures in excess of the Annual approved line item budget, with the exception of previously approved budget expenses, salaries and normal operating expenses of the Church (e.g., electricity, water, sewer, taxes, etc. or emergency repairs).

2. **Qualifications of the Voting Trustees:** Any person elected to the Voting Board of Trustees must be an active member of Unity Renaissance at the time of nomination. He/She shall be a person who:

- a. Desires to serve on the Board;
- b. Endeavors to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity;
- c. Furthers the work of Unity Renaissance through his active interest, love and support;
- d. Is a sincere and continuing student of Unity, conversant with its teachings;
- e. Has demonstrated leadership capabilities within Unity Renaissance;
- f. Has completed the nomination questionnaire and turned it into the Nominating Committee by the requested due date;
- g. Has been an active member in the church for a minimum of two years and has been active in one or more church groups, e.g., committees, volunteer teams, teacher, etc.;
- h. Has demonstrated an interest in advancing his/her knowledge and practice of Unity principles and practice by attending Unity class(es), conference(s), and workshop(s) as listed in the current Policy and Procedures Manual;
- i. Is willing and committed during his/her term on the Board to serve as a Board Officer (Secretary, Treasurer, Vice President, President) for whichever office he/she is elected by the members of the Board.

C. Non-Voting Trustees

1. **Duties and Responsibilities of the Non-Voting Trustees:**

- a. Assist the Minister in providing spiritual support to the congregation,
- b. Serve as advisor to the Voting Board of Trustees and the Minister or Co-Minister(s) providing feedback and ideas obtained through observation of church activities and interaction with active members of the congregation,
- c. Attend a minimum of four regularly scheduled Board meetings each year,
- d. Uphold the Statement of Purpose of Unity Renaissance.
- e. Be faithful in attendance at services and church sponsored functions,
- f. Effect the purposes of conveyances, etc. to comply with the Code of Virginia, Title 57, Chapter 2, Section 57-8 relating to Unity Renaissance.

2. **Qualifications of the Non-Voting Trustees.** Any person nominated by the Voting Board of Trustees as Non-voting Trustee must have been an active member of Unity Renaissance for two or more years. He/she shall be a person who:
 - a. Exemplifies the spirit and teachings of Unity Renaissance and serves as a role model,
 - b. Has a strong knowledge/experience in financial matters,
 - c. Desires to serve as a Trustee,
 - d. Endeavors to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity,
 - e. Has demonstrated an interest in advancing his/her knowledge of Unity principles and practice by attending Unity class(es) or conferences, and workshop(s) as listed in the current Policy and Procedures Manual.
 - f. Furthers the work of Unity Renaissance through his/her active interest, love and support,
 - g. Can provide support to individual/s of the Church in their time of need or crisis through prayer, personal interaction or visitation.
3. **Vacancy.** Should a vacancy occur in the office of Non-voting Trustee during their term, the Voting Board of Trustees shall elect a new Trustee to complete the remaining term.

Section 10. Nomination and Election.

A. Nominating Committee.

1. **Selection.** Members of the Nominating Committee will be selected at each annual membership meeting. The ministry team will consist of the Senior Minister or Co-ministers, one Voting Trustee, and three active members selected in the following manner:
 - a. At the annual meeting, the membership shall, from among the active membership of the ministry, select two members and one alternate to serve on the Nominating Committee for the following year's election.
 - b. In the event either of the persons 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 active members who is not a current member of the Board to fill the vacancy.
 - c. The Board will elect one of its Voting Trustees to serve on the Nominating Committee.
 - d. The Nominating Committee shall select its Chairperson from one of the two members not currently serving on the Board.
2. **Duties and Responsibilities.**
 - a. Following the nomination procedure as outlined in Part B of this section, the Nominating Committee will establish and initiate an ongoing search for potential

Voting Board of Trustee candidates throughout the year and present a slated of at least two qualified candidates for election at the next Annual Membership Meeting.

- b. 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.

B. Nomination Procedure.

1. The Committee shall meet immediately after the Annual Meeting to determine the timeline and dates associated with the nominating and election process, to include fall board meeting dates. These dates shall be submitted to the church for inclusion on the church calendar.
2. The Committee shall make an announcement calling out to possible Board candidates at each Unity Renaissance Community Forum throughout the year.
3. In August, the Committee shall formalize the applications process. This involves establishing deadlines, updating the applications form and identifying the procedure for returning completed applications to the Committee.
4. In September, the Committee shall make available applications for nomination and publicize the application process throughout the active membership.
5. On the Sunday before Thanksgiving each year, at each service, the President of the Board or a designee shall call for additional nominations from the floor then close the nominations as explained below.
 - ✓ Read Bylaws “Article 6, Section 9A, Paragraph 2” to the Members present; and
 - ✓ Call for additional nominations from the floor, stating that this will be the final call for nominations.
 - ✓ Following Robert’s rules, accept the nomination of any qualified member and ask the nominee to accept or decline the nomination. If the nominee is not present, the nomination will be accepted temporarily and the meeting will continue.
 - ✓ Close the nominations once there are no further nominations from the floor.
6. The Nominations Committee will do its best to contact any “temporary” nominees after the meeting and before the applications deadline to ask the nominee to accept or decline the nomination.
7. Complete application packets are due to the Unity Renaissance office by close of business on the Wednesday before Thanksgiving.
8. The Committee shall present the slate of candidates to the congregation at each service on the first Sunday of December.
9. The Committee shall arrange a Meet & Greet for active members to meet the candidates twice during January after Sunday services no less than two (2) Sundays before the Annual Membership Meeting.

E. Election Procedure. The election shall take place during the Annual Membership Meeting.

1. The two nominees receiving the highest number of votes shall be elected to full three (3) year terms to the Voting Board of Trustees.
2. Should a tiebreaker be required, an immediate vote will be taken, deciding the tie.

3. The candidate(s) receiving the next highest number of votes will be elected to the longest unexpired term(s).
4. Voting Trustees shall assume their respective office at the next scheduled meeting of the Board of Trustees following the Annual Membership Meeting.
5. Voting Trustees whose terms have expired shall serve an additional two months as voting advisors to the Board to provide continuity during the transition period.

Section 11. Removal from Office by the Board of Trustees.

- A. Any trustee may resign at any time.
- B. 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 12. Vacancies.

- A. A majority by the Board vote shall be necessary for election.
- B. The term of service for any replacement shall expire on the date of the next annual meeting.
- C. Only persons meeting the nomination qualifications may be considered as replacements.
- D. Should a vacancy occur on the Board of Trustees, the Board shall proceed to fill the vacancy by ballot at its next regular meeting. In case of emergency, a special meeting may be called.
- E. A quorum of the Voting Trustees must be present and a majority vote shall be necessary to elect.
- F. If vacancies on the Board have brought the number of Voting Trustees to less than a quorum, the Nominating Committee will submit a slate of qualified nominees to the membership to fill those vacancies.

Section 13. Board of Trustees Officers. The officers of the Board of Trustees shall be President, Vice President, two (2) Secretaries and two (2) Treasurers. All officers will be elected 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 electing officers. Each officer is elected for one year and may be re-elected.

Section 14. Duties of Officers.

- A. **President.** The President shall:
 1. Preside at all Board of Trustees meetings,
 2. Preside at all membership meetings,
 3. Create committees with the advice of the Board. The President may appoint committee members.

4. Serve as an ex officio member of all committees by virtue of the office, except the Nominating Committee,
5. Sign such papers and documents, upon proper authorization, as may be necessary,
6. Ensure an audit of the Treasurer's books and any other financial records is conducted annually to coincide with the installation of the Treasurer.
7. Establish a Policy & Procedures Committee whose purpose is to work in conjunction with the leaders, Board, ministries and administration to update and maintain the church policies and procedures in the Policies and Procedures Manual throughout the year. The committee shall include one Board Secretary and at least one other Board member.

B. Vice President. The Vice-President shall:

1. Shall assist the President in the performance of that officer's duties
2. Perform all the duties of the President in the absence of the President,
3. Become President in case the office of the presidency becomes vacant. In such a case, a new Vice-President shall be elected from among the remaining Voting Trustees to fill the remainder of the term.
4. Be responsible for the planning of Board orientation, retreats, and workshops.
5. Shall serve as the Chairperson of the Membership Renewal Committee and designate an assistant to aid in the function of this office.
6. Send or cause to be sent Annual Membership Renewal notification to all active members.

C. Secretary. Two secretaries shall be elected. They shall equitably share in the following duties, assuring that each duty is fulfilled, as mutually agreed. The Secretary shall:

1. Keep, or cause to be kept, an accurate record of the minutes of all Board and membership meetings,
2. Hold in custody and be responsible for all reports, contracts, other legal papers, meeting minute books and the corporate seal, which items shall be kept in the Ministry office at all times, or in such other depository as prescribed by the Board,
3. Attend to all official business as directed by the Board,
4. Shall designate a recorder to assist in the duties, ascribed to the office of Secretary.
5. Sign such papers and documents, upon proper authorization, as may be necessary.
6. Keep or cause to be kept accurate Unity Renaissance membership lists.
7. Serve as a member of the Policies & Procedures Committee.

D. Treasurer. Two treasurers shall be elected. They shall equitably share in the following duties, assuring that each duty is fulfilled, as mutually agreed. The Treasurer shall:

1. Hold and encourage a consciousness of prosperity for everyone at Unity Renaissance.
2. Be custodian of the funds of Unity Renaissance. He/she shall pay out or cause to be paid out, funds authorized by the Board or in keeping with the annual approved budget.

3. Keep, or cause to be kept, a record of all financial transactions, and submit a monthly financial report at each regular Board meeting,
4. Submit a financial report, covering the last complete fiscal period, to the Annual Membership Meeting,
5. Account for or cause to be accounted for by the appointment of qualified persons, all funds received,
6. Place, or cause to be placed, the funds of Unity Renaissance in the church safe or other depository approved by the Board,
7. Shall serve as Chairperson of the Finance Committee and designate an assistant to aid in the duties of that office,
8. Develop with the assistance of the Finance Committee an annual budget and present it to the Board for approval at least 2 months prior to the start of the fiscal year,
9. With assistance of the Finance Committee, develop and maintain oversight of the church financial investments, mortgage of properties and any other significant contributions that have monetary value.
10. Assure that when counting or depositing ministry funds at least two (2) persons are present.

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of Unity Renaissance shall be vested in the Senior Minister or Co-minister(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-minister(s) will be duly licensed or ordained Unity minister(s).

1. **Duties.** As the spiritual leader(s) of Unity Renaissance, the Senior Minister or Co-minister(s) will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of Unity Renaissance. The Sr. Minister or Co- minister(s) shall:
 - a. Assign the associate and/or assistant minister(s) their duties and responsibilities
 - b. Create teams, and/or ministries related to these duties;
 - c. Appoint the members of ministries or teams;
 - d. Coordinate the volunteer activities of Unity Renaissance;
 - e. Serve as ex officio members of all teams, ministries and committees;
 - f. Be responsible for seeking the Association's assistance in the event of a dispute adversely affecting the ministry.
 - g. Be responsible for the complete function of Unity Renaissance;
 - h. Personnel Administration

- 1) Responsible for hiring, termination and supervision of all paid staff personnel.
 - 2) The Senior Minister will advise the Board of any changes to staff personnel prior to final actions.
 - 3) If these changes require modifications to salaries or compensation, these changes must be approved by the Board.
- i. Fiscal Management
 - 1) The Senior Minister or Co-minister(s) is responsible for the management of the church finances in cooperation with the Board of Trustees.
 - 2) The Senior Minister or Co-minister has authority over the day to day matters of the church that remain within the approved budget. All other proposals and items that exceed the line item budget must be approved by a majority vote of the Board of Trustees.
 - j. Serve as voting member(s) of the Board of Trustees on all matters except their own employment, or that of their successor(s);
 - k. Initiate and maintain community outreach and public relations activities;
 - l. Responsible for regularly informing the Board and membership of the policies, directions, activities and services provided by the Association, the Region and Unity School.
 - m. Additional duties as outlined in the Minister's Contract, and
 - n. Supervises the implementation of the policies and procedures as set by the Board.
2. **Selection.** The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of the Association.
 3. **Compensation.** The compensation of the senior minister or co-ministers employed by Unity Renaissance shall be set by the Board of Trustees.

B. Associate and/or Assistant Ministers. Associate and/or Assistant Minister(s) will be duly licensed or ordained Unity minister(s) who 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 Minister 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. A Unity Ministry. A member ministry in the Association of Unity Churches International recognized by the Association 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 Association of Unity Churches International office.

- B. **Senior Minister.** A Unity minister duly ordained, licensed [or serving under special dispensation] by the Association of Unity Churches International (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 or licensed by the Association of Unity Churches International (or Unity School of Christianity prior to July 1, 1966), 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 Association of Unity Churches International (or Unity School of Christianity prior to July 1, 1966), 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 Association of Unity Churches International (or Unity School of Christianity prior to July 1, 1966), 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 – Committees, Ministries and Teams

Section 1. Committees.

- A. Committees are established under the bylaws (such as the Finance Committee and the Nominating committee) or are appointed by the President of the Board of Trustees, (such as the Bylaws Committee and the Human Resource Committee) to serve the business of the Board as stated in Roberts Rules of Order Newly Revised.

- B. Only active/voting members of Unity Renaissance will be considered as members for committees.

Section 2. Ministries

- A. Ministries are created by the Senior Minister or Co-Minister(s) to support the mission and vision of Unity Renaissance.

- B. All members (active and inactive) of Unity Renaissance will be considered as members for ministries.

Section 3. Teams

- A. Teams may be created by members of the congregation as social/affinity groups. Teams may also be sub-units within a ministry (created as outlined above).
- B. All members (active and inactive) of Unity Renaissance will be considered as members for ministries.

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 Association of Unity Churches International, 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 Association as may be determined by the Board of Trustees of the Association, in alignment with current policies and procedures. The Association will make available according to its current policies and procedures, funds for the reestablishment of a Unity ministry in (name of city). Should the Association no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the City 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 ten (10) days prior to the meeting at which they will be considered. An affirmative vote of three-fourths (3/4) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these Bylaws. These Bylaws fully supersede all previous Bylaws adopted by Unity Renaissance. The Unity Renaissance Policy and Procedure Manual will further define the working relationships within the church structure and are to be used to supplement the Bylaws.

Secretary

Date