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3 **BYLAWS FOR UNITY OF BIRMINGHAM**

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5 **ARTICLE I – Name**

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7 The name of this local ministry shall be Unity of Birmingham.

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9 **ARTICLE II - Purpose**

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11 **Section 1. Statement of Purpose.** The purpose of Unity of Birmingham a Alabama nonprofit
12 corporation, (hereinafter referred to as “ministry”) is to teach the universal principles of Truth, as taught
13 and demonstrated by Jesus Christ and other spiritual teachers and interpreted by the Association of Unity
14 Churches, Inc., d/b/a Unity Worldwide Ministries, a Georgia nonprofit corporation, with headquarters at
15 Unity Village, Missouri, hereinafter referred to as Unity Worldwide Ministries (UWM); and, to live its
16 vision, mission and core values as adopted by the members of UWM from time to time.

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18 **Section 2. Accomplishment of Purpose.** In the accomplishment of this purpose, Unity of Birmingham
19 shall conduct services of worship and classes of instruction and demonstrate the principles of Truth by
20 using them in the operation of the ministry and adopt other means that in the judgment of the minister
21 and the Board of Trustees shall further the principles of positive practical Christianity.

22
23 **Section 3. Unity Worldwide Ministries.** Unity of Birmingham shall be a vital part of the worldwide
24 Unity movement and a member of UWM. Any member of this ministry may call upon the resources and
25 support of UWM through its senior minister (or co-ministers), Board of Trustees, staff, or through direct
26 communication with UWM.

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28 In the spirit of cooperation, the operation and conduct of this ministry shall comply with the bylaws,
29 policies and regulations of UWM, insofar as they do not conflict with the laws of the State of Alabama.

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31 **A. Participation.** This ministry may have its voice heard and its wishes expressed in the membership
32 meetings of UWM, and, its members may participate in workshops, seminars, and classes
33 designed to encourage and foster their spiritual development and that of the ministry.

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35 **B. Resources.** This ministry can benefit from its membership in UWM and its corresponding region
36 through direct support, materials, and coaching regarding organization, finances, music, adult and
37 youth education, church growth programs, ethics compliance, and other topics related to church
38 function.

39 **C. Leadership.** This ministry shall have as its leader a Board of Trustees and an ordained or
40 licensed Unity minister(s) approved for ministry employment by UWM or a person serving
41 under special dispensation approved by UWM. For the purpose of these bylaws, the term

42 “minister” shall include a person serving under special dispensation of UWM.
43

44 **D. Teaching.** The principles of practical Christianity shall be taught through this ministry using
45 methods, textbooks, literature, and other materials consistent with the guidelines of UWM.
46

47 **E. Comply with Requests.** The ministry shall comply with all requests for identifying information
48 from UWM, including, but not limited to copies of the ministry’s:
49

- 50 1. Articles of Incorporation;
- 51 2. Bylaws whenever updated;
- 52 3. Deeds to properties owned by the ministry;
- 53 4. Form SS-4, Application for Employer Identification Number, once it has been returned by
54 the IRS to the ministry;
- 55 5. Form 8822-B, Change of Address or Responsible Party.
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57 **F. Reports.** The ministry shall make annual reports to UWM as required.
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59 **ARTICLE III - Office and Official Records**

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61 **Section 1. Principal Office.** The principal executive office of the ministry shall be fixed by the Board of
62 Trustees. Said office shall be in Jefferson County, Alabama, or at such other place within Alabama as the
63 Board of Trustees hereafter shall designate. The ministry may also have offices at such other place or
64 places as the Board of Trustees may from time to time designate.
65

66 **Section 2. Official Records.** Records of membership, finances, donation, corporate minutes, and other
67 records required by law or as designated by the Board of Trustees shall be maintained at the principal
68 office of the ministry. Confidential documents are available only for use by the Board of Trustees the
69 minister(s), or designated professional staff and advisors. Non-confidential documents are available to
70 members.
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72 **ARTICLE IV - MEMBERS**

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74 **Section 1. Qualifications.** A member of Unity of Birmingham shall endeavor to live in accord with the
75 principles of love and truth as taught by Jesus Christ and Unity and to further the work of this ministry
76 through active interest, participation, love, and support.
77

78 **Section 2. Membership Application.** Anyone who has reached the age of thirteen (13) desiring
79 membership in Unity of Birmingham shall file an application for membership with the ministry office. In
80 addition, prospective members may need to meet additional requirements according to current ministry
81 policy. The application shall be presented to the Board of Trustees at its next regular meeting. A majority

82 vote of the trustees present and voting shall be required for the applicant to become a member. The
83 applicant shall be notified of the board's action by the Board Secretary. All staff ministers and active
84 licensed Unity teachers are considered members of this ministry.

85

86 **Section 3. Membership.**

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88 1. **New Members.** Sixty (60) days after acceptance, a new member shall have voting rights at all
89 membership meetings up through and including the next regularly scheduled annual
90 membership meeting after joining the church.

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92 2. **Existing Members.** To retain membership rights, each member must indicate a desire to
93 remain a member by completing and returning to the church a yearly membership renewal
94 document as approved by the Board of Trustees. If no current membership document is on file
95 prior to, or at, the annual membership meeting, that person becomes a former member and
96 cannot serve on the Board of Trustees or vote at any membership meeting.

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98 3. **Youth Members.** At the option of the local ministry, youth membership may be established
99 under the following provisions:

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101 a. Youth membership is open to those who are no less than thirteen (13) years of age and no
102 more than seventeen (17) years of age.

103 b. A youth member shall have the right to speak at all meetings which members have the
104 right to speak. Youth members shall be ineligible to vote at the annual and special business
105 meetings. Upon obtaining the age of eighteen (18) a youth member becomes a voting
106 member.

107 c. Youth members are not eligible to serve as members of the Board of Trustees.

108 d. Any additional qualifications for youth membership shall be at the discretion of the local
109 ministry.

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111 **Section 4. Reinstatement of Former Members.**

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113 1. **Reinstatement within two years.** Former members, who wish to return to membership
114 within the first two years after losing membership, who meet membership qualifications and
115 fill out a yearly membership renewal document, and when approved by the Board of Trustees,
116 shall be reinstated as members. In order to vote at a membership meeting such members must
117 fulfill these requirements at least sixty (60) days before a membership meeting.

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119 2. **Reinstatement after two years.** Persons who have not been members for two (2) years or
120 more and desire to return to membership may reapply in the same manner required of new
121 members.

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Section 5. 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 thirty (30) 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. The member shall have the right to be present at the hearing by the Board of Trustees and may bring a person to counsel him/her who must be a member of the local ministry. A two-thirds (2/3rds) vote of the entire membership of the board currently in office shall be required for removal of membership. A member so removed is ineligible to be reinstated as a member within two years of removal unless approved by a two-thirds (2/3rds) vote.

- Section 6. Rights of Members.** Each member of Unity of Birmingham shall have the following rights:
- A. To vote at any membership meeting, either in person, by telephone, or by other electronic means simultaneously with a minimum standard being oral communication.
 - B. To serve on ministry teams if selected; to speak in debate at any membership meeting according to the rules provided for debate;
 - C. To offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of the ministry;
 - D. To contact a Regional Representative or UWM directly for guidance, support, or information on available resources;
 - E. To participate in all activities and programs of the ministry;
 - F. To review the annual financial report of the past year.

ARTICLE V - Meetings

- Section 1. Meetings.** There shall be one annual membership meeting each year.
- A. **Date and Location of Annual Meeting.** The annual membership meeting shall be held during the first quarter at the principal location of the ministry at a time and date established by agreement between the senior minister or co-ministers and the Board of Trustees.
 - B. **Notice.** Written notice stating the date, time, and place of the annual meeting shall be sent by postal or electronic mail to all members at least thirty (30) days in advance of the meeting.

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- C. Quorum.** A quorum of the meeting shall be at least 20 members present in order to 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 unless the President relinquishes the chair to another board member, to a representative of UWM, or to a professional registered parliamentarian.
- E. Participation.** The right to speak in debate, to make motions, and to vote during annual meetings shall be restricted to those members who are present or in person by electronic means, and who were admitted to membership at least sixty (60) days prior to the date of the annual meeting. The right of other persons to speak during membership meetings may be extended by the presiding officer or by a two-thirds (2/3rds) vote. UWM's representative(s) have a right to speak when they are at the meeting.
- F. Voting.** Unless otherwise provided in these bylaws, a majority of the members qualified to vote, and voting, shall be necessary for approval or disapproval of the action being voted upon.
- G. Power and Authority.** At annual membership meetings, members 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 belonging to this ministry that exceeds fifty-thousand dollars (\$50,000) or thirty-five percent (35%) of the previous year's income, whichever is less;
 4. Elect three members to serve on the Nominating Committee;
 5. Override any action of the Board of Trustees provided notice of the action to be voted upon is sent by postal or electronic mail to all members in writing thirty (30) days prior to the meeting and is approved by a two-thirds (2/3rds) vote;
 6. Remove by a two-thirds (2/3rds) vote any or all trustee(s) from the Board of Trustees provided notice of the action is sent by mail to all members in writing fifteen (15) days prior to the meeting;
 7. Any active member may request in writing, no later than thirty (30) days prior to the annual meeting, that a specified matter be placed on the agenda;

202 8. Vote on any matters officially brought to the attention of the membership.
203

204 **H. Prayer.** In any annual membership meeting, the Board President, minister(s), UWM
205 representative or any member may request that action on an item of business be suspended while
206 the membership enters into a time of prayer concerning the item of business. Upon such request,
207 the presiding officer shall provide a period of prayer and silence.
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209 **Section 2. Special Membership Meeting.** 210

211 **A. Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special
212 membership meeting may be requested by the senior minister (or co-ministers) by a majority vote
213 of the entire number of trustees, currently serving on the Board of Trustees or by a petition signed
214 by ten percent (10%) of the membership and submitted to the Board of Trustees.
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216 **B. Calling Special Meetings.** Upon receiving proper request for a special membership meeting, the
217 President of the Board of Trustees shall call the meeting on behalf of the requesting party within
218 thirty (30) days of the receipt of the request. The notice of a special meeting shall be sent by
219 postal or electronic mail to all members at least fifteen (15) days prior to the meeting. The
220 location, quorum, presiding officer, participation, voting, and prayer provisions for special
221 membership meetings shall be the same as those for annual meetings.
222

223 **C. Special Meeting Business.** Business conducted at a special meeting shall be limited to the pre-
224 stated purpose(s) given in the meeting notice.
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226 **ARTICLE VI – Board of Trustees** 227

228 **Section 1. Composition.** The Board of Trustees shall be composed of the senior minister (or co-
229 ministers) and six trustees (or 7 without a minister) and up to three alternates. The trustees shall be elected
230 from among the membership of Unity of Birmingham at the annual membership meeting. If the church
231 has fifty (50) members or less it may choose to have a Board of Trustees composed of the senior minister
232 and at least three (3) trustees.
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234 **Section 2. Eligibility and Term of Office.** 235

236 **A. Qualifications.** To be eligible to be elected to the Board of Trustees a person must be an active
237 member of Unity of Birmingham, for at least a year, and have fulfilled the requirements of
238 membership stated in our current policy. In addition, candidates for election shall endeavor to live
239 in accord with the Jesus Christ principles of love and truth as taught by Unity Worldwide
240 Ministries, and, have the time to serve on the Board of Trustees.
241

242 **B. Term of Office.** Elected trustees shall hold office for three (3) years, or until their successors have
243 been elected and assume office. Trustees elected at any annual membership meeting shall take
244 office at the conclusion of the annual membership meeting at which they were elected. No elected
245 trustee shall serve more than two (2) consecutive terms without an interval of one (1) year between
246 terms. Any person who serves on the board more than half of a term shall be credited with having
247 served a full term.

248
249 **Section 3. Prohibition of Board Service.** The following persons are prohibited from serving on the
250 Board of Trustees:

- 251 1. Any active licensed Unity teacher from this ministry;
- 252 2. Relatives, significant others or household members, or full or part time employees of any
253 trustee of the ministry;
- 254 3. Employees/individuals receiving compensation from the ministry, with the exception of the
255 senior minister (or co-ministers);
- 256 4. Relatives, significant others or household members of any individual receiving compensation
257 from the ministry may serve on the board, but may not vote on any matter of compensation as
258 it relates to such individual or business entity owned by such individual.
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261 **Section 4. Regular Board Meetings.** Regular meetings of the Board of Trustees shall be held at least
262 once a month, unless otherwise determined by the board. There must be a minimum of one (1) meeting
263 per quarter.

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265 **Section 5. Special Board Meetings.** Special meetings of the board shall be called by the President of the
266 Board if requested by the senior minister (or co-ministers), by three (3) or more trustees, by a written
267 petition of ten percent (10%) of the ministry's voting members, or by the President, if the President deems
268 it necessary. Any request for a special board meeting shall be made in writing to the Board Secretary. All
269 current board members, including the senior minister (or co-ministers), shall be sent notice by postal or
270 electronic mail of any special board meeting at least seventy-two (72) hours in advance of the meeting.
271 The attendance of any member of the board at the meeting shall serve as a waiver of this notice
272 requirement.
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275 **Section 6. Action without a Meeting.** The board may take an action without a meeting if a consent in
276 writing, setting forth the action so taken, is signed or electronically acknowledged by all of the trustees
277 and is thereafter ratified at a regular or special meeting.
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280 **Section 7. Quorum.** A majority of the total number of trustees including the minister(s) constitute a
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282 quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the
283 trustees present and voting shall be necessary for approval of the action being voted upon. Should the
284 total number of trustees, including the minister(s), fall below a quorum, the remaining trustees shall refer
285 to and implement Section 13 concerning vacancies. Telephonic or electronic attendance is permitted and
286 is not considered an absence.

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288 **Section 8. Board Authority.**

289 **A.** Except as provided in these bylaws, all authority is vested in the Board of Trustees only when it
290 meets in session after notice to all trustees and the senior minister (or co-ministers), and a quorum
291 is present.

292

293 **B.** When discussing the minister's (or co-ministers) compensation, working conditions, or review of
294 the minister's work record the board (including the minister) may decide to exclude the minister
295 from that portion of the discussion.

296

297 **Section 9. Prayer.** It is important that in addition to adhering to the normal procedures for legal
298 functioning set forth in these bylaws, that the spiritual principles taught by Unity Worldwide Ministries be
299 utilized in the handling of decisions before the Board of Trustees. During the discussion of any item of
300 business, a trustee may request time for prayer concerning the topic. Upon such request, the President
301 shall provide a period of prayer and silence.

302

303 **Section 10. Duties and Responsibilities of the Board of Trustees.** As representatives of the
304 membership, the Board of Trustees shall:

305

306 **A.** Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these bylaws;

307

308 **B.** Uphold the best interests of the membership in conducting the business of this ministry;

309

310 **C.** Be conversant with bylaws, articles of incorporation, and establish policy for the operation of the
311 ministry;

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313 **D.** Be faithful in attendance at weekly services as well as board, membership and special team
314 meetings of this ministry;

315

316 **E.** Determine the business needs of this ministry and authorize payment of funds for those purposes;

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318 **F.** Provide for the administration of the real and personal property of this ministry;

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320 **G.** Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this
321 ministry provided that all decisions concerning the sale, pledge, or proposed financing of real

322 property exceeding fifty thousand dollars (\$50,000) or thirty-five percent (35%) of the previous
323 year's income, whichever is less, shall be presented to the membership at a properly constituted
324 membership meeting for final approval;
325

326 **H.** Employ an ordained or licensed Unity minister(s) through cooperation with the employment
327 procedures of the Unity Worldwide Ministries (UWM);
328

329 **I.** When conflict arises between the board and the board and/or the senior minister (or co-ministers),
330 such ministry shall seek to reconcile differences and immediately notify UWM for help with
331 procedures and to provide guidance and consultation. After a ministry and its senior minister (or
332 co-ministers) have sought to reconcile differences and cooperated with the procedures and
333 guidance of UWM, the Board of Trustees may terminate the employment of a senior minister (or
334 co-ministers) by a two-thirds (2/3rds) vote (excluding the minister.) If the senior minister (or co-
335 ministers) position becomes vacant, the board shall notify UWM within three (3) business days;
336

337 **J.** As recommended by the senior minister or co-ministers determine staff positions, including
338 associate and assistant ministers, and authorize compensation through the annual budget process;
339

340 **K.** Establish the fiscal year as the calendar year, unless the board finds a compelling reason to adopt a
341 non-fiscal calendar year;
342

343 **L.** Adopt an annual income and expense budget;
344

345 **M.** Authorize periodic reviews or audits of the finances of the ministry of which may be conducted by
346 an outside auditor or from a committee of members elected by the board;
347

348 **N.** Ensure accounting records are current and properly maintained for all aspects of the ministry.
349 When deemed appropriate by the board, a qualified accountant may be employed for this purpose;
350

351 **O.** Approve applicants for membership and remove former members from the membership rolls;
352

353 **P.** Distribute yearly membership renewal documents as approved by the Board of Trustees to all
354 members. Keep or cause to be kept an accurate record of members and former members;
355

356 **Q.** Fill the unexpired term of any trustee;
357

358 **R.** Elect officers of the board and their successors to fill any unexpired term when necessary;
359

360 **S.** Create such board committees as needed related to board functions and responsibilities of the
361 board;

- 362
363 **T.** Advise the President of the Board on appointments to such committees;
364
365 **U.** Seek UWM assistance in the event of a dispute affecting the ministry;
366
367 **V.** Attend and actively participate with ongoing board education programs;
368
369 **W.** Consider issues brought to their attention by the minister(s) or members of the board;
370
371 **X.** Keep or cause to be kept a background check on all staff and volunteers directly involved with the
372 children's programs;
373
374 **Y.** Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal
375 Revenue Service regulations; acknowledge in writing contributions in compliance with Internal
376 Revenue Service regulations;
377
378 **Z.** Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue
379 Service regulations;
380
381 **AA.** Secure insurance covering the building, grounds and other properties, also Worker's
382 Compensation insurance (and liability insurance for all board of trustee members, minister(s), and
383 either a fidelity bond or theft and dishonesty insurance for all persons who handle money; if
384 approved by the board)
385
386 **BB.** Take such other actions as may be deemed necessary for the best interests of this ministry;
387
388 **CC.** Send the Annual Ministry Report to UWM.
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390 **Section 11. Nomination and Election.**

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392 **A. Nominating Committee.**

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394 1. **Selection.** A Nominating Committee shall consist of the senior minister, if we have a
395 minister; one (1) current board member and three (3) members of the congregation selected at
396 the annual meeting.
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398 a. At the annual membership meeting, the membership shall select three (3) members to
399 serve on the Nominating Committee for the following year's election. In the event a
400 person elected to serve becomes unavailable the board shall elect a person from among the
401 members who is not a current member of the board to fill the vacancy;

- 402
403 b. The board shall elect one of its trustees to serve on the Nominating Committee;
404 c. The Nominating Committee shall select the chair from among the three (3) congregant
405 members;
406
407 d. In the event of an interim board, the Nominating Committee shall complete its selection
408 process within thirty (30) days from the establishment of the interim board.
409

410 **D. Duties and Responsibilities.** The Nominating Committee shall initiate a search for at least
411 one (1) qualified candidate per opening for nomination as a member of the Board of
412 Trustees. The report of the Nominating Committee shall be sent to all members at least
413 thirty (30) days prior to the annual membership meeting.
414

- 415 a. Other Nominations. Any member wishing to nominate another member may do so by
416 contacting the Nominating Committee no later than fifteen (15) days in advance to the
417 annual business meeting.
418
419 b. Self-Nominations. Any member not nominated by the Nominating Committee may submit
420 their name to the Board of Trustees no later than 15 (fifteen) days prior to the annual
421 membership meeting, such nominees shall then be placed on the board ballot for election at
422 the annual business meeting.
423

424 **B. Nomination Procedure.** The presiding officer of the annual membership meeting shall:
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- 426 1. Read Article VI, Section 10A and 10D of these bylaws just prior beginning the process of
427 nomination and election; and
428
429 2. Call upon the Chairperson of the Nominating Committee to offer the ministry team's
430 nominations; and
431
432 3. Read the names of additional nominees that have submitted their names at least fifteen (15)
433 days prior to the annual business meeting.
434

435 **C. Election Procedure.** The election shall be by ballot if there are any partial terms to be filled or
436 there is more than one (1) nominee for each position. The result of the vote shall be announced to
437 the annual meeting. The two (2) nominees receiving the highest number of votes shall be elected
438 to fill three (3) year terms. The candidates receiving the next highest number of votes shall be
439 elected to the longest unexpired term.
440

441 **Section 12. Removal from Office by the Board of Trustees.** Any trustee may be removed by the
442 Board of Trustees due to unexcused absences from three (3) successive regular board meetings, failure to
443 fulfill the duties of the office, disruptive or unethical behavior. Removal requires a majority vote of the
444 other board members.

445
446 **Section 13. Vacancies.**

447 **A.** Should there be a vacancy on the Board of Trustees, the alternate who received the most votes at
448 the annual meeting shall be the replacement to fill the position. The term of service shall expire at
449 the date of the next annual meeting.

450
451 **B.** Should the number of board members fall beneath the quorum requirement, the remaining board
452 members shall be empowered to call and hold the special meetings allowed by Section 13 C and to
453 carry on the necessary day-to-day activities of the ministry.

454
455 **C.** Should the number of board members fall beneath a quorum, two special membership meetings
456 shall be called.

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458 1. The first special meeting shall occur within thirty (30) days with notice of the meeting sent by
459 postal or electronic mail to all members at least fifteen (15) days prior to the meeting. The
460 purpose of this meeting shall be:

461 a. To elect interim board members;

462
463 b. To constitute or reconstitute the Nominating Committee;

464
465 c. To set the date for a second special meeting. The second special membership meeting shall
466 be held no later than seventy-five (75) days after the first meeting with notice sent to all
467 members by postal or electronic mail at least fifteen (15) days prior to the meeting.

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470 2. The Nominating Committee shall:

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472 a. Complete their search for board nominees within thirty (30) days of the first special
473 membership meeting;

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475 b. The results of the Nominating Committee work shall be mailed to all members within
476 forty-five (45) days.

477
478 3. The board members shall be elected at the second of these special membership meetings. If the
479 regular annual meeting of this ministry should be scheduled in this time period, then board
480 elections shall be held at the regular annual meeting of this ministry.

481
482 **D. Election Procedure.** The candidate receiving the highest number of votes shall fill the longest
483 unexpired term; the candidate receiving the next highest number of votes receives the next longest
484 term. This procedure is followed until all vacancies are filled.
485

486 **Section 14. Board of Trustees Officers.** The officers of the Board of Trustees shall be a president, a vice
487 president, a secretary, a treasurer, and other officers as the board may decide. All officers shall be elected
488 by a majority of the board members present and voting at the first board meeting after the annual meeting,
489 or, at a special meeting called for the purpose of electing officers. The term of office shall be one (1) year
490 or until successors are elected.
491

492 **Section 15. Duties of Officers.**
493

494 **A. President.** The president shall preside at all Board of Trustees meetings, preside at all
495 membership meetings, appoint members of ministry teams related to board functions (except the
496 Nominating Committee) with the advice of the board, serve as an ex officio member of all
497 ministry teams except the Nominating Committee, sign such papers and documents upon proper
498 authorization as may be necessary and be responsible for collaborating with the senior minister in
499 the planning of board orientations, retreats, and workshops.
500

501 **B. Vice President.** The vice president shall assist the president in the performance of that officer's
502 duties, perform all the duties of the president of the board in the absence of the president, and
503 succeed to the office of president in case the office of the president becomes vacant, or the vice
504 president may open the position to be filled by another board member with a majority vote for the
505 board member. In such a case, a new vice president shall be elected from among the remaining
506 trustees to fill the remainder of the unexpired term.
507

508 **C. Secretary.** The secretary shall keep, or cause to be kept, an accurate record of the minutes of all
509 board and membership meetings, hold in custody and be responsible for all reports, contracts,
510 other legal papers, keep the meeting minute books at the principal executive office of the ministry
511 at all times or in such other depository as prescribed by the board, be a signatory to any legally
512 required documents which the state or local government determine necessary, attend to all official
513 business as directed by the board, keep or cause to be kept up-to-date membership lists, and send
514 or cause to be distributed yearly membership renewal cards to all members.
515

516 **D. Treasurer.** The treasurer shall be custodian of all funds belonging to this ministry, pay out or
517 cause to be paid out funds authorized by the board, see that all expenditures are evidenced by
518 proper receipts and vouchers, keep or cause to be kept a record of all financial transactions, submit
519 monthly financial reports at each regular board meeting, submit a financial report covering the last
520 complete fiscal year and a budget for the upcoming year to be approved by the membership at the

521 annual membership meeting, and account or cause to be accounted for by the appointment of
522 qualified persons all funds received being responsible to assure that all such funds are deposited in
523 accounts authorized by the board. When counting ministry funds there should be at least two (2)
524 persons present. The treasurer is required to pass background checks for the faithful performance
525 of his or her duties as the board may require.
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530 **ARTICLE VII – Emergency Situations**

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532 In the case of a national emergency declared by the President of the United States, a State Emergency
533 declared by the governor, or a local emergency as determined by a two-thirds (2/3rds) vote of the local
534 ministry trustees present and voting, the Board of Trustees is authorized to meet by electronic means and
535 to have the full power to adjust budgets and cancel/postpone events or reschedule them as electronic
536 meetings. As long as the emergency lasts, the Board of Trustees may take any other emergency actions
537 deemed helpful and necessary to assure the welfare of this ministry.
538

539 **ARTICLE VIII– Administration and Leadership**

540

541 **Section 1. Administration.** The administration of Unity of Birmingham shall be vested in the Board of
542 Trustees and the senior minister (or co-ministers).
543

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

545 The minister of Unity of Birmingham shall be hired by the Board of Trustees who will set the Minister’s
546 Contract. The Minister’s Contract outlining the operations of the church shall be a transaction between the
547 Board and the minister. Upon applying for the position of Minister, the Board shall make the Minister’s
548 Contract available to the applicant.
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550 **A. Senior Minister (or Co-Ministers).** The senior minister (or co-ministers) shall be a duly licensed
551 or ordained Unity minister(s) or someone serving under special dispensation.
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553 1. **Duties.** As the spiritual leader(s) of this ministry, the senior minister (or co-ministers) shall be
554 responsible for the scheduling, conduct, content of Sunday services. The minister will be
555 responsible for collaborating with the ministry team leader about classes and all other activities
556 that further the purpose of this ministry. The minister shall:
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558 a. Along with the approval of the Board of Trustees be responsible for the complete
559 functioning of this ministry, including the hiring and termination of all employees
560 including associate or assistant ministers;

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- b. Be and serve as voting member(s) of the Board of Trustees on all matters except their own employment, or that of their successor(s);
 - c. Serve as ex officio member(s) of all ministry teams;
 - d. Be responsible for collaborating with the ministry team leader in creating specific ministry teams related to these duties; and appoint the members of these teams;
 - e. Be responsible for promptly seeking UWM's assistance in the event of a dispute adversely affecting the ministry.
2. **Selection.** The Board of Trustees shall select the senior minister (or co-ministers) following the employment procedures for ministerial personnel of UWM.
 3. **Compensation.** The compensation of the senior minister (or co-ministers) employed by this ministry shall be set by the Board of Trustees and be in alignment with the approved budget.

579 **B. Associate and/or Assistant Ministers.** Associate and/or assistant minister(s) are hired by the senior
580 minister (or co-ministers) with the consent and approval of the Board of Trustees. These ministers
581 function with less responsibility than the senior minister (or co-ministers).
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1. **Qualifications.** Any associate and/or assistant minister shall agree to abide by the UWM Code of Ethics and the Sexual Conduct Policy.
 2. **Duties.** The associate and/or assistant minister(s) shall perform the duties and fulfill the responsibilities assigned them by the senior minister (or co-ministers) with approval from the board.
 3. **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.

593 **Section 3. Definitions.**
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595 **A. A Unity Ministry.** A member ministry is a ministry recognized by UWM.
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597 **B. Senior Minister.** A senior minister is a Unity minister duly ordained, licensed or serving under
598 special dispensation by UWM or Unity School of Christianity prior to July 1, 1966, who assumes
599 the spiritual leadership and administrative leadership role in a member ministry. This leader
600 oversees teaching, preaching, healing, counseling, praying and all spiritual services and fellowship

601 activities of the ministry, not including other activities approved by the board. The senior minister
602 shall also be responsible for overseeing the administration and operation of the ministry as per the
603 Minister's Contract.

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- 605 **C. Co-Minister.** In shared partnership ministries, a co-minister is a Unity minister duly ordained or
606 licensed by UWM or Unity School of Christianity prior to July 1, 1966 or serving under special
607 dispensation, who equally assumes the leadership role with another minister in a member ministry.
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- 609 **D. Associate Minister.** In ministries with more than one minister, an associate minister may be
610 equal in ability, but function with less responsibility than the senior minister. The associate
611 minister reports to the senior minister, who determines the scope of the associate's responsibilities
612 as approved by the Board of Trustees.
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- 614 **E. Assistant Minister.** The skills and/or experience of the assistant minister may be less than those
615 of the senior minister. The assistant minister reports to the senior minister, who determines the
616 scope of the assistant's responsibilities. The assistant may be placed in a specialized service area
617 of the ministry, i.e., pastoral visitation or administrative support.

618 **ARTICLE IX – Dissolution**

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621 In the event that this corporation is dissolved, in order to sell the property or transfer or allocate the
622 property, assets, and any funds remaining after debts are paid, the Board of Trustees shall unanimously
623 decide where to allocate the funds and property and will call a special meeting of the congregation. A $\frac{2}{3}$
624 vote of the congregation is necessary to ratify this decision by the Board. In the event that a $\frac{2}{3}$ vote is not
625 reached, a meeting will be convened with the congregation (members) and the Board of Trustees to
626 discuss additional ideas/proposals. This process will be repeated until a $\frac{2}{3}$ vote occurs.

627 **ARTICLE X – Parliamentary Authority**

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631 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this
632 ministry in all cases to which they are applicable and in which they are not inconsistent with these bylaws
633 and any special rules of order the ministry may adopt.

634 **ARTICLE XI – Amendment of Bylaws**

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637 Any amendment(s) to or general revision of these bylaws shall be adopted at any annual or special
638 membership meeting provided that written notice setting forth the exact wording of such proposed
639 amendment(s) or general revision has been sent by postal or electronic mail to all members at least fifteen
640 (15) days prior to the meeting at which they shall be considered. An affirmative vote of two-thirds

641 (2/3rds) of the members present and voting shall be necessary to adopt any amendment(s) to or general
642 revision of these bylaws.

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644 [NOTE: If the incorporating state requires the approval of the board for the adoption of amendments to
645 the bylaws, the following provision shall be added: "To take effect, any amendment(s) to or general
646 revision of these bylaws must also be ratified by a two-thirds (2/3rds) vote of the members of the Board of
647 Trustees present and voting at the first meeting of the board following the adoption of such amendment(s)
648 or general revision.]

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ATTEST:

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654 These bylaws, approved by Unity Worldwide Ministries, and adopted by the membership at the
655 membership meeting on March 21,2021 supersede all previous bylaws adopted by Unity of Birmingham.

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Board President

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Board Secretary

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Date

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