

Bylaws for Unity in the Heart

ARTICLE I – Name

The name of this ministry shall be Unity in the Heart.

ARTICLE II – Purpose

Section 1. Statement of Purpose. The purpose of Unity in the Heart 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 (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, hereinafter referred to as UWM.

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, Unity in the Heart shall conduct services of worship and classes of instruction; and demonstrate the principles of Truth by using them in the operation of the ministry; and adopt other means that in the judgment of the minister will further the principles of practical Christianity among people everywhere.

Section 3. UWM. Unity in the Heart shall be a vital part of the worldwide Unity movement and a member of the UWM. Any member of this ministry may call upon the resources and support of UWM through its minister, co-ministers, Board of Trustees, staff, or through direct communication with UWM.

- A. **Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of UWM, and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- B. **Resources.** This ministry can benefit from its membership in UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- C. **Leadership.** This ministry shall have as its leader an ordained or licensed Unity Minister(s) approved for ministry employment by the UWM, a Licensed Unity Teacher(LUT), or a person serving under special dispensation approved by UWM. For the purposes of these bylaws, the term "minister" shall include a person serving under special dispensation of the UWM.
- D. **Teaching.** The principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials approved by UWM or other classes and workshops as deemed appropriate by the Board of Unity in the Heart.
- E. **Identifying Information.** The ministry shall comply with all requests for identifying information from UWM, including, but not limited to:
 - 1. A copy of the Article of Incorporation
 - 2. Copies of ministry Bylaws whenever updated.
 - 3. A copy of the deed to properties owned by the ministry
 - 4. Copy of the completed Form SS-4, Application for Employer Identification Number, once it has been returned to the ministry
 - 5. Copy of the Form 8822-B, change of Address or Responsible Party – Business Form that the IRS requests.

F. **Reports.** The ministry shall make annual reports to UWM as required.

ARTICLE III – Office and Official Records

Section 1. Principal Office. The principal executive office of Unity in the Heart will be fixed by the Board of Trustees. Said office shall be in Ramsey County, Minnesota or at such other place within the State of Minnesota as the Board hereafter shall designate. Unity in the Heart may also have offices at such other place or places as the Board may from time to time designate.

Section 2. Official Records. Records of membership, finances, donations, corporate minutes, and other records required by law or as designated by the Board of Trustees shall be maintained at the direction of the Board. 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 in the Heart will endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity and to further the work of this ministry through active interest, love and support. To become a member, a person shall commit to membership by participation in an orientation class, express his/her desire to become a member, and be officially recognized as a member.

Section 2. Powers and Privileges of Active Members:

- A. Members will have the right to vote at all community meetings at which the member is present.
- B. Members in attendance at annual community meetings shall constitute a quorum and shall have the power and authority to do all of the following:
 - 1. A majority vote of the members present and voting will be necessary for approval or disapproval of the action being voted upon. Proxy, absentee, or electronic (internet, e-mail, fax, text, etc.) voting are not allowed.
 - 2. Approve by a two-thirds (2/3) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds ten thousand dollars (\$10,000) or 25% of the previous year's gross income, whichever is greater.
 - 3. Override any action of the Board of Trustees provided that notice of the action to be voted upon is submitted to all active members ten (10) days prior to the meeting and is approved by three fourths (3/4) vote.
 - 4. Remove by two thirds (2/3) vote any or all Trustees from the Board of Trustees.
 - 5. Vote on any matters officially brought to the attention of the membership.
- C. Serve on ministry teams, if selected; speak in debate at any community meeting according to the rules provided for debate.
- D. Offer suggestions to the minister or Board of Trustees as may seem advisable for the good of this ministry.
- E. Contact the UWM regional representative or UWM directly for guidance, support, or information on available resources.
- F. Participate in all activities and programs of the ministry.
- G. Members may receive spiritual support from Prayer Chaplains, as available.

Article V – Community Meetings

Section 1. Annual Community Meetings. There shall be at least one annual community meeting each year held in March.

- A. **Date and Location of Meetings.** The annual community meeting shall be held at the principal site of the ministry and at a time established by agreement between the minister and Board of Trustees.
- B. **Notice.** Notice stating the date, time, and place of the community meetings will be given at least 10 days in advance.
- C. **Participation.** The right to speak, debate, make motions, and vote during community meetings may be restricted to those members present. UWM representatives have a right to speak when they have been invited by the minister, the Board of Trustees, or any member.
- D. **Prayer.** In any annual community meeting, a Board member, minister, a UWM representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such a request, the facilitator will provide a period of prayer and silence.

Section 2. Special Membership Meetings. Any time the affairs of this ministry warrant, a special community meeting may be requested by the minister, the Board, or by at least 25% of the active membership.

ARTICLE VI – Board of Trustees

Section 1. Membership. The Board of Trustees shall be composed of the minister and 3-6 members elected from the active membership of Unity in the Heart.

Section 2. Term of Office. The term of office for Trustees shall be 3 years. A Trustee may run for a second term and serve, if elected, for another 3 years. No Trustee will serve more than two consecutive terms without an interval of one year away from Board service. Any person who serves more than half of a term shall be credited with having served a full term. New Trustees will be installed and assume their duties in March after the annual meeting.

Section 3. Rotation. Each year, 1-2 Trustees will reach the end of a term.

Section 4. Prohibition of Service. People who are relatives are prohibited from serving on the Board at the same time. Any questions regarding relatives will be resolved at the discretion of the Board.

Section 5. Regular Board Meetings. Monthly meetings of the Board of Trustees will be held at a site and time determined by the Board.

Section 6. Special Board Meetings. Special meetings of the Board will be called, if requested.

Section 7. Quorum. A majority of the total number of Trustees shall constitute a quorum for the transaction of business.

Section 8. Minister Attendance. The minister attends 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.

Section 9. 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 a time for prayer about an issue. Upon such a request, the facilitator shall provide a period for prayer and silence.

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

- A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these Bylaws
- B. Uphold the highest best interests of the membership in conducting the business of this ministry
- C. Be conversant with these Bylaws and establish policy for the operation of this ministry
- D. Be faithful in attendance at services as well as Board and community meetings of this ministry
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes
- F. Administer the real and personal property of this ministry
- G. Make decisions regarding the sale, pledge, or proposed financing of real property belongings to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding ten thousand dollars (\$10,000) or 25% of the previous year's gross income, whichever is greater, shall be presented to the membership at a properly constituted membership meeting for final approval
- H. Employ a licensed or ordained Unity minister, an LUT or a person in good standing with UWM, through cooperation with the employment management procedures of UWM
- I. Establish the dates for the beginning and ending of the fiscal year; set and monitor a budget for each year
- J. Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the ministry
- K. Fill the unexpired term of any Trustee
- L. Select officers of the Board and their successors to fill any unexpired term, when necessary
- M. Create such ministry teams as needed to support the functions and responsibilities of the Board
- N. Consider other issues brought to their attention by the minister or members of the Board or Congregants
- O. Keep or cause to be kept an accurate record of members
- P. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations
- Q. Issue or cause to be issued 1099 and W-2 forms in compliance with Internal Revenue Service regulations
- R. Acknowledge in writing contributions in compliance with Internal Revenue Service regulations
- S. Secure liability insurance for all Board of Trustees members and minister
- T. Take such other actions as may be deemed necessary for the best interests of this community

- U. Strive at all times to achieve consensus decision making
 - 1. It is the Board members' responsibility to ensure that all Board members have the opportunity to speak up and provide input in a respectful environment
 - 2. It is the responsibility of all Board members to support the decisions of the Board
- V. Be responsible for seeking assistance from UWM in the event of a dispute adversely affecting the ministry.

Section 11. Selection of Board members

A. **Qualifications.** To be eligible to be selected to the Board of Trustees, a person must be an active member of Unity in the Heart. In addition, candidates for selection shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity; work to further the purposes of this ministry through active interest, love and support; be a sincere and continuing student of Unity, always remaining conversant with its teaching; shall attend Sunday services regularly; and shall have demonstrated leadership ability.

B. Nominating Ministry Team.

1. Selection. A Nominating Ministry Team will be formed at least three months prior to the annual membership meeting. The ministry team will consist of the senior minister or co-ministers and three active members selected in the following manner:

a. At the annual membership meeting, the membership shall from among the active membership of the ministry select one member and one alternate to serve on the Nominating Ministry 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.

b. The Board will elect one of its trustees to serve on the Nominating Ministry Team.

c. Together with the senior minister or co-ministers, the above two ministry team members will select a third person from among the active members to serve on the Nominating Ministry Team and be its chairperson.

d. In the event of an interim Board, the Nominating Ministry Team shall complete its selection process within thirty (30) days from the establishment of the interim Board.

2. Duties and Responsibilities. The Nominating Ministry Team will initiate a search for at least two qualified candidates for nomination as members of the Board of Trustees. The report of the Nominating Ministry Team will be sent to all active members at least fifteen (15) days prior to the annual membership meeting.

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

1. Read Article VI, Section 10A and 10D of these bylaws just prior beginning the process of nomination and election;

2. Call upon the Chairperson of the Nominating Ministry Team to offer the ministry team's nominations; and,

3. Call for additional nominations from the floor.

D. Election Procedure. The election shall be by ballot if there are any partial terms to be filled or there are more than two nominees. The result of the vote shall be announced to the annual meeting. The two nominees receiving the largest number of votes will be elected to full three (3) year terms. The candidates receiving the next highest number of votes will be elected to the longest unexpired term.

Section 12. Removal from office by the Board of Trustees. Any Trustee may resign at any time. In addition any Trustee may be removed by the Board of Trustees for failure to fulfill the duties of the office, including repeated absences from regular Board meetings.

Section 13. Vacancies. Should a vacancy occur among the elected members of the Board of Trustees, the Board shall select a qualified replacement to fill the vacancy.

Section 14. Board of Trustees - Officers. The officers of the Board of Trustees shall, at minimum, be a Chair, a Secretary, and a Treasurer. There may also be a Vice-Chair. A member may fill more than one of these positions simultaneously. All officers will be selected in a manner determined by the Board at the first Board meeting after the annual installation of new Board members or at a special meeting called for the purpose of selecting officers. The term of office shall be decided by consensus of the Board.

Section 15. Duties of Officers.

- A. **Chair.** The Chair shall preside at all Board of Trustees meetings; sign such papers and documents upon proper authorization as may be necessary; and keep or cause to be kept an accurate record of the minutes of all Board and membership meetings.
- B. **The duties of all members of the Board include:** appoint Ministry Teams; plan and conduct Board orientation, retreats and workshops; keep or cause to be kept reports, contracts, other legal papers and accurate membership lists; be responsible for the proper legal and appropriate handling of funds of the organization, as itemized in the role of the organization accountant.

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of Unity in the Heart shall be vested in the minister as the administrative director and the Board of Trustees elected from the membership.

Section 2. Minister. The minister will be a duly licensed or ordained Unity minister, an LUT, or a person in good standing with UWM.

- A. **Duties.** As the spiritual leader of this ministry, the minister (in conjunction with Board) will be responsible for the scheduling, conduct and content of services, classes and all other activities that further the purpose of this ministry. As administrative director, the minister shall:
 - 1. Be responsible for the complete functioning of this ministry, including the hiring and termination of all service providers
 - 2. Serve as a voting member of the Board of Trustees on all matters except their own employment or that of their successor
 - 3. Ensure the creation of ministry teams related to these duties and work with the Board to appoint the members of such ministry teams

4. Serve as ex officio member of all ministry teams
 5. Be responsible for seeking assistance from UWM in the event of a dispute adversely affecting the ministry
- B. **Selection.** The Board of Trustees shall select the minister following the employment procedures for ministerial personnel of UWM
- C. **Compensation.** The compensation of the minister shall be set by the Board of Trustees.

ARTICLE VIII – Ministry Teams

Ministry Teams may be appointed by the Board of Trustees or the minister for their respective areas of responsibility.

ARTICLE IX – Dissolution

Upon dissolution of the ministry, all property and funds remaining after the payment of the debts of the ministry will be dispersed at the discretion of the Board as follows:

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 shall be for the use and benefit of the Association as may be determined by its Board of Trustees, in alignment with current policies and procedures.

The Association shall make available according to its current policies and procedures, funds for the reestablishment of a Unity Church or Center in St. Paul, MN.

Should the Association no longer exist, any assets remaining of the ministry after dissolution shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to the state or local government, for a public purpose.

ARTICLE X – 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 sent to all active members at least fifteen (15) days prior to the meeting at which they will be considered. An affirmative vote of three-fourths (3/4ths) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these bylaws. To take effect, any amendment(s) to or general revision of these bylaws must also be ratified by a 2/3rds vote of the members of the Board of Trustees present and voting at the first meeting of the Board following the adoption of such amendment(s) or general revision.