



BYLAWS

Unity Christ Church of Golden Valley

4000 Golden Valley Road

Minneapolis MN 55422

Approved February 15, 2009

BYLAWS
FOR
UNITY CHRIST CHURCH of GOLDEN VALLEY
Minneapolis, Minnesota

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ARTICLE I

Identification

Section 1.01 **Statement of Purpose.** The purpose of Unity Christ Church, a Minnesota non-profit corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity School of Christianity and the Association of Unity Churches, a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee's Summit, Missouri, hereinafter referred to as the Association.

In the accomplishment of this purpose, Unity Christ Church shall endeavor to conduct services of worship and classes of instruction and to demonstrate the principles of Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the minister and the Board of Trustees will further the principles of practical Christianity among people everywhere.

Section 1.02 Unity Christ Church is a vital part of the worldwide Unity movement and a member of the Association of Unity churches. Any member of this ministry may call upon the resources and support of the Association through its senior minister or co-ministers, Board of Trustees, staff, or through direct communication with the Association. In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of the Association as outlined in the Association bylaws, insofar as they do not conflict with the laws of the State of Minnesota.

- (a) **Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of the Association, and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- (b) **Resources.** This ministry can benefit from its membership in the Association and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- (c) **Leadership.** This ministry shall have as its leader an ordained Unity minister or a licensed Unity teacher approved by the Association.
- (d) **Teaching.** The Principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials approved by the Association.
- (e) **Mailings.** Copies of all printed matter mailed by this ministry to its membership shall be sent to the office of the President of the Association of Unity Churches.
- (f) **Reports.** The minister designated Administrative Director will make annual reports to the Association on forms supplied by the Association.

ARTICLE II

Location

Section 2.01 **Principal Office.** The principal executive office of the corporation as stated in the Articles of Incorporation shall be fixed by the Board of Trustees. Said office shall be in the County of Hennepin, State of Minnesota, or at such other place within the State of Minnesota as the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other place or places as the Board of Trustees may from time to time designate.

Section 2.02 **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

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corporation. Confidential documents are available only for use by the minister(s), board members, or designated professional staff. Other documents are available to active members upon request.

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ARTICLE III

Membership

Section 3.01 **Qualifications.** A member of Unity Christ Church shall endeavor to live in accordance with the Jesus Christ principles of love and truth as taught by Unity and shall further the work of this ministry through active interest, love, and support.

Section 3.02 **Election of Members.** Any person (18 years or older) desiring membership in Unity Christ Church shall attend the membership class and file written application for membership with the ministry office. The application shall be presented to the Board of Trustees at its next regular meeting. Upon a majority affirmative vote of those trustees present and voting, the applicant shall become a member and shall be notified accordingly by the board secretary. The Secretary shall list the names of new members accepted into membership in the minutes of the board meeting. All staff ministers and licensed Unity teachers are considered members of this ministry.

Section 3.03 **Terms of Membership.**

- (a) Members - Any individual who has completed the requirements for election to membership and has been affirmed by the Board of Trustees is a member.
- (b) Registered Members - Any member who wishes to avail himself/herself of the Powers of Registered Members (see Sec 3.04) will submit an annual renewal form. Type and timing of the renewal form is the responsibility of the Board of Trustees and will be communicated to the membership in a timely manner.
 - 1.) Any registered member who does not submit an annual renewal form is still a member but may not avail himself/herself of the Powers of Registered Members.
- (c) Removal - A member may be removed from the membership rolls for cause by a two-thirds affirmative vote of the Board of Trustees. Prior to action concerning removal, the member must be notified by mail and be given an opportunity for a hearing before the Board as set forth in Minnesota Statutes, Section 317A.411.

Section 3.04 **Powers of Registered Members.** Registered members of Unity Christ Church shall have the power to do the following:

- (a) Vote at any membership meeting, at which the registered member is present, called in accordance with Section 3.05.
- (b) Elect members to the Board of Trustees as specified in Section 4.04.
- (c) Ratify the bylaws of this ministry or any amendments thereto as specified in Section 8.01.
- (d) Vote on any sale or pledge of real property which exceeds twenty-five thousand dollars (\$25,000) in value. A two-thirds affirmative vote of the **registered** members present and voting is required for approval. Refer to Section 4.03 (c) (7).
- (e) Elect a member and an alternate to serve on the Nominating Committee as specified in Section 4.04 (b).
- (f) Call a special membership meeting when the affairs of this ministry warrant such action. Refer to Section 3.05 (b)(3).
- (g) Vote to override any action of the Board of Trustees. This vote must be taken at a duly constituted membership meeting. [See 3.05 (a) and (b).] Notice of the issue to be voted on must be mailed to the **registered** membership in writing and postmarked twenty-five (25) days prior to the meeting. Two-thirds of the **registered** members present and voting have the authority for determination..
- (h) Vote for the removal of any trustee from an office in accordance with Section 4.05 (A) (4). Two-thirds of the **registered** members present and voting have the authority for determination.

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- (i) Vote on any matters officially brought to the attention of the membership.
- (j) Offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of this ministry.
- (k) Any ten percent (10%) of the **registered** membership may request Peacemaking assistance by notifying the President of the Association of Unity Churches in writing with copies to the Board of Trustees and minister(s). Upon receipt of this request for assistance to the President or designee of the Association, said person will confer with the minister(s) and/or Regional Representative to evaluate whether further action is required.

Section 3.05 **Meetings and Quorum.**

- (a) **Annual Membership Meeting.** The annual membership meeting of Unity Christ Church shall be held at its official headquarters on a Sunday during the month of February at the time of day designated by the minister(s) and Board of Trustees.
- (b) **Special Membership Meetings.** Any time the affairs of this ministry warrant, a special meeting may be called by:
 - (1) the senior minister
 - (2) a majority of the trustees of the board
 - (3) submitting a petition having been signed by 10% of the registered membership; a written request must be submitted to the board which shall, within a reasonable length of time, call the meeting on behalf of the requesting party.

The purpose(s) for the special meeting shall be stated both in the written request and the written notice to the registered members. Business conducted at the special meeting shall be limited to the pre-stated purpose(s).

- (c) **Written Notice.** Written notice stating the date, time, and place shall be mailed to all registered members and postmarked at least twenty-five (25) days before any membership meeting.
- (d) **Quorum.** Those registered members present at a membership meeting called pursuant to the notice provisions of Section 3.05 (c) shall constitute a quorum for the transaction of business at any membership meeting.
- (e) **Participation.** Participation in the business affairs of any membership meeting shall be restricted to registered members in attendance. Participation of other persons in discussion of business must be approved by a majority vote of the registered members in attendance. Representatives of the Association of Unity Churches have a right to participate in discussion when they have been invited by the minister(s), the board, or the membership.
- (f) **Voting.** Unless otherwise provided herein, the vote of a majority of the registered members present and voting shall be necessary for the approval or disapproval of the action being voted upon. Refer to Section 3.04 (d) and (g), and Section 8.01. In addition, absentee ballots shall be allowed for board candidate elections at the annual meeting according to the procedures set by the minister(s) and Board of Trustees. Absentee ballots will not be accepted at special membership meetings. Proxy votes are not allowed.
- (g) **Prayer.** In any membership meeting, the chair, the minister(s), an Association of Unity Churches representative, or any member, may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request, the chair shall provide a period of prayer and silence.

ARTICLE IV

Government

Section 4.01 **Administration.** The government of Unity Christ Church shall be vested in the minister as the Administrative Director and the Board of Trustees elected from membership.

Section 4.02 **Minister.**

(a) **Senior Minister**

(1) **Duties.** As the spiritual leader, the minister shall be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry as specified in Section 1.01. As administrative director, the minister shall be:

- (a) Responsible for implementing the business policies of the Board, for supervising the staff and for managing the day-to-day administrative operations of this ministry.
- (b) Ex-officio member of the Board of Trustees entitled to vote on all matters except their own employment or that of their successor(s).
- (c) A member of all committees. Refer to Section 5.01.
- (d) Responsible for seeking Association of Unity Churches' assistance in the event of a dispute adversely affecting the ministry.
- (e) Appointing ministry teams in accordance with Section 5.01.
- (f) A member of all ministry teams. Refer to Section 5.01.

(2) **Vacancy.** The position of a minister may be vacated by either of the following actions:

- (a) Resignation or death.
- (b) After complying with Section 4.03(e), the minister's removal because of failure to fulfill the duties of the position as specified in Section 4.02(a).

(3) **Compensation.** The compensation of the minister shall be fixed by agreement between the minister and the Board of Trustees.

(b) **Associate and/or Assistant Ministers.** Associate and/or Assistant Minister(s) shall be licensed and/or ordained Unity minister(s) who function with less responsibility than the Senior Minister.

(1) **Duties.** The Associate and/or Assistant Minister(s) shall perform the duties and fulfill the responsibilities assigned them by the Senior Minister.

(2) **Compensation.** The compensation of the Associate and/or Assistant Minister(s) shall be fixed by agreement of these minister(s) and the Senior Minister as ratified by the Board of Trustees.

Section 4.03 **Board of Trustees (Members).**

(a) **Structure.** The Board of Trustees shall consist of six trustees elected from the registered membership of Unity Christ Church. The minister shall be an ex-officio member of the Board of Trustees. Each elected trustee shall hold office for three years or until a successor is duly elected. The terms of two elected trustees shall expire annually and their offices shall be filled at the annual membership meeting in accordance with Section 4.04. No elected trustee shall serve more than two consecutive terms of three years each without an interval of one year between terms. No active licensed Unity teacher, individual receiving compensation from the ministry (with the exception of the minister/ministers) or the spouse, parent, child, or significant other of an individual receiving compensation from the ministry, may serve on the Board of Trustees. Further, no board member shall be the spouse, parent, child, or significant other of another board member.

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- (b) **Prayer.** It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business, any trustee may request time for prayer about the issue. Upon request, the chair shall provide a period of prayer and silence.
- (c) **Duties.** As representatives of the membership, the Board of Trustees shall:
- (1) Uphold the spiritual purpose of this ministry as stated in Section 1.01.
 - (2) Uphold the highest interest of the membership in conducting the business of this ministry.
 - (3) Be conversant with these bylaws and establish policy for the operation of the church.
 - (4) Be faithful in attendance at services, 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 this 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 property exceeding twenty-five thousand dollars (\$25,000) in value shall be presented to the membership at a properly constituted membership meeting to be voted on in accordance with Section 3.04 (d).
 - (8) As recommended by the minister(s), authorize the employment of all staff personnel of this ministry and set and approve their salaries. See Section 4.02 (a).
 - (9) Set dates for the fiscal year.
 - (10) Each year cause to be prepared a complete financial statement with disclosures which will set forth the fiscal conditions and operations of the ministry.
 - (11) When deemed advisable, secure a fidelity bond for the treasurer, the amount to be set by the board.
 - (12) Approve applicants for membership in accordance with Section 3.02.
 - (13) Act to fill the unexpired term of any trustee in accordance with Section 4.05 (b).
 - (14) Elect officers of the board and their successors to fill any unexpired term when necessary. See Section 4.07.
 - (15) Ratify committees and their chairpersons as appointed by the Board President. See Section 5.01.
 - (16) Seek Association assistance in the event of a dispute adversely affecting the ministry.
 - (17) Attend and actively participate in ongoing Board Education Programs.
 - (18) Consider other duties brought to their attention by the minister and other trustees.
 - (19) Keep or cause to be kept an accurate record of membership.
 - (20) Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations and acknowledge in writing contributions in compliance with Internal Revenue Service regulations.
 - (21) Secure liability insurance for all Board of Trustee members and minister(s).
- (d) **Employment of Minister(s).** It is the responsibility of the Board of Trustees to employ an ordained Unity minister(s) as senior minister(s) for the church through cooperation with the placement management procedures of the Association of Unity Churches.
- (e) **Termination of Employment of Minister(s).** Should an irreconcilable dispute arise between the Board and Senior Minister, the Board must consult the Association of Unity Churches and

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engage in the peacemaking procedures provided. The congregation will be asked for input in the process except in the case of employee misconduct as defined in the Policies and Procedure manual, in which case those procedures are followed. Only after these measures have been taken, the employment of a senior minister may be terminated by a two-thirds majority vote of the Board of Trustees.

Section 4.04 **Board of Trustees-- Election.**

- (a) **Qualifications.** Any person elected to the Board of Trustees must be a registered member of Unity Christ Church. He/she shall be a person who:
- (1) Desires to serve on the board.
 - (2) Endeavors to live in accord with the Jesus Christ principles of love and truth as taught by Unity.
 - (3) Furthers the work of this ministry through his/her active interest, love, and support.
 - (4) Has attended Lessons In Truth, plus one Unity School of Christianity accredited class.
 - (5) Is a sincere and continuing student of Unity, conversant with its teachings.
 - (6) Has demonstrated leadership capabilities.
- (b) **Nominating Committee.** A Nominating Committee shall be formed at least three months prior to the annual membership meeting and shall initiate a search for one or more qualified candidates for each open position on the Board of Trustees. The Committee shall consist of the senior minister and three members selected in the following manner:
- (1) 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. In the event of unavailability to serve of the persons so elected, the board shall select a person from the membership to fill the vacancy, other than a current board member.
 - (2) The board shall elect one of its trustees.
 - (3) Together with the minister(s), the above two committee members shall select a third committee member from the membership who shall become chairperson of the Nominating Committee.
- (c) **Nominating Procedure.** As the presiding officer of the annual membership meeting, the President shall:
- (1) Call upon the chairperson of the Nominating Committee to present the committee's nominations.
 - (2) Call for additional nominations from the floor. All nominees, no matter how nominated, must qualify in accordance with paragraph (a) of this Section. Permission of the nominees must be obtained and presented to the secretary, in writing, prior to the meeting.
- (d) **Election.** Written ballots are required if there are any partial terms to be filled or there are more than two nominees. The two nominees receiving the largest number of votes shall be elected to full three (3) year terms. The candidate receiving the next highest number of votes shall be elected to the longest unexpired term, etc. All persons elected in such a manner shall be considered to be fulfilling a term of office.

Section 4.05 **Board of Trustees -- Vacancy and Replacement.**

- (a) **Vacancy.** The office of a trustee may be vacated by any of the following means:
- (1) The resignation or death of the trustee.

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- (2) The board voting for the removal of a trustee due to absences from three successive regular board meetings or from four meetings in twelve consecutive months. Absences may be excused by the board upon written request.
 - (3) The board voting for the removal of a trustee because of a failure to fulfill the duties of the office as specified in Section 4.03 (c). Requires affirmative votes by at least 4 elected board members plus concurrence by the minister(s).
 - (4) The active membership voting for removal of a trustee because of failure to fulfill the duties of the office as specified in Section 4.03 (c). See Section 3.04 (h).
- (b) **Replacement.** Should a vacancy occur on the Board of Trustees, the board shall proceed to fill the vacancy by ballot within 65 days. Only persons meeting the qualifications specified in Section 4.04 (a) may be considered as replacements. No replacement shall have served as a trustee during the year prior to their election. A majority vote of those board members present and voting shall be necessary to elect. The appointment shall expire on the day of the next annual meeting. A person appointed in this manner is not considered having served a complete term.

Section 4.06 **Board of Trustees – Meetings and Quorum.**

- (a) **Regular Board Meetings.** The regular business meetings of the Board of Trustees shall be held at the headquarters of this ministry at least once each month at a day and time agreed to by a majority of its members.
- (b) **Special Board Meetings.** Special meetings of the board shall be called by the president under any of the following conditions:
 - (1) By request of the senior minister.
 - (2) By request of two or more trustees.
 - (3) As the president deems necessary.The request shall be filed in writing with the board secretary. Reasonable effort must be made to notify all trustees of any special meeting.
- (c) **Quorum.** Four trustees shall constitute a quorum for the transaction of business.
- (d) **Minister(s) Attendance.** The minister(s) has/have the right to attend all board meetings with the exception of those meetings or portions thereof that pertain to determinations of the minister's salary and/or review of work record. Each minister must be notified of all special meetings.

Section 4.07 **Board of Trustees – Officers.** Officers of the Board of Trustees shall consist of a President, Vice-President, Secretary, Treasurer and Assistant Treasurer. All officers shall be selected in a manner decided by the board at the first board meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. Officers shall hold their respective offices for one year or until their successors are duly elected.

- (a) **President.** The President shall:
 - (1) Preside at all Board of Trustees meetings.
 - (2) Preside at all membership meetings.
 - (3) Appoint committees in accordance with Section 5.01.
 - (4) Be an ex-officio member of all committees except the Nominating Committee.
 - (5) Sign such papers and documents, upon proper authorization, as may be necessary.
 - (6) Be responsible for the planning of board orientation, retreats, and workshops.
- (b) **Vice-President.** The Vice-President shall:
 - (1) Perform all the duties of the President in the absence of the President.

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- (2) Become President, for the remainder of the unexpired term, in case the office of the presidency becomes vacant. In such a case, a new Vice-President shall be elected from among the remaining trustees to fill the remainder of the term.
- (c) **Secretary.** The Secretary shall:
- (1) Keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings the content of which shall be in accordance with the rules and guidelines for minutes set forth in the latest edition of Robert's Rules of Order. Minutes shall include:
 - (a) A listing of those members in attendance and those absent.
 - (b) The incorporation of the Agenda used and a brief description of the disposition of each item discussed.
 - (c) A copy of any written reports and/or briefings received.
 - (2) Hold in custody and be responsible for all reports, contracts, other 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) Annually renew the Articles of Incorporation with the State of Minnesota.
- (d) **Treasurer.** The Treasurer shall:
- (1) Be custodian of the funds of this ministry. The Treasurer shall pay out or cause to be paid out funds authorized by the board. Refer to Section 4.03 (c).
 - (2) Keep, or cause to be kept, a record of all financial transactions and submit a monthly financial report at each regular board meeting.
 - (3) Submit a financial report, covering the last complete fiscal period, at the annual membership meeting.
 - (4) Count, or cause to be counted by the appointment of qualified persons, all funds received and be responsible for their deposit. When counting ministry funds, there should be at least two (2) persons present.
 - (5) Place, or cause to be placed, the funds of this ministry in the bank or other depository approved by the board.
- (e) **Assistant Treasurer.** The Assistant Treasurer shall:
- (1) Perform all duties of the Treasurer in the absence of the Treasurer.
 - (2) Become Treasurer, for the remainder of the unexpired term, in case the office of Treasurer becomes vacant. In such a case, a new Assistant Treasurer shall be elected from among the remaining trustees to fill the remainder of the term.

ARTICLE V

Committees and Ministry Teams

Section 5.01 **Formation.**

- (a) Committees for any specific purpose, with the exception of the Nominating Committee, shall be appointed by the board president. Approval by the senior minister plus ratification by the board is required.
- (b) Ministry Teams for any specific purpose will be appointed by the minister(s) with the approval of the board president and ratification of the board.

ARTICLE VI

Corporate Matters

Section 6.01 **Seal.** The corporate seal of this ministry shall include the name of the ministry in a circle which encloses the name of the city, state, and date of incorporation.

Section 6.02 **Dissolution.** Should this corporation dissolve:

- (a) all property and funds remaining after the payment of the debts of the corporation shall be delivered to the Association of Unity Churches, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes.
- (b) such funds or property shall be for the use and benefit of the Association as may be determined by the Board of Trustees of the Association in alignment with current policies and procedures.
- (c) the Association shall make available, according to its current policies and procedures, funds for the re-establishment of a Unity ministry in Golden Valley.
- (d) should the Association no longer exist, any assets remaining of this corporation after dissolution shall be disposed of by a court of competent jurisdiction of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for purposes set out in Section 5.01 (3) of the Internal Revenue Code of 1954.

ARTICLE VII

Meeting Procedures

Section 7.01 **Rules of Order.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of this corporation 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 corporation may adopt.

ARTICLE VIII

Bylaws Amendments

Section 8.01 **Procedure.** Amendments to these bylaws must be made by vote of the registered members of this corporation at a legally constituted membership meeting. Written notice setting forth the proposed amendments must be mailed to all registered members and postmarked at least twenty-five (25) days prior to the required membership meeting. An affirmative vote of two-thirds of all registered members present and voting shall be necessary to pass any amendment to these bylaws. These bylaws fully supersede all previous bylaws adopted by Unity Christ Church.

Attest-Secretary _____

Date of adoption or revision: February 15, 2009