



# **Bylaws for Spiritual Life Center**

**Sacramento, California**

*Bylaws Last Revised September 2022*

## TABLE OF CONTENTS

<b>Article I – Name</b>		pg. 4
<b>Article II – Purpose</b>		
Section 1	Statement of Purpose	pg. 4
Section 2	Accomplishment of Purpose	pg. 4
Section 3	Unity Worldwide Ministries	pg. 4
<b>Article III – Office and Official Records</b>		
Section 1	Principal Office	pg. 5
Section 2	Official Records	pg. 5
<b>Article IV – Members</b>		
Section 1	General Qualifications	pg. 6
Section 2	Stages of Membership	pg. 6
Section 3	Election of Members	pg. 6
Section 4	Powers of Governing Members	pg. 6
Section 5	Term of Governing Membership, Renewal, Reinstatement	pg. 7
Section 6	Youth Membership	pg. 7
<b>Article V – Meetings</b>		
Section 1	Annual Meetings	pg. 7
Section 2	Special Membership Meeting	pg. 9
<b>Article VI – Board of Trustees</b>		
Section 1	Membership	pg. 9
Section 2	Eligibility and Term of Office	pg. 9
Section 3	Prohibition of Board Service	pg. 10
Section 4	Regular Board Meetings	pg. 10
Section 5	Special Board Meetings	pg. 10
Section 6	Quorum	pg. 10
Section 7	Board Authority	pg. 11
Section 8	Prayer	pg. 11
Section 9	Duties and Responsibilities of the Board of Trustees	pg. 11

Section 10	Nomination and Election	pg. 13
Section 11	Removal from Office by the Board of Trustees	pg. 14
Section 12	Vacancies	pg. 14
Section 13	Board of Trustees Officers	pg. 15
Section 14	Duties of Officers	pg. 15
<b>Article VII – Administration, Management and Leadership</b>		
Section 1	Administration	pg. 16
Section 2	Minister(s)	pg. 16
Section 3	Definitions	pg. 17
<b>Article VIII – Ministry Teams</b>		pg. 18
<b>Article IX - Dissolution</b>		pg. 18
<b>Article X – Parliamentary Authority</b>		pg. 18
<b>Article XI –Bylaws</b>		
Section 1	Amendments	pg. 19
Section 2	Revisions	pg. 19

# **BYLAWS FOR SPIRITUAL LIFE CENTER**

## **A Unity Ministry in Sacramento, CA**

### **ARTICLE I – Name**

The name of this local ministry shall be **Spiritual Life Center**.

### **ARTICLE II - Purpose**

**Section 1. Statement of Purpose.** The purpose of Spiritual Life Center, a California nonprofit corporation, is to teach and demonstrate the universal principles of Truth, as taught and demonstrated by all great teachers from all faith traditions, weaving ancient spiritual traditions with emerging wisdom through its Mission Centric Ministry. Spiritual Life Center operates under the guidelines of the Association of Unity Churches, Inc., (d/b/a and hereinafter referred to as Unity Worldwide Ministries [UWM]), a Georgia nonprofit corporation, with headquarters at Unity Village, Missouri.

**Section 2. Accomplishment of Purpose.** In the accomplishment of this purpose, Spiritual Life Center shall endeavor to conduct services of worship and classes of instruction to demonstrate the principles of Truth and practical spirituality, using these principles in the operation of its Mission Centric Ministry, while honoring the many paths to the Divine.

**Section 3. Unity Worldwide Ministries.** Spiritual Life Center 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, polices and regulations of UWM, insofar as they do not conflict with the laws of the State of California.

- 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 UWM or a person serving under special dispensation approved by UWM. For the purpose of these bylaws, the term "minister" shall include a person serving under special dispensation of UWM.
- D. **Teaching.** The principles of practical spirituality and Truth of all faith traditions that teach Love shall be taught through this ministry using methods, textbooks, literature, and other materials that serve to enhance the spiritual growth of its community. Teaching courses through this ministry shall include, but not be limited to, the Principles of Practical Christianity as taught by UWM.
- E. **Comply with Requests.** The ministry shall comply with all requests for identifying information from UWM, including, but not limited to, authentic copies of the ministry's:
1. Articles of Incorporation;
  2. Bylaws 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 Sacramento County, California, or at such other place within California 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, Board 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 designated 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 for review at the principal office of the ministry upon request.

## **ARTICLE IV – Members**

**Section 1. General Qualifications.** A member of Spiritual Life Center shall endeavor to live in accord with the principles of Love and Truth as taught by Jesus Christ, Unity and all faith traditions that teach Love, and to further the work of this ministry through active interest, love, and support. A member must also meet the qualifications set forth in the Spiritual Life Center Membership Policy.

### **Section 2. Phases of Membership.**

There shall be two phases of members of this ministry, Community members and Governing members. Governing members have full rights of membership as set forth in Section 4 of this article. Community members have the right to attend and speak at any membership meeting and possess all the rights of membership with the exception of voting.

### **Section 3. Becoming a Member.**

- A. Community Members. Anyone who has reached the age of 18 desiring community membership in Spiritual Life Center shall file an Application for Membership card or such other document as approved by the Board of Trustees with the ministry office. Applicants for community membership shall certify their commitment to the qualifications set forth in Section 1 of this article.
  
- B. Governing Members. Applicants for governing membership also shall complete such additional classes and qualifications designated in the Membership Policy and have been a community member for a minimum of one year. Governing members will self-certify completion of classes and qualifications outlined in the membership policy. All staff ministers and licensed Unity teachers are considered governing members of this ministry.

**Section 4. Powers of Governing Members.** Each governing member of Spiritual Life Center shall have the following powers:

- A. To vote at any membership meeting at which the member is present;
  
- B. To serve on ministry teams if selected;
  
- C. To speak in debate at any membership meeting according to the rules provided for debate;
  
- D. To offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of the ministry;
  
- E. To contact the UWM regional representative or UWM directly for guidance, support, or information on available resources; and

- F. To participate in all activities and programs of the ministry.

**Section 5, Term of Governing Membership; Renewal and Reinstatement.**

- A. Term. The term of governing membership shall be one year, from February 1st to January 31<sup>st</sup> or any other one year timeframe determined by the Board of Trustees.
- B. Renewal. To retain governing membership rights, a member must annually, at the end of each designated one-year term, complete and return a governing membership renewal form approved by the Board of Trustees.
- C. Reinstatement. Any former governing member may be reinstated to governing membership within one year after lapse of governing membership, by submitting a request for reinstatement on a form approved by the Board of Trustees. Any former governing member wishing to be reinstated after a lapse of more than one year must complete all current governing membership qualifications.

**Section 6. Youth Membership.** At the option of the Board of Trustees and Senior Minister(s), youth membership may be established under the following provisions:

- A. Youth membership is open to those who are no less than 13 years of age and no more than 17 years of age.
- B. A youth member shall have the rights of a community member; to speak at all meetings at which members have the right to speak.
- C. Youth members shall be ineligible to vote at the annual and special business meetings. Upon obtaining the age of 18 and completing the qualifications for governing member, the youth member becomes a voting/governing member with all powers listed in Section 4 for governing members.

**ARTICLE V - Meetings**

**Section 1. Annual Meetings.** There shall be one annual membership meeting each year.

- A. Date and Location of Annual Meeting. The annual membership meeting shall be held at the principal location of the ministry at a time and date established by agreement between the senior minister or co-ministers and Board of Trustees, but no longer than thirteen months from the last annual membership meeting. The election of the Board of Trustees shall be held at this meeting as defined in Article 6 Section 10, Board of Trustees: Election.

- B. Notice. Written notice stating the date, time, and place of the annual meeting shall be sent by postal or electronic mail (i.e. Minister's Weekly email) to all governing members at least fourteen (14) days in advance of the meeting.
- C. Quorum. 10% of the governing members must be present in order to constitute a quorum for the transaction of business at any annual membership meeting.
- D. Presiding Officer. The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting unless the President relinquishes the chair to another board member, to a representative of UWM or to a professional registered parliamentarian.
- E. Participation. Governing members present at the annual meeting have the right to make motions, second motions, to speak in debate, and to vote. Community members present have the right to speak at annual meetings, but not to vote. The right of other persons to speak during membership meetings may be extended by the presiding officer or by a two-thirds (2/3) vote. UWM's representatives have a right to speak when they are at the meeting.
- F. Voting. Unless otherwise provided in these bylaws, a majority of the governing members present and voting (either in-person or voting live virtually), shall be necessary for approval or disapproval of the action being voted upon. Absentee ballots will be allowed if a Governing Member requests a ballot two weeks prior to the Annual Meeting based on procedures set by the Board. Absentee ballots must be returned to SLC prior to the start of the Annual Meeting. Email or fax voting are not allowed.
- G. Power and Authority. Annual membership meetings shall have the power and authority to do all of the following:
1. Elect members to the Board of Trustees;
  2. Approve proposed amendments to these bylaws;
  3. Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds one hundred thousand dollars (\$100,000) or 20% of the previous year's income, whichever is greater.
  4. Elect a member and an alternate to serve on the New Board Member Nominating Team;
  5. Override any action of the Board of Trustees provided that notice of the action to be voted upon is sent by postal or electronic mail to all members in writing thirty (30) days prior to the meeting and is approved by a two-thirds (2/3rds) vote;
  6. Remove by a majority vote any or all trustee(s) from the Board of Trustees; and



7. Vote on any matters officially brought to the attention of the 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 Meetings.**

- 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 entire number of trustees currently serving on the Board of Trustees, or by a petition signed by ten percent (10%) of the governing 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 forty-five (45) 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.

## **ARTICLE VI – Board of Trustees**

**Section 1. Membership.** The Board of Trustees shall be composed of the senior minister and eight to ten other trustees. The Board retains the authority to determine the exact number of Board trustees within that range based on current needs. The trustees shall be elected from among the governing membership of Spiritual Life Center at the annual membership meeting.

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

- A. Qualifications. To be eligible to be elected to the Board of Trustees a person must have been a governing member of Spiritual Life Center for at least one year before being nominated. In addition, candidates for election shall endeavor to live in accord with the Jesus Christ principles of Love and Truth as taught by UWM, 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 teachings and shall have leadership capabilities.

- B. Term of Office. Elected trustees shall hold office for three years, or until their successors have been elected and assume office. Trustees elected at any annual membership meeting shall take office the month following the annual membership meeting at which they were elected. No elected trustee shall serve more than two consecutive three-year terms without an interval of one year between terms. Should a trustee wish to serve a second three-year term, they are to be re-confirmed by a majority vote of the existing Board of Trustees.

**Section 3. Prohibition of Board Service.**

The following persons are prohibited from serving on the Board of Trustees:

- A. Any active licensed Unity teacher from your ministry;
- B. Relatives, significant others or household members of any trustee of the ministry;
- C. Individuals receiving compensation from the ministry with the exception of the senior minister;
- D. 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 meeting per quarter.

**Section 5. Special Board Meetings.** Special meetings of the Board may be called by the President of the Board under any of the following conditions:

- A. By request of the Senior Minister or Co-Ministers
- B. By request of two or more Trustees
- C. By the written request of 10% of the governing membership
- D. As the President deems necessary

**Section 6. Quorum.** A majority of the total number of trustees including the minister 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, fall below a quorum, the remaining trustees shall refer to and implement Section 12 concerning vacancies.

**Section 7. Board Authority.**

- A. All authority is vested in the Board of Trustees only when it meets in session after notice to all trustees and the senior minister, and a quorum is present.
- B. When discussing the minister's compensation, working conditions or review of minister's work record the board (including the Minister) may decide to exclude the minister from that portion of the discussion.

**Section 8. 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 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 9. 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 1 of these bylaws;
- B. Uphold the 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 weekly service 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 one hundred thousand dollars (\$100,000) or 20% of the previous year's income, whichever is greater, shall be presented to the membership at a properly constituted membership meeting for final approval;

- H. Employ an ordained or licensed Unity minister(s) through cooperation with the employment management procedures of the Unity Worldwide Ministries (UWM);
- I. When conflict arises between the board and the board and/or the senior minister, 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 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 by a two-thirds (2/3rds) vote (excluding the minister.);
- J. As recommended by, and in collaboration with the senior minister, determine staff positions and organizational structure, including associate and assistant ministers, and authorize funds for their financial support 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. Cause to be prepared monthly a statement of income & expense and a balance sheet setting forth the financial conditions and operations of the ministry;
- M. Secure theft and dishonesty insurance for persons handling church funds;
- N. Approve applicants for membership and remove former members from the membership rolls;
- O. Provide for the sending of yearly membership renewal cards or such other documents as approved by the Board of Trustees to all members and former members. Keep or cause to be kept an accurate record of members and former members;
- P. Fill any vacancy that occurs between annual meetings (*see Article VI, Section 12*);
- Q. Elect officers of the board and their successors to fill any unexpired term when necessary;
- R. Create such ministry teams as needed to support the functions and responsibilities of the board;
- S. Advise the President of the Board on appointments to ministry teams;

- T. Seek UWM assistance in the event of a dispute affecting the ministry;
- U. Attend and actively participate with ongoing board education programs;
- V. Consider issues brought to their attention by the minister or 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;
- 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 liability insurance for all Board of Trustee members and minister(s); and
- AA. Take such other actions as may be deemed necessary for the best interests of this ministry;
- BB. Send or cause to be sent the Annual Ministry Report to UWM.

**Section 10. Nomination and Election.**

- A. New Board Trustee Nominating Team.
  - 1. Selection. A New Board Trustee Nominating Team shall be formed at least 3 months prior to the annual membership meeting for the purpose of recruiting and nominating candidates for new Board trustees. The team shall consist of the senior minister or co-ministers, two current board trustees and two governing members of the ministry selected in the following manner:
    - a. At a special community meeting, the Board shall recruit and select from among the governing membership of the ministry, two members to serve on the New Board Trustee Nominating Team for the upcoming year's election.
    - b. The board shall elect two of its trustees to serve on the team;
    - c. In the event of an interim board, the New Board Trustee Nominating Team shall complete its selection process within thirty (30) days from the establishment of the interim board.

2. **Duties and Responsibilities.** The New Board Trustee Nominating Team shall initiate a recruiting, interview, and selection process for one to two qualified candidates for each Board of Trustees position to be filled.

B. **Nomination Procedure.** The New Board Trustee Nominating Team shall determine the most qualified candidates and present their nominations to the Board for approval. The Board will approve all qualified candidates to be forwarded to the community for vote.

**C. Election Procedure.**

1. Resumes and/or biographies of the nominees shall be provided to all governing members at least fourteen (14) days prior to the annual membership meeting.
2. At the annual membership meeting, the chairperson of the New Board Trustee Nominating Committee shall offer the committee's nominations for a vote.
3. The election shall be by ballot with majority being necessary to elect. The result of the vote shall be announced at that same annual meeting.

**Section 11. 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 due to unexcused absences from three successive regular board meetings, failure to fulfill the duties of the office, disruptive or unethical behavior. Removal requires a majority vote of the other Board trustees.

**Section 12. Vacancies.**

- A. Should any vacancy occur on the Board of Trustees, the Board shall select a qualified replacement to fill the position(s). A majority vote of the Board shall be necessary to fill Board vacancies. The term of service for Board elected Trustees shall expire on the date of the next annual meeting.
- B. Should the number of board trustees fall beneath the quorum requirement, the remaining board members shall be empowered to call and hold the special meetings allowed by Section 12 C and to carry on the necessary day-to-day activities of the ministry.
- C. Should the number of board trustees 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 15 days prior to the meeting. The purpose of this meeting shall be:
  - a. To elect interim board trustees;
  - b. To constitute or reconstitute the New Board Trustee Nominating Team (see Section 10, A. New Board Trustee Nominating Team);
  - c. To set the date for a second special meeting.
2. 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.
3. The New Board Trustee Nominating Team shall:
  - a. Complete their search for board nominees within thirty (30) days of the first Special Membership meeting
  - b. The results of the team's work shall be mailed to all members within forty-five (45) days.
4. The board trustees shall be elected at the second of these Special Membership meetings [see Section 10, B Nomination Procedure and 10 C Election Procedure). If the regular annual meeting of this ministry should be scheduled in this time period, then board elections shall be held at the regular annual meeting of this ministry.

**Section 13. 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 shall be elected by a majority of the board members present and voting at the first board meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. The term of office shall be one year or until successors are elected. Officers may be re-elected for successive terms within their overall terms as Board members.

**Section 14. Duties of Officers.** General duties are listed below and may also include additional duties outlined in more detailed job description documents developed by the Board of Trustees.

- A. **President.** The president shall preside at all Board of Trustees meetings, preside at all membership meetings, appoint members of ministry teams with the advice of the board, serve as an ex officio member of all ministry teams except the New Board Member Nominating Team, sign such papers and documents upon proper authorization as may be necessary and be responsible for collaborating with the senior minister in the planning of board orientation, retreats, and workshops.
- B. **Vice President.** The vice president shall assist the president in the performance of that officer's duties, perform all the duties of the president of the board in the absence of the president and 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. The Vice President shall also keep or cause to be kept accurate membership lists and send or cause to be sent yearly membership renewal cards to all members or former members.

- C. Secretary. The secretary shall keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings, hold in custody and be responsible for all reports, contracts, other legal papers, 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, be a signatory to any legally required documents which the state or local government determine necessary, attend to all official business as directed by the board.
- D. Treasurer. The treasurer shall be custodian of all funds belonging to this ministry; pay out (or cause to be paid out) funds authorized by the board (semi) keep, (or cause to be kept) a record of all financial transactions; submit monthly financial reports at each regular board meeting; submit a financial report covering the last complete fiscal year to the annual membership meeting and account for (or cause to be accounted for) by the appointment of qualified person all funds received, being responsible to assure that all such funds are deposited in accounts authorized by the board; assign Board members to counting ministry funds weekly. When counting ministry funds there should be at least two (2) board members present.

## **ARTICLE VII – Administration, Management and Leadership**

**Section 1. Administration.** The administration of Spiritual Life Center shall be vested in the senior minister or co-ministers as the administrative director(s), and the Board of Trustees elected from the membership.

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

- A. Senior Minister or Co-ministers. The senior minister or co-ministers shall be duly licensed or ordained Unity minister(s) or someone serving under special dispensation.
  - 1. Duties. As the spiritual leader(s) of this ministry, the senior minister or 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 complete functioning of this ministry, including the hiring and termination of all employees including associate or assistant ministers;
  - 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. Be responsible for creating ministry teams related to these duties;
  - d. Be responsible for appointing the members of such ministry teams;
  - e. Be and serve as ex officio members of all ministry teams;
  - f. Be responsible for seeking UWM's assistance in the event of a dispute adversely affecting the ministry.
2. Selection. The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of UWM.
  3. Compensation. The compensation of the senior minister or co-ministers employed by this ministry shall be set by the Board of Trustees.
- B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) are hired by the senior minister with the consent and approval of the Board of Trustees. These ministers function(s) 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.
  3. Compensation. To the extent funded by the board, the compensation of the Associate and/or Assistant Minister(s) shall be fixed by the Senior Minister or Co-Minister(s).

### **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 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, preaching, healing, counseling, praying and all spiritual services and fellowship activities of the ministry. The Senior Ministry shall also be responsible for overseeing the administration and operation of the ministry.

- C. Co-Minister. In shared partnership ministries, a Co-Minister is a Unity minister duly ordained or licensed by UWM 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. The Associate Minister reports to the Senior Minister, 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. Mail. Includes paper, electronic and emerging forms of mass communication with the membership.

#### **ARTICLE VIII - Ministry Teams**

With the exception of the New Board Trustee Nominating Team, ministry teams may be created by the Board of Trustees or the Senior Minister for their respective areas of responsibility. The chair or co-chairs of the ministry teams shall recruit the members of their respective teams.

#### **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 Board of Trustees of UWM 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 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 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 shall govern the meetings of this ministry in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ministry may adopt.

## **ARTICLE XI – Bylaws**

### **Section 1. Amendments.**

- A. These bylaws may be amended with minor changes by a two-thirds vote of governing members present at any annual or special membership meeting provided that written notice setting forth the exact wording of the proposed amendment(s) has been mailed to all governing members at least ten days prior to the meeting at which they will be considered.
- B. Amendments to these bylaws may be proposed by the Board of Trustees, by any ministry team appointed as provided in Article VIII of these bylaws, or by any ten governing members.
- C. Any amendment not originating with the Board of Trustees shall be submitted to the Board of Trustees not later than sixty (60) days before the date of the meeting at which the amendment is to be considered.
- D. The Board of Trustees shall review the amendment and shall provide its recommendation for inclusion with the proposed amendment when it is sent by postal or electronic mail to the governing members.
- E. Any amendments to these bylaws may be reviewed by UWM.

**Section 2. Revisions.** A general revision to these bylaws may be proposed only by the Board of Trustees, and shall be considered only at an annual meeting. Any general revisions to these bylaws shall be reviewed by UWM.

After such review, the general revision shall be sent by postal or electronic mail to all governing members setting forth the exact wording of such proposed general revision at least fifteen (15) days prior to the meeting at which they shall be considered. Revisions shall be adopted at any annual or special membership meeting. An affirmative vote of two-thirds of the governing members present and voting shall be necessary to adopt any general revision of these bylaws.

**Secretary's Certificate**

The foregoing are true and complete copies of the Bylaws of Spiritual Life Center, which have been revised and are now in full force and effect.

Date: <sup>DGM</sup> ~~8/11/22~~ 9/11/22

Secretary: Deborah D. Moskowitz  
Deborah Moskowitz  
Board Secretary