

BYLAWS



COLORADO SPRINGS, COLORADO

ARTICLE I - Identification

Section 1.01 - *Name.* This organization shall be known as UNITY SPIRITUAL CENTER IN THE ROCKIES, a Colorado Corporation.

ARTICLE II – Equal Opportunity Policy

Section 2.01 - Unity Spiritual Center in the Rockies follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, physical or mental ability, veteran status, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors, use of contractors and consultants, and dealings with the general public.

ARTICLE III - Purpose

Section 3.01 - *Statement of Purpose.* The purpose of Unity Spiritual Center in the Rockies is to teach universal principles of Truth as taught and demonstrated by Jesus Christ, as interpreted by Unity School of Christianity (dba Unity Institute), Unity Village, Missouri; and as approved by the Association of Unity Churches International, (dba Unity Worldwide Ministries), a non-profit corporation organized and existing under the laws of the State of Georgia, with headquarters at Lee's Summit, Missouri, herein referred to as the Association.

Section 3.02 - In the accomplishment of this purpose, Unity Spiritual Center in the Rockies shall endeavor to conduct services of worship, classes of instruction, and to demonstrate these principles of Truth by using them in the operation of the ministry; and adopt other means that in the judgment of the minister(s) will further the principles of practical Christianity among people everywhere.

Section 3.03 - *Association of Unity Spiritual Churches Membership and Responsibilities.* Unity Spiritual Center in the Rockies is a vital part of the worldwide Unity movement and a member of the Unity Worldwide Ministries. Any member of this ministry may call upon the resources and support of the Association through its senior minister or co-minister(s), Board of Trustees, staff, or through direct communication with the Association.

In the spirit of cooperation, the operation and conduct of this ministry 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 State of Colorado.

- (a) **Participation.** **Unity Spiritual Center in the Rockies** shall 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 Spiritual Center in the Rockies** shall 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, Spiritual Center growth programs, ethics compliance, and other topics related to Spiritual Center function.
- (c) **Leadership.** **Unity Spiritual Center in the Rockies** 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 this ministry using methods, textbooks, literature, and other materials approved by the Association.
- (e) **Reports.** The minister, who is the designated administrative director of Unity Spiritual Center in the Rockies shall make annual reports to the Association on forms supplied by the Association and a copy shall be provided to the Board of Trustees.

ARTICLE IV - Office and Official Records

Section 4.01 - Principal Office. The principal executive office of the corporation shall be fixed by the Board of Trustees. Said office shall be in the County of El Paso, State of Colorado, or at such other place within the State of Colorado 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 from time to time designate.

Section 4.02 - 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 business office of the corporation. Confidential documents are to be available only for use by the minister(s), board members, or designated professional staff. Minutes of all membership meetings and published financials are available to active members upon request.

ARTICLE V - Membership

Section 5.01 - Qualifications. A member of Unity Spiritual Center in the Rockies shall endeavor to live in accord with the Jesus Christ teachings of Love and Truth as taught by Unity and agrees to abide by Unity Spiritual Center in the Rockies' published and posted Code of Conduct for Members.

Section 5.02 - Acceptance of Members. Anyone meeting the qualifications and desiring membership in Unity Spiritual Center in the Rockies shall:

- (a) Be eighteen years of age or older, or emancipated;
- (b) Complete the New Member Orientation and read a minimum of one book from the recommended reading list;
- (c) File an application for membership with the ministry office; and,
- (d) Upon acceptance of the applicant by the board, the applicant shall become a member and shall be notified accordingly by the Spiritual Center office. (All ministers and licensed Unity teachers participating at Unity in the Rockies are considered members of this ministry.)

Section 5.03 - Terms of Membership.

- (a) **Active Member.**
 - (1) Members shall further the work of this ministry through their active interest, love and support.
 - (2) A member shall retain active membership until it is voluntarily severed, or as long as the member's ideas and conduct are in accord with the qualifications specified in Section 5.01.
 - (3) In order to maintain a current list of active members, each active member who has not contributed financially and/or has not been actively involved in the Spiritual Center during the previous calendar year will be mailed a pre-addressed return postcard at least forty-five (45) days prior to the annual meeting. Members who indicate on the return postcard that they wish to be inactive will be placed on the inactive member list. A follow-up phone call will be made by a board member to all who do not return the postcard within thirty (30) days.
- (b) **Inactive Members.** An active member shall become inactive:
 - (1) Upon failure to sign and return the pre-addressed return postcard affirming their desire to continue as active members; or,

- (2) If determined by the Board of Trustees, with agreement of the minister(s), that they no longer fulfill the qualifications of active membership. [Refer to Section 5.03(a).] A two-thirds (2/3rds) vote by the board shall be required for placing a member on the inactive list.
- (c) **Reinstatement.**
 - (1) Within two years of inactivation, an inactive member may regain active status by submitting a written request for reinstatement to the Board of Trustees.
 - (2) After two years of inactivation, members must reapply for active membership in accordance with Section 5.02.
- (d) **Removal of Membership for Cause.** A member may be removed for cause by the Board of Trustees. (Refer to Section 5.01.) 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 (2/3rds) vote shall be required for removal of membership.

Section 5.04 - Privileges of Active Members. Active members of Unity Spiritual Center in the Rockies shall have the privilege and right of doing the following:

- (a) Vote at any membership meeting at which the member is present; (See Sections 6.01(i), 6.02(c) and 6.03 in reference to absentee voting.)
- (b) Nominate himself or herself or any other active member to serve on the Board of Trustees;
- (c) Vote to elect a member and an alternate to serve on the nominating team;
- (d) Vote to elect members of the Board of Trustees;
- (e) Speak in debate at any membership meeting according to the rules provided for debate; [Refer to Section 6.01(e).]
- (f) Ratify the bylaws of this ministry or any amendments thereto as specified in Section 12.01;
- (g) Offer suggestions in writing to the minister(s) or Board of Trustees as may seem advisable for the good of this ministry;
- (h) Vote on any question of sale, pledge, or proposed financing of real property which exceeds twenty-five thousand dollars (\$25,000) in value, which is owned and used for the operation of this ministry; (The vote of three-fourths (3/4ths) of the members qualified to vote is required for approval.)

- (i) Serve on committees and teams if selected;
- (j) Call a special membership meeting when the affairs of this ministry warrant such action; [Refer to Section 6.02(a).]
- (k) Vote to override any action of the Board of Trustees; (A vote of three-fourths (3/4ths) of the active members qualified to vote is required to override any action of the Board of Trustees.)
- (l) Vote for removal of any trustee from the Board of Trustees in accordance with Section 7.03(a)(4); (A two-thirds (2/3) affirmative vote of those active members qualified to vote is required.)
- (m) Contact the Association regional representative or the Association directly for guidance, support, or information on available resources; and,
- (n) Any ten (10) active members may request peacemaking assistance by notifying the Executive Director of Unity Worldwide Ministries in writing with copies to the Board of Trustees and minister(s). Upon receipt of request for peacemaking assistance from ten (10) or more active members to the Executive Director or designee of Unity Worldwide Ministries, said person from the Peacemaking office will confer with the minister(s), a member of the board and/or regional representative to evaluate whether further action is required.

ARTICLE VI - Meetings

Section 6.01 – Annual Membership Meeting.

- (a) **Date of Annual Meeting.** The annual membership meeting of Unity Spiritual Center in the Rockies shall be held on a Sunday in March on the date and at the time designated by the minister(s) and the Board of Trustees.
- (b) **Notice.** Written notice stating the date, time, place, any known matters to be voted on, and candidates for the Board of Trustees shall be mailed to all active members at least fourteen (14) days prior to any membership meeting. Those active members wishing to be notified by e-mail may waive the right to have written notice sent to them and request e-mail notification. It is up to the member to keep a current e-mail listed with Unity Spiritual Center in the Rockies for notification purposes. Those choosing this option will be e-mailed the same notice at least fourteen (14) days prior to any membership meeting.
- (c) **Quorum.** Fifty (50) active members qualified to vote or twenty-five percent (25%) of the active members qualified to vote, whichever is less, shall constitute a quorum for the

transaction of business at any annual membership meeting. (Absentee ballots will be counted toward the quorum.)

- (d) **Presiding Officer.** The president of the Board of Trustees shall serve as the presiding officer of the annual membership meeting.
- (e) **Rules of Order.** The latest edition of “Robert’s Rules of Order” shall be the authority of this ministry on parliamentary law and its usage.
- (f) **Participation by active members.** Voting in business affairs of any membership meeting shall be restricted to active members of the Spiritual Center
- (g) **Purpose of the Annual Meeting:** All privileges of active members found in Section 5.04(a) through (l) shall be the power, authority and function of the annual membership meeting.
- (h) **Participation by non-members.** Participation in discussions of business affairs by non-members must be approved by the active members in attendance. The vote of two-thirds (2/3rds) of the members present and qualified to vote is required to allow non-members to participate in the discussions.
- (i) **Voting.** All resolutions are passed by majority vote.. The exceptions to this majority vote rule are found in Sections 5.03(d), 5.04(h), 5.04(k). 5.04(l), 6.01(g), and 12.01.
- (j) **Absentee Ballots.** Active members unable to be present at an annual membership meeting may vote by absentee ballot upon application to the ministry office in advance of the meeting date. Absentee ballots must be returned prior to the meeting. Proxy or electronic (internet, email, fax, etc.) voting are not allowed.
- (k) **Prayer.** In any membership meeting, the chair, the minister(s), an Association of Unity Churches peacemaking 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 chair shall provide a period of prayer and silence. (Heart Check.)

Section 6.02 - Special Membership Meetings.

- (a) **Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special membership meeting may be requested by the senior minister or co-ministers; a majority vote of the entire number of trustees currently serving on the Board of Trustees; or a petition signed by one-tenth (1/10th) of the active membership and submitted to the Board of Trustees.
- (b) **Calling Special Meetings.** Upon receiving proper request for a special membership meeting, the president of the Board of Trustees shall schedule the meeting on behalf of

the requesting party within thirty (30) days of the receipt of the request and hold the meeting within forty-five (45) days of the receipt of the request. The location, notice, quorum, presiding officer, participation, and prayer provisions for special membership meetings shall be the same as those for annual meetings. (No absentee ballots will be accepted at a special membership meeting.)

- (c) **Special Meeting Business.** The purpose(s) for the special meeting shall be stated both in the written request and the written notice to the membership. Business conducted at the special meeting shall be limited to the pre-stated purpose(s).

Section 6.03 – Emergency Membership Meetings. An emergency membership meeting may be called under special circumstance provisions as per Section 6.02. (No absentee ballots will be accepted at an emergency membership meeting.)

ARTICLE VII – Government

Section 7.01 - Board of Trustees

- (a) **Membership.** The Board of Trustees shall consist of no fewer than six (6) Trustees elected from the active membership of Unity Spiritual Center in the Rockies at the annual membership meeting.
- (b) **Term of Office.**
 - (1) Elected trustees will hold office for two years, or until their successors have been elected by active members at an annual membership meeting and assume office.
 - (2) The terms of three elected trustees shall expire annually and their offices shall be filled at the annual membership meeting. No elected trustee shall serve more than two terms of two years without an interval of one year between terms.
 - (3) In the event any trustee is elected to complete a vacated seat on the Board for a term of two years or less that trustee may be elected to a full term at the next annual membership meeting. [Refer to 7.03 (b).]
 - (4) All elected Board Trustees will participate in a Board Orientation meeting prior to the first regular Board meeting, in order to go over basic procedures
 - (5) Trustees elected at any annual membership meeting shall take office at the first board meeting to be held within fourteen (14) days after the annual membership meeting at which they were elected. The exiting board member(s) will also attend this first board meeting for the purpose of completing tasks and handing over materials.

- (c) **Prohibition of Service.** The following persons are prohibited from serving on the Board of Trustees: any active licensed Unity teacher; relatives, significant others or household members of an active licensed Unity teacher; individuals receiving compensation from the ministry; relatives, significant others, or household members of any individual receiving compensation from the ministry; relatives, significant others or household members of any board member. No trustee shall follow an immediate family member or significant other without a one-year interval.
- (d) **Regular Board Meetings.** The regular monthly business meetings of the Board of Trustees shall be held at the headquarters of this ministry on a date and time specified by the board. Meetings are open to members of the Spiritual Center by written request. [Refer to 7.01(i).]
- (e) **Special Board Meetings.** Special meetings of the Board of Trustees shall be called by the president of the board if requested by the minister(s), if requested by two or more trustees, or if the president of the board deems it necessary. Any request for a special board meeting shall be made in writing to the board secretary. All current board members, and the minister(s), shall be given notice of any special board meeting at least forty-eight (48) hours in advance of the meeting. The attendance of any member of the board at the meeting shall serve as a waiver of this notice requirement.
- (f) **Quorum.** A majority of the total number of trustees currently serving shall constitute a quorum for the transaction of business.
- (g) **Meeting Procedures.**
 - (1) The current edition of “Robert’s Rules of Order” shall govern all meetings and may be used in their original or simplified versions.
 - (2) Matters requiring discussion and a vote shall be recorded in the form of a resolution in the duly called board meeting minutes.
 - (3) If matters are discussed via telephone or e-mail between scheduled meetings, all trustees must be informed and included in any vote. Any decisions made between meetings shall be made in the form of a resolution and recorded with an effective date in the minutes of the next regular board meeting.
 - (4) The suggested order of business at Board of Trustee meetings, unless otherwise agreed on by the board shall be opening prayer, roll call, minutes of previous meeting read and approved, treasurer’s report, elections, reports of teams, minister(s) report, unfinished business, new business, and closing prayer. (Executive session shall be called when necessary.)

- (h) **Minister(s) Attendance.** The minister has the right to attend all board meetings with the exception of those meetings or portions thereof that pertain to determination of the minister's salary and/or review of the minister's work record. The minister must be notified of all special meetings.
- (i) **Board Audience.** Members wishing to address the board shall submit a written request, indicating the subject of concern, to the board president at least ten (10) days prior to the meeting. The board president, in conjunction with the board, shall honor the request. (In general, members may not attend executive sessions unless invited to do so by the board.)
- (j) **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 the issue. Upon request, the president shall provide a period of prayer and silence. (Heart Check.)
- (k) **Duties and Responsibilities of the Board of Trustees.** As representatives of the membership, the trustees of the board shall:
 - (1) Be the governing body of Unity Spiritual Center in the Rockies, responsible for upholding the provisions of these bylaws, and for implementing actions taken by the members at membership meetings;
 - (2) Uphold the spiritual purpose of this ministry as stated in Section 3.01 of these bylaws;
 - (3) Foster and uphold the published mission statement, core values and vision statement of Unity Spiritual Center in the Rockies and make changes to policies, procedures and practices when necessary;
 - (4) Be conversant with these bylaws;
 - (5) Be faithful in attendance at services, board and membership meetings of this ministry;
 - (6) Make determinations of the business needs of this ministry and authorize payment of monies for those purposes;
 - (7) Annually cause all conveyances including corporation banking resolutions to be executed and signed by two current trustees, except as otherwise directed by the board;
 - (8) Count, or cause to be counted by at least two qualified persons, all funds received, and be responsible for their deposit;

- (9) Place, or cause to be placed, the funds of this ministry in the bank or other depository approved by the board;
- (10) Keep or cause to be kept an accurate record of active and inactive members;
- (11) Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; and acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- (12) Administer all property of this ministry, both real and personal;
- (13) Authorize the employment of all staff, contract employees and minister(s), set and approve salaries and other compensation, and cause to be issued all W-2 and 1099 forms required by the IRS;
- (14) With the assistance of the minister, maintain a job description for each ministry position in the Policies and Procedures Manual;
- (15) Make determinations on the sale or pledge, or proposed financing, of real or personal property belonging to this ministry; [All decisions in favor of the sale or pledge, or proposed financing, of real property exceeding twenty-five thousand dollars (\$25,000) in value, shall be presented to the membership at a properly constituted membership meeting to be voted on in accordance with Section 5.04(h).]
- (16) Each year cause to be prepared a financial statement which follows generally accepted accounting procedures which will set forth the fiscal conditions and operations of this ministry; (When the trustees deem it necessary, an independent qualified accountant may be engaged to do a review.)
- (17) Conduct annual minister(s) evaluation with the input of the congregation;
- (18) When deemed advisable, secure a fidelity bond for the treasurer, the amount to be set by the board;
- (19) After all qualifications for membership have been completed (see Sections 5.01 and 5.02) approve applicants for membership in Unity Spiritual Center in the Rockies;
- (20) Provide for the mailing of yearly membership renewal cards to all inactive members;
- (21) Act to fill the unexpired term of any trustee in accordance with Section 7.03(b);
- (22) Elect officers of the board, and their successors, to fill any unexpired term when necessary; (Refer to Section 7.04.)
- (23) Approve all volunteer teams and committees in accordance with Section 9.01;

- (24) Create such ministry teams as needed to support the functions and responsibilities of the board;
 - (25) Seek Association assistance in the event of a dispute adversely affecting the ministry;
 - (26) Officially communicate with the Peacemaking Coordinator of Unity Worldwide Ministries for aid in resolution of any matter concerning the minister's services which cannot otherwise be reasonably resolved;
 - (27) Attend and actively participate in on-going board education programs;
 - (28) Consider other duties brought to the board's attention by the minister(s) and other trustees or any active member of Unity Spiritual Center in the Rockies; and,
 - (29) Take such other actions as may be deemed necessary for the best interests of this ministry.
- (l) **Employment of a Minister.** Employ a minister through cooperation with the employment management procedures of Unity Worldwide Ministries International and with the input of active membership.
- (m) **Termination of Employment of a Minister.** After a ministry and its minister 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 minister by a two-thirds (2/3rds) vote.

Section 7.02 - Board of Trustees - Election.

- (a) **Qualifications.** Any person elected to the Board of Trustees must be an active member of Unity Spiritual Center in the Rockies. This person shall be one who:
- (1) Desires to serve on the Board of Trustees;
 - (2) Endeavors to live in accord with the Jesus Christ principles of Love and Truth, as taught by Unity;
 - (3) Is committed to the work of this ministry through his/her active interest, love and financial support;
 - (4) Is a sincere and continuing student of Unity, conversant with its teachings;
 - (5) Has demonstrated leadership capabilities;

- (6) Has had an active membership in Unity Spiritual Center in the Rockies of at least the year previous to running for election to the Board of Trustees; (The one-year requirement may be waived by the Board if an insufficient number of candidates are available.) and,
 - (7) Agrees to a background check prior to the election at the annual membership meeting.
- ((b) **Nominating Team.** A nominating team shall be formed at least three months prior to the annual membership meeting. The team will consist of five active members selected in the following manner:
- (1) At the annual membership meeting, the membership shall from among the active membership of the ministry select one member and one alternate to serve on the nominating team for the following year's election. (In the event the person 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.)
 - (2) The board will elect one of its trustees to serve on the nominating team as the team leader.
 - (3) The above two team members will select two people from among the active membership, and in addition, at least one former board member to serve on the nominating team.
 - (4) Duties and responsibilities of the nominating team:
 - (aa) Commencing at least three months prior to the annual membership meeting, the nominating team shall publish in each Sunday bulletin, monthly newsletter, and on the web site, a conspicuous notice. The notice shall describe the expected board position openings, invite members to apply, and notify the active members that any active member may nominate themselves or any other active member as a candidate.
 - (bb) The nominating team shall initiate a search for the necessary number of qualified candidates for nomination as members to the Board of Trustees. The necessary number of candidates shall be the number of board openings plus at least one candidate.
 - (cc) All candidates must agree to stand for election and shall participate in the standard candidate written application and interview process to be completed forty-five (45) days before the annual membership meeting.

- (dd) The nominating team shall publicly post the candidates' applications and photographs no later than thirty (30) days before the annual membership meeting.
- (c) **Nominating Procedure.** As the presiding officer of the annual membership meeting, the president shall read Sections 7.02(a) and 7.02(d) just prior to voting for nominees, and call upon the chair of the nominating team to present the Team's nominations.
- (d) **Election Procedure.** Votes shall be cast by written ballot at the annual membership meeting and the result of the vote announced forthwith. The two nominees receiving the largest number of votes will be elected to full three-year terms of the Board of Trustees. The candidate(s) receiving the next highest number of votes will be elected to the longest unexpired term.

Section 7.03 - Board of Trustees - Vacancy and Replacement.

- (a) **Vacancy.** The office of a trustee may be vacated at any time by any of the following means:
 - (1) The resignation of a trustee;
 - (2) A majority board vote for the removal of a trustee due to absence from three successive regular board meetings; (Absences may be excused by the board.)
 - (3) A majority board vote for the removal of a trustee because of failure to fulfill the duties of office as specified in Section 7.01(k);
 - (4) An active membership vote for removal of a trustee because of failure to fulfill the duties of office as specified in Section 7.01(k). [Also refer to Section 5.04(j).]
- (b) **Replacement.**
 - (1) Should a vacancy occur on the Board of Trustees, the board may proceed at its next regular meeting, to appoint a qualified active member to serve in the vacancy, or in the case of emergency, a special meeting may be called. A majority vote of those board members present shall be necessary to appoint a replacement.
 - (2) If a vacancy occurs within six (6) months of the next annual membership meeting, the board may choose to leave the vacancy unfilled.
 - (3) Only persons meeting the qualifications specified in Section 7.02(a) may be considered as replacements. No replacement shall have served as a trustee during the year prior to appointment.
 - (4) The term of the newly appointed trustee shall expire on the same date as the term of the trustee being replaced.

Section 7.04 - Board of Trustees - Officers. Officers of the Board of Trustees shall consist of a president, vice-president, secretary, and treasurer. The president shall be elected at the last regular board meeting prior to the annual membership meeting and shall assume office at the first board meeting following the annual membership meeting. All other officers shall be elected by a majority vote of the board at the first duly called board meeting held within fourteen (14) days of the annual membership meeting and shall hold their respective offices for one year or until their successors are duly elected.

(a) **President.** The president shall:

- (1) Preside at all board meetings;
- (2) Be responsible for preparing the preliminary agenda and distributing it to all board members approximately one week before meetings;
- (3) Preside at all membership meetings;
- (4) Be a member of all teams by virtue of the office, except the nominating team;
- (5) Sign such papers and documents, upon proper authorization, as may be necessary; (Proper authorization is by majority vote of the board.) and,
- (6) Be responsible for the planning of board orientations, retreats, and workshops.

(b) **Vice-President.** The vice-president shall:

- (1) Perform all duties of the president in the absence of the president; and,
- (2) Become president in case the office of the presidency becomes vacant. In such case, a new vice-president shall be elected from among the remaining trustees to fill the remainder of the term.

(c) **Secretary.** The secretary shall:

- (1) Keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings; (The secretary shall, within fourteen (14) days of any meeting, type and distribute to each board member a copy of the minutes of the previous meeting.)
- (2) Hold in custody and be responsible for all reports, contracts, minute books, the official copy of the bylaws, the corporate seal and such other items which may be necessary for the conduct of the ministry; (Said items shall be kept in the ministry office at all times, or in such other depository as prescribed by the board.)
- (3) Keep or cause to be kept accurate active and inactive membership lists;

- (4) Send or cause to be sent yearly membership renewal cards to all inactive members; and,
 - (5) Attend to all written records required by the board.
- (d) **Treasurer.** The treasurer shall:
- (1) Be custodian of the funds of this ministry. The treasurer shall pay out, or cause to be paid out, funds authorized by the board;
 - (2) Keep or cause to be kept, a record of all financial transactions, and submit a monthly financial report at each regular board meeting;
 - (3) Submit a financial report, covering the last complete fiscal period, at the annual membership meeting; [Refer to Section 7.01(k)(16).]
 - (4) Count, or cause to be counted by at least two qualified persons, all funds received;
 - (5) Place, or cause to be placed, the funds of this ministry in the bank or other depository approved by the board.

ARTICLE VIII - Administration, Management and Leadership

Section 8.01 - Administration. The governing body of Unity Spiritual Center in the Rockies shall be the seated Board of Trustees elected by the active membership.

Section 8.02 - Minister(s).

- (a) **Duties.** As the spiritual leader(s), the minister(s) shall oversee the scheduling, conduct, and content of services, classes and other activities that further the purpose of this ministry as specified in Section 3.01. The senior minister(s) shall:
- (1) Act as the administrative director or shall appoint an administrative director of this ministry;
 - (2) Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees including associate or assistant minister(s);
 - (3) Serve as a member of the Board of Trustees
 - (4) Seek the Association's assistance in the event of a dispute adversely affecting the ministry;
 - (5) Is fiscally responsible, in cooperation with the Board of Trustees, for managing the annual budget as established by the board; and,

- (6) Shall personally order and receive all background checks needed for the functioning of this ministry and confer with the individual if negative information is reported and bring the matter to the board for decision making.
- (b) **Compensation.** The compensation of the minister(s) shall be fixed by written contract between the minister(s) and the Board of Trustees.
- (c) **Vacancy.** The position of a minister may be vacated by any of the following actions:
 - (1) Resignation or,
 - (2) Removal because of failure to fulfill the duties of the position as specified in Section 8.02(a) and following procedures as stated in Section 7.01(m).
- (d) **Operating Policies and Procedures.** In concert with the Board of Trustees, the minister(s) shall maintain a book delineating the operating policies and procedures of the ministry, and where appropriate, cite the board action that established the policy or procedure.

ARTICLE IX - Teams

Section 9.01 - Formation. All teams, with the exception of the nominating team, shall be ratified by the Board of Trustees or the senior minister for their respective areas of responsibility. The board shall ratify all teams once per year.

ARTICLE X - Seal

Section 10.01 - Description. The corporate seal of this ministry shall include the name of the ministry in a circle, which encloses the name of the city and state.

ARTICLE XI – Dissolution

Section 11.02 - 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 donated to Unity Worldwide Ministries 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 Colorado Springs. 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 County in which the principal executive offices of the corporation are then located and shall be used exclusively for such purposes or distributed to such organization or organizations, as said court shall determine,

which are organized and operated exclusively for purposes set out in Section 5.01(c)(3) of the Internal Revenue Code of 1954.

ARTICLE XII - Bylaws Amendments

Section 12.01 - Procedure. Amendments to the bylaws must be made by voting members of this corporation at a legally constituted membership meeting. Written notice setting forth the proposed amendments shall be mailed to all active voting members at least fourteen (14) days prior to the required membership meeting or in the case of a full review, must be made available at the Spiritual Center location. A vote of three-fourths (3/4ths) of all active members present and voting shall be necessary to pass any amendment to these bylaws. [Refer to Section 5.04(f)]. These bylaws fully supersede all previous bylaws adopted by Unity Spiritual Center in the Rockies.

Date of Adoption: *November 26, 1986*

Date of 1st Amendment: *January 15, 1989*

Date of 2nd Amendment: *November 18, 1990*

Date of 3rd Amendment: *May 22, 1994*

Date of 4th Amendment: *May 27, 1998*

Date of 5th Amendment: *January 16, 2000*

Date of 6th Amendment *February 18, 2001*

Date of 7th Amendment *September 22, 2002*

Date of 8th Amendment *February 23, 2003*

Date of 9th Amendment *February 22, 2004*

Date of 10th Amendment *February 26, 2006*

Date of 11th Amendment *February 25, 2007*

Date of 12th Amendment *February 14, 2010*

Date of 13th Amendment, *February 26, 2012*

Date of 14th Amendment, *March 13, 2016*