# BYLAWS FOR

# UNITY SPIRITUAL

# CENTER OF CENTRAL MINNESOTA

# ARTICLE I

**Identification**

Section 1.01- STATEMENT OF PURPOSE

The purpose of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA, a Minnesota corporation, is to teach the truth of Jesus Christ as interpreted by Unity School of Christianity, Unity Village, Missouri, and approved by the Unity Worldwide Ministries, hereinafter

referred to as UWM, a non-profit corporation organized and existing under the laws of the

State of Georgia, with headquarters at Unity Village, Missouri. In the accomplishment of

this purpose UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall endeavor to conduct services of worship, classes of instruction, and adopt other means that in the judgment of the Minister will further the principles of practical Christianity among humankind.

Section 1.02-UWM MEMBERSHIP AND RESPONSIBILITIES

UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA is a member of UWM.

The operation and conduct of this Ministry shall comply with the regulation and policies of UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the State of Minnesota.

1. Leadership. This Ministry shall have as its leader an ordained minister, or a licensed Unity teacher or Spiritual Leader assigned by UWM. Refer to Section 3.02c.
2. Teaching. The principles of practical Christianity shall be taught through this Ministry using methods, textbooks, literature, and other materials provided by UWM.
3. Reports. As Administrative Director of this Ministry, the Minister will make annual reports to UWM on forms supplied by UWM.

**ARTICLE II**

# Membership

Section 2.01 QUALIFICATIONS

A member of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall endeavor to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity. He/she shall further the work of this Ministry through his/her active interest love, and support.

Section 2.02- ELECTION OF MEMBERS

Anyone desiring membership in UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall be received into membership at a time arranged by the Minister, or by the Board of Directors in the event of ministerial vacancy. Upon annual renewal, Members shall hold membership as long as he/she desires to study and apply the fundamental principles of the Unity teachings.

Section 2.03- POWERS OF MEMBERS

1. Elect members to the Board of Directors as per Section 3.04.
2. Vote at any membership meeting called in accordance with Section:2.04, at which a Member is present.
3. Ratify the Bylaws of this Ministry or any changes thereto as per Section 5.01.
4. Vote on any question of sale or pledge of real property owned and used for the operation of this Ministry which exceeds Twenty Five Thousand dollars ($25,000) in value. A seventy-five percent (75%) affirmative vote of all members present and voting shall be necessary to approve the issue.
5. Elect a member, and his/her alternate, to serve on the Nominating Committee as per Section 3.04b.
6. Call a special membership meeting when the affairs of this Ministry warrant such action. Refer to Section 2.04b.
7. Vote to override any action of the Board of Directors providing it is communicated to the membership in writing ten (10) days prior to the subsequent meeting of the membership. Seventy-five percent (75%) of a quorum is necessary to override the Board action.
8. Vote for the removal of any Director from his/her office in accordance with Section 3.05a.
9. Vote on any matter date and at the time of day designated by the Minister and the Board of Directors.
10. Offer suggestions to the Minister or Board of Directors as may seem advisable for the good of the Ministry.

Section 2.04 MEETING AND QUORUM

1. Annual Membership Meeting. The annual Membership Meeting of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall be held at its official headquarters on the date and time of day designated by the Minister and the Board of Directors.
2. Special Membership Meetings. Any time the affairs of this Ministry warrant, a special meeting may be called by:
3. The Minister.
4. A Majority of the Directors of the Board.
5. Submitting a petition having been signed by twenty-five percent (25%) of the Membership; a written request must be submitted to the board, who shall, within a reasonable length of time, call the meeting on behalf of this requesting party.

Section 2.05 The Purpose(s) for any Special Membership Meeting shall be stated in the written notice to the Membership and business conducted at said Special Meeting shall be limited to the pre-stated purpose( s).

1. Written Notice. Written notice stating the date, time, and place shall be physically or electronically mailed to all members at least ten (10) days before any membership meeting.
2. Quorum. Those active members present and voting at a membership meeting called pursuant to the notice provisions of Section 2.05a. [written notice] will constitute a quorum for the transaction of business at any membership meeting.
3. Participation. Participation in the business affairs of any Membership meeting shall be restricted to members in attendance.
4. Voting. Except where otherwise provided herein, the vote of a majority of the members present and voting shall be necessary for approval or disapproval of the action being voted on. (Refer to Section 2.03d & g, and Section 5.01.

**ARTICLE III**

**Government**

Section 3.01 - ADMINISTRATION

The government of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall be

vested in the board of Directors elected from Membership, and the Minister, as the Administrative Director.

Section 3.02- MINISTER

1. Duties. As Spiritual Leader, the Minister shall be responsible for scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this Ministry as stated in Section 1.01. As Administrative Director, the Minister shall be:
   1. Responsible for the complete functioning of this Ministry.
   2. A voting member of the Board of Directors on all matters except his/her own employment, or that of his / her successor
   3. A member of all committees.
2. Compensation. The compensation of the Minister shall be fixed by agreement between the Minister and the Board of Directors.
3. Vacancy. Should a vacancy occur in the office of the Minister, the Board of Directors shall communicate with the Director of Ministry Services of UWM to obtain resumes of approved Ministerial candidates.

Section 3.03- BOARD OF DIRECTORS- MEMBERS

Structure. The Board of Directors shall consist of the minister(s) and six Directors elected from the membership of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA. Each elected Director will hold office for three years, or until a successor is duly elected. The terms of two elected Directors will expire annually and their offices will be filled at the annual membership meeting in accordance with Section 3.04 [Board of Directors Election] No elected Director will serve more than two consecutive terms of three years each without an interval of one year between terms.

* 1. 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 Directors. During the discussion of an item of business, any Directors may request time for prayer about the issue. Upon request the President shall provide a period of prayer and silence.
  2. Duties. As representatives of the membership, the Board of Directors will:
     + 1. Uphold the spiritual purpose of this ministry as stated in 1.01 [Statement of Purpose].
       2. Be conversant with these Bylaws, and establish policy for the operation of the church.
       3. Uphold the highest interest of the membership in conducting the business of this ministry. Be conversant with these Bylaws, and establish policy for the operation of the church.
       4. Be faithful in attendance at service, Board and membership meetings of this ministry.
       5. Make determination of the business needs of this ministry and authorize payment of monies for those purposes.
       6. Administer the property of the ministry, both real and personal.
       7. Make determinations on the sale, pledge, or proposed financing of real or personal property belonging to the ministry. All decisions in favor of the sale, pledge, or proposed financing of real properly 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 2.03d [powers of active members].
       8. Authorize the employment and termination of the Minister and all staff personnel and set and approve their salaries. (See section 3.02)
       9. Set dates for the fiscal year.
       10. Act to fill an unexpired term of any Director in accordance with Section 3.05b.
       11. Elect officers of the Board, and their successors to fill any unexpired term when necessary. See Section 3.07.
       12. Communicate with the Director of Ministry Services of UWM for aid in resolving any matters concerning the Minister's services, which cannot otherwise be reasonably resolved.
       13. Consider other duties brought to their attention by the Minister and other Directors.
       14. Will secure fidelity bond for person handling church monies.
       15. Will secure liability insurance for all Board of Directors members and minister(s).
       16. Seek Association assistance in the event of a dispute adversely affecting the ministry.

Section 3.04- BOARD OF DIRECTORS ELECTION

1. Qualifications. Any candidate for election to the Board of Directors must be an active member of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA. He/she shall be a person who:
2. Desires to serve on the Board.
3. Endeavors to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity.
4. Furthers the work of this Ministry through his/her active interest, love and support.
5. Nominating Committee. A Nominating Committee shall be formed at least 60 days prior to the Annual Membership Meeting, and shall initiate a search for at least two qualified candidates for the Board of Directors. The committee shall consist of the Minister and three members selected in the following manner:
6. At the Annual Membership Meeting, the Membership shall elect one of its members, and an alternate, to serve on the Nominating Committee for the next year's election.
7. The Board shall elect one of its Directors.
8. The above two Committee Members, together with the Minister, shall select a third Committee member from the Membership who shall become Chairman of the Nominating Committee.
9. Nominating Procedure. As the presiding officer at the Annual membership Meeting, the President shall:
   1. Read Section 3.04 just prior to the call for nomination.
   2. Call the Chairman of the Nominating Committee to present the Committee's nominations.
   3. Call for additional nominations from the floor. Additional nominations may be made from the floor, however, permission of the nominee must be obtained and his/her consent witnessed by two voting members and presented to the Secretary prior to the Membership meeting.
10. Election. Votes shall be cast by ballot only if more than two nominations have been made, with the two receiving the largest number of votes elected.

Section 3.05- BOARD OF DIRECTORS-VACANCY AND REPLACEMENT

1. Vacancy. A vacancy may occur by:
   1. Resignation of a Director.
   2. A vote by the Board for removal of a Director due to three successive absences from regular board meetings. Absences may be excused by the board upon written request.
   3. The Membership or the Board of Directors voting for removal of a Director because of his/her failure to fulfill the duties of his/her office as specified in section 3.03b (See Section 2.03h).
2. Replacement. The Board of Directors, at its next meeting shall fill any occurring vacancy. Only persons meeting the specified qualifications in Section 3.04a may be considered. A majority vote of those present and voting shall elect. Term of the replacement Director shall expire on the same date as the term of the Director he/she succeeds.

Section 3.06- BOARD OF DIRECTORS- MEETINGS AND QUORUM

1. Regular Board Meetings. The regular business meetings shall be held at the headquarters of this ministry as specified by the board.
2. Special Board Meetings. Special meetings shall be called by the President at the request of the Minister, request or two or more Directors, or as the President deems it necessary. All Directors must be notified of any special meeting.
3. Quorum. Four Directors shall constitute a quorum.
4. Minister Attendance. The Minister has the right to attend all Board meetings and must be notified of all special meetings.

Section 3.07- BOARD OF DIRECTORS OFFICER

Officers of the Board shall consist of a President, Vice President, Secretary, and Treasurer. They shall be elected by a majority vote for those present and voting at the next regular board meeting following the Annual Membership Meeting each year, and shall hold their respective offices for a term of one year, or until their successors are elected and qualified. All nominations shall be made by informal ballot.

* 1. President. The President shall:
     1. Preside at all Board meetings and all Membership meetings.

1. Be an ex officio member of all committees authorized by the board except the Nominating Committee.
2. Sign such papers and documents, upon proper authorization, as may be necessary.
   1. Vice President. The Vice President Shall:
      1. Perform all the duties of the President in his/her absence.
      2. Become President in case of the office of the Presidency becomes vacant. A new Vice President shall then be elected from the remaining Directors to fill the remainder of the term.
      3. Sign such papers and documents, upon proper authorization, as may be necessary.
      4. Perform such other duties as may be delegated by the President
   2. 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, other than legal papers, minute books, and the corporate seal, which items shall be kept in the Ministry office at all times, or in such other depository as prescribed by the board.
      3. Attend to all official business required by the Board.
      4. Maintain an accurate record of the number of members.
   3. Treasurer. The Treasurer shall:
      1. Be custodian of the funds of this Ministry, paying out, or causing 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 at the Annual Membership Meeting, covering the last complete fiscal period.
      4. Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit in the Bank or other depository approved by the Board.

**ARTICLE IV**

Meeting Procedures

Section 4.01 - ORDER OF BUSINESS AND RULES OF ORDER

"Robert's Rules of Order" shall be authority on parliamentary law and used in the conduct of all meetings of both the Board of Directors and the Membership, unless otherwise provided for by these Bylaws. The regular order of business of Board of Directors and Membership meetings shall be as follows, unless otherwise agreed upon:

1. Opening Prayer
2. Reading of Unity Principles and Mission Statement
3. Roll Call
4. Minutes of Previous Meeting
5. Treasurer's Report
6. Reports of committees
7. Minister's Report
8. Bills & Communication
9. Election Officers
10. Unfinished business
11. New Business
12. Closing Prayer

# ARTICLE V

# Bylaws Amendments

Section 5.01 -PROCEDURE

Changes, alterations, or amendments to these Bylaws must be made by voting members of this corporation after notice in writing setting forth the proposed changes, alterations or amendments, has been mailed to all members at least ten (10) days before the meeting is to be held. An affirmation vote of seventy-five percent (75%) of all members present and voting shall be necessary to pass any amendment to these Bylaws.

# ARTICLE VI

Dissolution

Section 6.01 -Should this Corporation dissolve, all property and funds remaining after the payment of the debts of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall be held by the UWM for the re-establishment of a Unity Center or Church in this area.

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