

**BYLAWS - UNITY OF CENTRAL FLORIDA**  
**Orlando, Florida**

**ARTICLE I – BY-LAWS**

The name of this local ministry shall be **Unity of Central Florida**, Orlando, Florida.

**ARTICLE II - Purpose**

**Section 1. Statement of Purpose.** The purpose of Unity of Central Florida (UCFL), a Florida nonprofit corporation, (hereinafter referred to as “ministry”) is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and other spiritual teachers and interpreted by the Association of Unity Churches, Inc., doing business as Unity Worldwide Ministries, a Georgia nonprofit corporation, with headquarters at Unity Village, Missouri, hereinafter referred to as Unity Worldwide Ministries (UWM); and, to live its vision, mission and core values as adopted by the members of UWM from time to time.

**Section 2. Accomplishment of Purpose.** In the accomplishment of this purpose, Unity of Central Florida 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, (or co-ministers) shall further the principles of positive practical Christianity.

**Section 3. Unity Worldwide Ministries.** Unity of Central Florida shall be a vital part of the worldwide Unity movement and a member of UWM. Any member of this ministry may call upon the resources and support of UWM through its Senior Minister (or co-ministers), Board of Trustees, staff, or through direct communication with UWM.

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

- 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 the Southeast 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 UWM or a person serving under special dispensation approved by UWM. For the purpose of these By-Laws, the term “minister” shall include a person

serving under special dispensation of UWM.

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

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

1. Articles of Incorporation.
2. By-Laws whenever updated.
3. Deeds to properties owned by the ministry.
4. Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry.
5. Form 8822-B, Change of Address or Responsible Party.

**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 the ministry shall be fixed by the Board of Trustees. Said office shall be in Orange County of Florida or at such other place within Florida as the Board of Trustees hereafter shall designate. The ministry may also have offices at such other place or places as the Board of Trustees may from time to time designate.

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

### **ARTICLE IV - MEMBERS**

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

**Section 2. Membership Application.** Anyone who has reached the age of thirteen (13) desiring membership in Unity of Central Florida shall file an application for membership with the ministry office. In addition, prospective members may need to meet additional requirements according to current ministry policy. The application shall be presented to the Board of Trustees at its next regular meeting by the executive director and Senior Minister. A majority vote of the Trustees, present and voting shall be required for the applicant to become a member. The applicant shall be notified of the Board's action by the Board

Secretary. All staff ministers and active licensed Unity teachers are considered members of this ministry.

### **Section 3. Membership.**

- A. **Class of Membership.** There shall be three (3) classes of member of this ministry: active, inactive and youth. Active members have full membership rights and may participate and vote in any membership meeting.
- B. **Active Members.** Sixty (60) days after acceptance, a new member shall have voting rights at all membership meetings up through and including the next regularly scheduled annual membership meeting after joining the church. Additionally, active members shall be assigned a prayer chaplain who will make monthly wellness calls to the member.
- D. **Inactive Members.** To retain membership rights, each member must indicate a desire to remain a member by completing and returning to the church a yearly membership renewal document as approved by the Board of Trustees. Members will be reminded by the executive director four months prior to the annual membership meeting and provided the forms to renew as directed by the Board of Trustee secretary. If no current membership document is on file prior to, or at, the annual membership meeting, that person becomes an inactive member and cannot serve on the Board of Trustees or vote at any membership meetings.
- D. **Youth Members.**
  - 1. Youth membership is open to those who are no less than thirteen (13) years of age and no more than seventeen (17) years of age.
  - 2. A youth member shall have the right to speak at all meetings which members have the right to speak. Youth members shall be ineligible to vote at the annual and special business meetings. Upon obtaining the age of eighteen (18) a youth member becomes a voting member.
  - 3. Youth members are not eligible to serve as members of the Board of Trustees.
- E. **Transferring of Prospective Members.** Prospective members wishing to transfer membership from another UWM affiliate must apply for membership with the Board of Trustees to achieve active member status at Unity of Central Florida.

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

- 1. **Reinstatement within two years.** Former members, who wish to return to membership within the first two years after losing membership, who meet membership qualifications and fill out a yearly membership renewal document, and when approved by the Board of Trustees, shall be reinstated as members. In order to vote at a membership meeting such members must fulfill

these requirements at least sixty (60) days before a membership meeting.

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

**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 66% 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 66% vote.

**Section 6. Rights of Members.** Each member of Unity of Central Florida shall have the responsibility to do the following:

- A. To vote at any membership meeting, either in person or by other electronic means simultaneously.
- 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 in writing 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.
- G. To elect two (2) members to serve on the Nominating committee for the Board of Trustees membership.

## **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 on the last Sunday in January or extended as needed no later than two (2) months into the operating budget at the principal location of the ministry established by agreement between the senior minister or co-ministers and Board of Trustees, unless the Board of

Trustees determine it is appropriate to reschedule within the first nine (9) weeks of the year. In case of an emergency, an electronic meeting may be held as deemed necessary by the Board chair.

- 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.
- C. Quorum.** The active membership in attendance at a noticed annual membership meeting shall constitute a quorum.
- 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 active 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 66% 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 active 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 the following:
  - 1. Elect members and an alternate to the Board of Trustees.
  - 2. Approve proposed amendments to these By-Laws.
  - 3. Approve by a 66% 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. 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 66% vote.
  - 5. Remove by 66% vote any or all trustee(s) from the Board of Trustees provided notice of the action is sent by mail or email to all members in writing fifteen (15) days prior to the meeting.

6. 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.

7. Vote on any matters officially brought to the attention of the active membership.

**H. Prayer.** In any annual membership meeting, the Board President, Minister(s), UWM representative or any member may request that action on an item of business be suspended while the membership enters into a time of prayer concerning the item of business. Upon such request, the presiding officer shall provide a period of prayer and silence.

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

**A. Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special membership meeting may be requested by the Senior Minister (co-ministers) by a majority vote of the Trustees, currently serving on the Board of Trustees or by a petition signed by ten percent (10%) 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 call the meeting on behalf of the requesting party within thirty (30) days of the receipt of the request. The notice of a special meeting shall be sent by postal or electronic mail to all members at least fifteen (15) days prior to the meeting. The location, quorum, presiding officer, participation, voting, and prayer provisions for special membership meetings shall be the same as those for annual meetings.

**C. Special Meeting Business.** Business conducted at a special meeting shall be limited to the pre-stated purpose(s) given in the meeting notice.

**D.** In the case of an emergency, electronic meetings may be held at the discretion of the Board of Trustees.

## **ARTICLE VI – Board of Trustees**

**Section 1. Composition.** The Board of Trustees shall be composed of the Senior Minister (co-ministers) and at least six (6) other Trustees and one non-voting alternate. The Trustees shall be elected from among the active membership of Unity of Central Florida at the annual membership meeting.

## **Section 2. Eligibility and Term of Office.**

### **A. Qualifications.**

1. To be eligible to be elected to the Board of Trustees a person must be an active member of Unity of Central Florida for at least one (1) year.

2. Candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity Worldwide Ministries and have the desire and time to serve on the Board of Trustees.
3. Further the work of this ministry through his/her active interest, love, support, and tithes.
4. Is a sincere and continuing student of Unity and is conversant with its teachings.
5. Has demonstrated leadership capabilities.
6. Shall be conversant with these By-Laws and guidelines for Unity Board effectiveness.

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

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

1. Any active licensed Unity teacher from this ministry.
2. Relatives, significant others or household members of any Trustee of the ministry.
3. Individuals receiving compensation from the ministry, with the exception of the Senior Minister (or co-ministers).
4. Relatives, significant others or household members of any individual receiving compensation from the ministry may serve on the Board, but may not vote on any matter of compensation as it relates to such individual or business entity owned by such individual.

**Section 4. Regular Board Meetings.** Regular meetings of the Board of Trustees shall be held at least once a month, unless otherwise determined by the Board. There must be a minimum of one (1) meeting per quarter. Meetings may be held electronically in the case of an emergency.

**Section 5. Special Board Meetings.** Special meetings of the Board shall be called by the President of the board if requested by the Senior Minister (or co-ministers), by three (3) or more Trustees, by a written petition of ten percent (10%) of the ministry's voting members, or by the Board President, if the President deems it necessary. Any request for a special board meeting shall be made in writing to the Board secretary. All current Board members, including the Senior Minister (or co-ministers), shall be sent notice by postal or electronic mail of any special board meeting at least seventy-two (72) 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.

**Section 6. Action without a Meeting.** The Board may take an action without a meeting if a consent in writing, setting forth the action so taken, is signed or electronically acknowledged, by all of the Board members and is thereafter ratified at a regular or special meeting.

**Section 7. Quorum.** A majority of the total number of Trustees, including the Minister(s), (co-ministers) constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the Trustees present, and voting shall be necessary for approval of the action being voted upon. Should the total number of Trustees, including the Minister(s), fall below a quorum, the remaining Trustees shall refer to and implement Section 13 concerning vacancies. Telephonic or electronic attendance is permitted and is not considered an absence.

**Section 8. Board Authority.**

- A. Except as provided in these By-Laws, all authority is vested in the Board of Trustees only when it meets in session after notice to all Trustees and the Senior Minister (co-ministers), and a quorum is present.
- B. When discussing the Minister's (co-ministers) compensation, working conditions, or review of the Minister's work record the Board (including the Senior Minister or co-ministers) may decide to exclude the Minister (co-minister) from that portion of the discussion.

**Section 9. Prayer.** It is important that in addition to adhering to the normal procedures for legal functioning set forth in these By-Laws, that the spiritual principles taught by Unity Worldwide Ministries be utilized in the handling of decisions before the Board of Trustees. During the discussion of any item of business, a Trustee may request time for prayer concerning the topic. Upon such request, the President shall provide a period of 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 (Accomplishment of Purpose) of these By-Laws.
- B. Uphold the best interests of the membership in conducting the business of this ministry.
- C. Be conversant with By-Laws, Articles of Incorporation, and establish policy for the operation of the ministry.
- D. Be faithful in attendance at weekly services as well as board, membership, and special team meetings of this ministry.



- E.** Determine the business needs of this ministry and authorize payment of funds for those purposes.
- F.** Provide for the administration of the real and personal property of this ministry.
- G.** Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding fifty thousand dollars (\$50,000) or thirty-five percent (35%) of the previous year's income, whichever is less, shall be presented to the membership at a properly constituted membership meeting for final approval.
- H.** Employ an ordained or licensed Unity Minister (co-ministers) through cooperation with the employment procedures of the Unity Worldwide Ministries (UWM).
- I.** When conflict arises between the Board and the Board and/or the senior minister (or co-ministers), such ministry shall seek to reconcile differences and immediately notify UWM for help with procedures and to provide guidance and consultation. After a ministry and its Senior minister (or co-ministers) have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the Board of Trustees may terminate the employment of a Senior Minister (or co-ministers) by a 66% vote (excluding the Minister.) If the Senior Minister (co-ministers) position becomes vacant, the board shall notify UWM within three (3) business days.
- J.** In consultation with the Senior Minister (co-ministers), determine staff positions, including Associate and Assistant Ministers, and authorize compensation through the annual budget process.
- K.** Establish the fiscal year as the calendar year, unless the Board finds a compelling reason to adopt a non-fiscal calendar year.
- L.** Adopt an annual income and expense budget.
- M.** Authorize periodic reviews or audits of the finances of the ministry of which may be conducted by an outside auditor or from a committee of members elected by the Board.
- N.** Ensure accounting records are current and properly maintained for all aspects of the ministry. When deemed appropriate by the Board, a qualified accountant may be employed for this purpose.
- O.** Approve applicants for active membership and remove former members from the active membership rolls.
- P.** Approve yearly membership renewal documents and provide for their distribution four (4) months prior to annual meeting. Keep or cause to be kept an accurate record of active members and former members.

- Q.** Fill the unexpired term of any Trustee working in collaboration with the nominating committee.
- R.** Elect officers of the Board and their successors to fill any unexpired term when necessary.
- S.** Create such board committees as needed related to board functions and responsibilities of the board.
- T.** Communicate with the President of the Board on appointments to such committees.
- U.** Attend and actively participate with ongoing Board education program.
- V.** Consider issues brought to their attention by the Minister (co-ministers) or other members of the board.
- W.** Keep or cause to be kept a background check on all staff and volunteers directly involved with the children's programs and the Treasurer of the Board of Trustees.
- X.** Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; acknowledge in writing contributions in compliance with Internal Revenue Service regulations.
- Y.** Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations.
- Z.** Secure insurance covering the building, grounds, and other properties, as well as worker's compensation insurance and liability insurance for all Board of Trustee members, Minister (co-ministers), and either a fidelity bond or theft and dishonesty insurance for all persons who handle money.
- AA.** Take such other actions as may be deemed necessary for the best interests of this ministry including the creation and enforcement of Conflict of Interest policies.
- BB.** Send or cause to be sent the Annual Ministry Report to UWM.
- CC.** Serve without compensation.
- DD.** Prepare or cause to be prepared a manual of Board of Trustee responsibilities and key actions to be performed annually.
- EE.** Prepare or cause to be prepared and keep current a policy and procedures manual to include job responsibilities of the Senior Minister, (co-ministers), interns and all paid staff.

## **Section 11. Nomination and Election.**

### **A. Nominating Committee.**

1. **Section.** A Nominating Committee shall consist of the Senior Minister (co-ministers) who is a nonvoting member, one (1) current Board member and two (2) active members of the ministry selected at the annual membership meeting.
  - a. At the annual membership meeting, the members shall select two (2) active members to serve on the Nominating Committee for the following year's election. In the event a person elected to serve becomes unavailable the Board shall select a person from among the active members who is not a current member of the board to fill the vacancy.
  - b. The Board shall elect one of its trustees to serve on the Nominating Committee.
  - c. The Nominating Committee shall select the Chair from among the three (3) congregant members.
  - d. In the event of an interim Board, the Nominating Committee shall complete its selection process within thirty (30) days from the establishment of the interim board.
2. **Duties and Responsibilities:** The Nominating Committee shall initiate a search for at least one (1) qualified candidate per opening for nomination as a member of the Board of Trustees. The report of the Nominating Committee will be presented at the annual membership meeting.
  - a. Other Nominations. Any active member wishing to nominate another active member may do so by contacting the Nominating Committee no later than fifteen (15) days in advance to the annual membership meeting.
  - b. Self-Nominations. Any active member may submit their name to the nominating committee no later than 15 (fifteen) days prior to the annual membership meeting, such nominees shall then be placed on the Board ballot for election at the annual membership meeting.

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

1. Read Article VI, Section 2 (Qualifications) and Section 10 (Duties and Responsibilities of the Board of Trustees) of these By-Laws just prior to beginning the process of nomination and election; and
2. Call upon the Chairperson of the Nominating Committee to offer the nominations from the nominating committee.

**C. Election Procedure.** The election shall be by ballot if there are any partial terms to be filled or there is more than one (1) nominee for each position. The result of the vote shall be announced at the annual meeting. The nominees receiving the highest number of votes shall be elected to the Board of Trustees for a three (3) year term.

**D. Alternate.** One (1) alternate shall be elected to the Board by the membership of UCFL. The alternate shall be chosen by receiving the greatest number of votes, after the six (6) Board members have been selected. The alternate shall attend all board meetings. The alternate shall have no voting privileges. The alternate shall immediately replace a vacant board member's

position should one become available. The alternate shall assume full voting privileges at the time he/she assumes the position of the departing board member, and serve until the original member's term has been filled.

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

**Section 13. Vacancies.**

- A. Should there be a vacancy on the Board of Trustees, the Board shall select a qualified replacement to fill the position. A majority vote shall be necessary for election. The term of service shall expire on the date of the next annual meeting.
  
- C. Should the number of Board members fall beneath the quorum requirement, the remaining Board members shall be empowered to call and hold the special meetings allowed by Section 13.C and to carry on the necessary day-to-day activities of the ministry.
  
- C. Should the number of Board members fall beneath a quorum, two special membership meetings shall be called.
  - 1. The first special meeting shall occur within thirty (30) days with notice of the meeting sent by postal or electronic mail to all members at least fifteen (15) days prior to the meeting. The purpose of this meeting shall be:
    - a. To elect interim Board members.
    - b. To constitute or reconstitute the nominating committee.
    - c. To set the date for a second special meeting. The second special membership meeting shall be held no later than seventy-five (75) days after the first meeting with notice sent to all members by postal or electronic mail at least fifteen (15) days prior to the meeting. The purpose of the second board meeting is described in the Section C number 3 below.
  - 2. The Nominating Committee shall:
    - a. Complete their search for board nominees within thirty (30) days of the first special membership meeting.
    - b. The results of the nominating committee's work shall be mailed to all members within forty-five (45) days.

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

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

**Section 14. Board of Trustees Officers.** The officers of the Board of Trustees shall be a President, a Vice President, a Secretary, and a Treasurer. All officers will be selected at the first board meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. All officers shall be elected by a majority of the Board members present and voting. The term of office shall be one (1) year or until successors are elected or qualified.

#### **Section 15. Duties of Officers.**

**A. President.** The President shall:

1. Preside at all Board of Trustees meetings and at all membership meetings.
2. Appoint members of ministry teams related to board functions (except the nominating committee) with the advice of the Board.
3. Serve as an ex -officio member of all ministry teams except the Nominating Committee.
4. Sign such papers and documents upon proper authorization as may be necessary.
5. Be responsible for collaborating with the Senior Minister (co-ministers) in the planning of board orientations, retreats, and workshops.
6. Will establish a schedule for counting of tithes. Account for or cause to be accounted for by the appointment of qualified persons all funds received, being responsible to assure that all such funds are deposited in accounts authorized by the Board. When counting ministry funds there should be at least two (2) persons present.
7. Have ability to propose motions to the Board of Trustees and vote on all motions.
8. Prepare or cause to be prepared a bi-annual report for the membership.
9. Will convene a By-Laws committee every two (2) years for the purpose of updating and modifying the information contained herein. The committee will commence meeting four (4)

months prior to the scheduled annual membership meeting. The committee shall be composed of two (2) members of the Board of Trustees and two (2) active members of the congregation as well as a resource person from UWM, if deemed necessary by the Board of Trustees, to share best practices from other congregations. The recommendations will be presented to the Board of Trustees for their review and adoption, to be in-turn presented at the annual membership meeting for a vote. The final recommendations shall be made available to the members 30 days prior to the meeting date.

**Vice President.** The Vice President shall:

1. Assist the President in the performance of that officer's duties.
2. Perform all the duties of the President of the Board in the absence of the President.
2. Succeed to the office of President in case the office of the President becomes vacant. In such a case, a new Vice President shall be elected from among the remaining Trustees to fill the remainder of the unexpired term.

**B. Secretary.** The Secretary shall:

1. Keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings.
2. Hold in custody and be responsible for all reports, contracts, and other legal papers.
3. Keep the meeting minute books at the principal executive office of the ministry, at all times, or in such other depository as prescribed by the Board.
4. Be a signatory to any legally required documents which the state or local government determine necessary.
5. Attend to all official business as directed by the board.
6. Keep or cause to be kept an up-to-date membership list and distribute, or cause to be distributed annual membership renewal cards to all members in accordance with the By-Laws.

**C. Treasurer.** The Treasurer shall:

1. Be custodian of all funds belonging to this ministry.
2. Pay out or cause to be paid out funds authorized by the Board, seeing that all expenditures are evidenced by proper receipts and vouchers.

3. Keep or cause to be kept a record of all financial transactions.
4. Submit monthly financial reports at each regular board meeting.
5. Submit a financial report covering the last complete fiscal year and a budget for the upcoming year to be approved by the UCFL active membership at the annual membership meeting.
6. Assure report on any audit deemed necessary.
7. The Treasurer is required to pass background check for the faithful performance of their duties.

### **ARTICLE VII – Emergency Situations**

In the case of a national emergency declared by the President of the United States, a state emergency declared by the Governor, or a local emergency as determined by a 66% vote of the local ministry Trustees present and voting, the Board of Trustees is authorized to meet by electronic means and to have the full power to adjust budgets and cancel/postpone events or reschedule them as electronic meetings. As long as the emergency lasts, the Board of Trustees may take any other emergency actions deemed helpful and necessary to assure the welfare of this ministry.

### **ARTICLE VIII– Administration and Leadership**

**Section 1. Administration.** The administration, management and leadership of Unity of Central Florida shall be vested in the Senior Minister who is the Administrative Director and the Board of Trustees. The administrative management shall be implemented by the Executive Director.

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

**A. Senior Minister (Co-Ministers).** The Senior Minister (co-ministers) shall be duly licensed or ordained Unity Minister(s), Center for Spiritual Living (CSL) Ministers who have met the requirements of UWM to serve in a Unity congregation, or someone serving under special dispensation.

1. **Qualifications.** Any Minister shall agree to abide by the UWM Code of Ethics and the Sexual Conduct Policy.
2. **Duties.** As the spiritual leader(s) of this ministry, the Senior Minister (co-ministers) shall 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(s), the Minister(s) shall:
  - a. Be responsible for the functioning of this ministry, including the hiring and termination of

all employees including associate or assistant ministers and reports to the board of trustees any event affecting the ministry including staff positions.

- 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 creating specific ministry teams related to their 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.
  - f. Shall submit to the Board of trustees for approval, any expenditure in excess of \$1,000.
  - g. Shall disclose to the Board of Trustees any transaction that may give rise to appearance of a conflict of interest including potentially large gifts, and all educational programs, books, courses, seminars, video's, CD's etc. if completed on UCFL time as they are property of Unity of Central Florida.
3. **Selection.** The Board of Trustees shall select the Senior Minister (co-ministers) following the employment procedures for ministerial personnel of UWM and ministry specific policies and procedures in the UCFL policy and procedures manual.
  4. **Compensation.** The compensation of the Senior Minister (co-ministers) employed by this ministry shall be set by the Board of Trustees and be in alignment with the approved budget.

**B. Associate and/or Assistant Ministers.** Associate and/or Assistant minister(s) are hired by the Senior Minister (or co-ministers) with the consent and approval of the Board of Trustees. These Ministers function with less responsibility than the Senior Minister (or co-ministers).

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) in accordance with their job description.
3. **Compensation.** Within the range of the amount funded by the Board of Trustees, the compensation of the Associate and/or Assistant Minister(s) shall be fixed by the Senior Minister (co-ministers).



**C. Executive Director.** The executive director is hired by the Senior Minister (co-ministers) in consultation with the Board of Trustees.

1. **Qualifications.** Any executive director shall agree to abide by the UWM Code of Ethics and Sexual Conduct Policy.
2. **Duties.** The executive director shall perform the duties and fulfill the responsibilities assigned them by the Senior Minister (co-ministers) in accordance with their job description.
3. **Compensation.** Within the range of the amount funded by the Board of Trustees, the compensation of the executive director shall be fixed by the Senior Minister (co-ministers).

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

- A. Unity Ministry.** A member ministry is a ministry recognized by UWM.
- B. Senior Minister.** A Senior Minister is a Unity Minister, duly ordained, licensed or serving under special dispensation by UWM, CSL or Unity School of Christianity prior to July 1, 1966, who assumes the spiritual and administrative leadership role in a member ministry. This leader oversees teaching, speaking, healing, counseling, praying and all spiritual services and fellowship activities of the ministry. The Senior Minister shall also be responsible for overseeing the administration and operation of the ministry in consultation with Board of Trustees.
- C. Co-Minister.** In shared partnership ministries, a co-minister is a Unity Minister, duly ordained or licensed by UWM, CSL or Unity School of Christianity prior to July 1, 1966 or serving under special dispensation, who equally assumes the leadership role with another minister in a member ministry.
- D. Associate Minister.** In ministries with more than one minister, an Associate Minister may be equal in ability, but function with less responsibility than the Senior Minister (co-ministers). The Associate Minister reports to the Senior Minister (co-ministers), who determines the scope of the Associate's responsibilities.
- E. Assistant Minister.** The skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. The Assistant Minister reports to the Senior Minister, who determines the scope of the Assistant's responsibilities. The Assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation or administrative support.
- F. Interim Board.** If the Board of Trustees falls below quorum requirement, an interim board is elected by the active membership at a special meeting.

## **ARTICLE IX – Dissolution**

In the event that this ministry is dissolved, all property and funds remaining after the payment of the debts of the ministry shall be delivered to UWM. Such funds or property shall be for the use and benefit of UWM as may be determined by the UWM Board of Trustees in alignment with current policies and procedures. Should UWM no longer exist, any remaining assets of this ministry after dissolution shall be disposed of by a court of competent jurisdiction of the county in which the principal executive offices of the ministry is 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 501(c) (3) of the Internal Revenue Code of 1954 as amended.

**ARTICLE X – Parliamentary Authority**

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* (12th edition) shall govern this ministry in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the ministry may adopt.

**ARTICLE XI – Amendment of By-Laws**

[NOTE: To take effect, any amendment(s) to or general revision of these By-Laws must also be ratified by 66% 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 and then by vote of the active membership.

ATTEST:

These By-Laws adopted by the membership at the annual membership meeting on the last Sunday in January or extended as needed no later than two (2) months into the operating budget, or at any specially called meeting with proper notice, supersede all previous By-Laws adopted by Unity of Central Florida.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date