

BYLAWS

**UNITY CHURCH OF CHRIST OF FORT LAUDERDALE, INC.
(dba Unity of Fort Lauderdale, Inc.)**

A Florida Not for Profit Corporation

Revised March 12, 2023

**TABLE OF CONTENTS - BYLAWS
UNITY CHURCH OF CHRIST OF FORT LAUDERDALE, INC**

ARTICLE I – NAME	Page 3
ARTICLE II – PURPOSE	3
<u>Section 2.01</u> Statement of Purpose	3
<u>Section 2.02</u> Accomplishment of Purpose	3
<u>Section 2.03</u> Unity Worldwide Ministries (UWM)	3-4
ARTICLE III – OFFICE AND OFFICIAL RECORDS	4
<u>Section 3.01</u> Principal Office	4
<u>Section 3.02</u> Official Records	4
ARTICLE IV – MEMBERS	4
<u>Section 4.01</u> Qualifications	4
<u>Section 4.02</u> Membership Application	4
<u>Section 4.03</u> Membership	4-5
<u>Section 4.04</u> Reinstatement of Former Members	5
<u>Section 4.05</u> Removal of Membership for Cause	5
<u>Section 4.06</u> Responsibilities of Active Members (Rights of Members)	5-6
ARTICLE V – MEETINGS	6
<u>Section 5.01</u> Annual Meetings	6-7
<u>Section 5.02</u> Special Membership Meetings	7
ARTICLE VI – BOARD OF TRUSTEES	7
<u>Section 6.01</u> Composition	7-8
<u>Section 6.02</u> Eligibility and Term of Office	8
<u>Section 6.03</u> Prohibition of Service	8
<u>Section 6.04</u> Regular Board Meetings	8
<u>Section 6.05</u> Special Board Meetings	8
<u>Section 6.06</u> Action without a Meeting	9
<u>Section 6.07</u> Quorum	9
<u>Section 6.08</u> Board Authority	9
<u>Section 6.09</u> Duties and Responsibilities of the Board of Trustees	9-11
<u>Section 6.10</u> Duties of the Board Alternate	11
<u>Section 6.11</u> Nomination and Election	11-12
<u>Section 6.12</u> Removal of Board of Trustees or Resignation	12
<u>Section 6.13</u> Vacancy and Replacement	12-13
<u>Section 6.14</u> Board of Trustee Officers	13-14
<u>Section 6.15</u> Duties of Officers	14
ARTICLE VII – EMERGENCY SITUATIONS	14
ARTICLE VIII – ADMINISTRATION AND LEADERSHIP	15
<u>Section 8.01</u> Administration	15
<u>Section 8.02</u> Minister(s)	15-16
<u>Section 8.03</u> Definitions	16
ARTICLE IX – DISSOLUTION	17
ARTICLE X – PARLIAMENTARY AUTHORITY	17
ARTICLE XI – SEAL	17
ARTICLE XII – AMENDMENT OF BYLAWS	17
ARTICLE XIII – PRAYER	17
ARTICLE XIV – UWM MEMBER SERVICES / SUPPORT TEAM	18
ATTEST STATEMENT	18

ARTICLE I – NAME

The name of This local Ministry shall be Unity Church Of Christ of Fort Lauderdale, Inc. (dba Unity of Fort Lauderdale, Inc.)

ARTICLE II – PURPOSE

Section 2.01 **Statement of Purpose.** The purpose of Unity Church of Christ of Fort Lauderdale, Inc. a Not for Profit Corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Association of Unity Churches, Inc. (dba and hereafter referred to as Unity Worldwide Ministries), hereinafter referred to as Unity Worldwide Ministries (UWM).

Section 2.02 **Accomplishment of Purpose.** In the accomplishment of this purpose, Unity Church of Christ of Fort Lauderdale, Inc. 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 will further the principles of practical Christianity among people everywhere.

Section 2.03 **Unity Worldwide Ministries (UWM).** Unity Church of Christ of Fort Lauderdale, Inc. shall be a vital part of the worldwide Unity movement and a member of the UWM. Any member of this ministry may call upon the resources and support of the UWM through its senior minister, Board of Trustees, staff, or through direct communication with UWM after a preliminary meeting with a minister (and or co-ministers) and a Board of Trustee Member has occurred. Unity Church of Christ of Fort Lauderdale, Inc., (regarding the operation and conduct of this ministry) shall make a good faith effort to comply with the policies of the UWM as outlined in the UWM Bylaws and 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 the 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 the UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- C. Leadership.** This ministry shall have as its leader an ordained or licensed Unity Minister(s) approved for ministry employment by the UWM or a person serving under special dispensation approved by the UWM. For the purpose of these Bylaws, the term “Minister” shall include a person serving under special dispensation of the UWM.
- D. Teaching.** The principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials 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:
1. A copy of the Articles of Incorporation
 2. Copies of ministry bylaws shall be sent whenever updated.
 3. Copy of the completed Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry.
 4. Copy of the Form 8822-B, Change of Address or Responsible Party – Business Form that the IRS requests.
- F. Reports.** The ministry shall make annual reports to the UWM as required.

ARTICLE III – OFFICE AND OFFICIAL RECORDS

Section 3.01 **Principal Office.** The principal executive office of the corporation will be determined by the Board of Trustees. Said office shall be in the County of Broward, State of Florida, or at such other place within the State of Florida 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 3.02 **Official Records.** All church records, including but not limited to, records of membership, finances, donations, corporate minutes, passwords, church documents, policies, legal records and other records required by law or as designated by the Board of Trustees shall be maintained at the principal office of the corporation. Other church documents may be made available to active members upon written request to the Board of Trustees and the Board will grant or deny such request at their discretion.

ARTICLE IV – MEMBERS

Section 4.01 **Qualifications.** A member of Unity Church of Christ of Fort Lauderdale, Inc., shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity and further the work of this ministry through active interest, love, volunteer service, participation, and financial support.

Section 4.02 **Membership Application.** Anyone desiring membership or transfer to Unity Church of Christ of Fort Lauderdale, Inc. will file an application for membership or such other document as approved by the Board of Trustees. In addition, prospective members may need to meet additional requirements according to current ministry policy. The application will be presented to the Board of Trustees at its next regular meeting. A majority vote of the Trustees present, and voting will be required for the applicant to become an active member. New members will be eligible to vote at any meeting of the membership upon completion all membership requirements. All staff ministers and licensed Unity teachers are considered members of this ministry.

Section 4.03 **Membership.** There shall be two classes of members of this ministry, active and inactive. Active members, 18 years of age or older, have full membership rights and may participate and vote in any membership meeting.

- A. **New Members.** After acceptance as a new member annually, each member shall have voting rights at all membership meetings up through and including the next regularly scheduled annual membership meeting after joining the church.
- B. **Existing Members.** To retain active membership rights, each member must indicate a desire to remain a member by completing and returning to the church a yearly membership renewal card or such other document as approved by the Board of Trustees. If no current membership renewal card or approved document is on file prior to the annual membership meeting, that person becomes inactive.

Section 4.04 Reinstatement of Former Members.

- A. **Reinstatement within two years.** If a member who has become inactive wishes to return to active status within the first two years after becoming an inactive member, such a member who meets membership qualifications and fills out a yearly membership renewal card or document approved by the Board of Trustees shall be reinstated as an active member. To be eligible to vote at a membership meeting such members must fulfill these requirements at least sixty (60) days prior to the date of a membership meeting.
- B. **Reinstatement after two years.** If a member has been inactive for two years or more and desires to become an active member again, such a member must reapply for active membership in the same manner required of new members as stated in *Article III (Membership), Section 3.02 (Election of Members)*.

Section 4.05 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 sending an email from the Board of Trustees to the last known email and a letter by priority mail to the last known address provided the church at least fifteen (15) days prior to the Board of Trustees meeting addressing the reason that may lead to removal of membership and thereafter be given an opportunity for a hearing before the board within thirty (30) days of the date of the letter. A 51% vote of the Board of Trustees shall be required for removal of membership.

Section 4.06 Responsibilities of Active Members (Rights of Members). Active members of Unity Church of Christ of Fort Lauderdale, Inc. shall have the following responsibilities:

- A. Serve on ministry teams if selected; speak in debate at any membership meeting according to the rules provided for debate;
- B. Vote at any membership meeting, at which the member is physically present, and if cannot be present, via e-mail or Zoom.
- C. Contact the UWM regional representative for guidance, support, or information on available resources;
- D. Elect members to the Board of Trustees.
- E. Exercise a good faith effort to participate in activities and programs of the ministry;
- F. Ratify the Bylaws of this ministry or any amendments thereto.
- G. Vote on any expenditure that exceeds twenty-five thousand dollars in value. A fifty-one percent (51%) affirmative vote of those active members present and choosing to vote is required for approval.
- H. Elect member(s), to serve on the Nominating Ministry Team.
- I. Call a special membership meeting when the affairs of this ministry warrant such action.

- J. Vote to override any action of the Board of Trustees. This vote must be taken at a duly constituted membership meeting. Notice of the issue to be voted on must be submitted to the active membership in writing ten (10) days prior to the meeting. Sixty-six (66%) of those active members present and choosing to vote have the authority for determination;
- K. Vote for the removal of any or all trustee(s) from the Board of Trustees. A sixty-six percent (66%) affirmative vote of those active members present and choosing to vote is required, provided notice of the action is sent by mail to all active members in writing fifteen (15) days prior to the meeting;
- L. Vote on any matters officially brought to the attention of the active membership;
- M. Offer suggestions in writing to the Minister and/or Board of Trustees, as may seem advisable for the good of this ministry;
- N. When aware of conflict, make a good faith effort to encourage affected parties to come together to resolve any concerns.
- O. A minimum of ten (10) active members may request UWM's assistance by notifying UWM in writing with copies to the Board of Trustees and minister (or co-ministers) after a preliminary meeting with a minister (and or co-ministers) and a Board of Trustee Member has occurred. Upon receipt by the Board of a request from the active membership, as stated above, to the President or designee of UWM, said person(s) will confer with the Board of Trustees, minister and Regional Representative to evaluate whether further action is required.

ARTICLE V - MEETINGS

Section 5.01 **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 a location (in person or via Zoom) determined by the Board of Trustees at a time and date established by agreement between the senior minister and Board of Trustees, but no longer than thirteen (13) months from the last annual membership meeting.
- B. **Notice.** Written notice stating the date, time, agenda and place of the annual meeting will be sent to all active members by email service at least ten (10) days in advance of the meeting and notice will be posted on the website and announced during the church service.
- C. **Quorum.** Twenty-five percent (25% of those present) of the active members attending a membership meeting called will constitute a quorum for the transaction of business at any annual or special membership meeting, provided that the attendance is a minimum of twenty-five percent (25%) of the total active membership or greater. If you don't have a quorum we cannot vote? Important to review with Rev. Joanne.
- D. **Presiding Officer.** The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting.
- E. **Participation.** The right to speak in debate, make motions, and vote during

annual meetings shall be restricted to those active members present, in person and electronically. UWM's representative(s) have a right to speak when they are attending that meeting.

F. Voting. Unless otherwise provided in these bylaws, a Fifty-one (51%) vote, of the active members present and voting at an annual membership or special meeting will be necessary for approval or disapproval of the action being voted upon at which the member is physically present, and if cannot be present, via e-mail or Zoom.

G. Power and Authority. Annual membership meetings shall have the power and authority to do the following:

1. Elect members to the Board of Trustees.
2. Approve proposed amendments to these bylaws.
3. Approve any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds twenty-five thousand dollars (\$25,000).
4. Elect a member and an alternate, to serve on the Nominating Ministry Team.
5. Override any action of the Board of Trustees provided that specific notice of the action to be voted upon is submitted to all active members in writing ten (10) days prior to the meeting and is approved by a two-thirds (2/3) vote.
6. Remove any or all Trustee(s) from the Board of Trustees.
7. Vote on any matters officially brought to the attention of the membership

Section 5.02 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; a majority vote of the entire number of Trustees currently serving on the Board of Trustees; or a petition signed by twenty-five percent (25%) of the active membership and submitted to the Board of Trustees. In the case of the Special Membership Meeting called by written petition, both the petition and the written ten (10) day notice of the meeting to the membership will specifically reflect the purpose(s) for the special meeting.

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 location, notice, quorum, presiding officer, participation, voting, power, authority 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 6.01 Composition. The board of trustees shall be composed of the senior minister (or co-ministers) and at least six (6) other trustees. The trustees shall be elected from among the

active voting members of Unity Church of Christ of Fort Lauderdale, Inc. at the annual membership meeting. Churches with fifty (50) members or less may choose to have a board of trustees composed of the senior minister and at least three (3) other trustees.

Section 6.02 Eligibility and Term of Office.

- A. Qualifications.** To be eligible to be elected to the board of trustees a person must be a member of Unity Church of Christ of Fort Lauderdale, Inc for at least one (1) year. In addition, candidates for election shall endeavor to uphold the code of ethics and agree to attend ongoing trainings as recommended by the Minister (co-ministers) or Spiritual Leader.
- B. Term of Office.** Elected trustees will hold office for three years, and or until their successors have been elected. 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 will serve more than two consecutive terms without an interval of one 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.
- C. Alternate Trustee.** The alternate trustee shall hold office for one year. The alternative trustee shall not be someone who has served as a member of the board in the preceding twelve months. Service as alternate trustee will not be considered as serving a full term.

Section 6.03 Prohibition of Service. The following persons are prohibited from serving on the Board of Trustees: any active licensed Unity teacher; relatives, significant others or household members of any board member or licensed Unity teacher; individuals receiving compensation from the ministry, with the exception of the Senior Minister; relatives, significant others, or household members of any individual receiving compensation from the ministry.

Section 6.04 Regular Board Meetings. Regular meetings of the Board of Trustees will be held at the principal executive offices of this ministry on a day of each month designated by the President, unless otherwise stated by the board. The board of trustees has the authority to determine to what level a board meeting will be open to the active voting membership.

The senior minister and co/associate ministers have the right to attend all Board meetings, with the exception of those meetings or portions thereof that pertain to determinations of the ministers' salary and/or review of work record.

Section 6.05 Special Board Meetings. Special meetings of the board will be called by the President of the Board if requested by the Senior Minister; if requested by two or more trustees; or if the President of the Board 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, shall be given notice of any special board meeting at least forty-eight (48) hours in advance of the meeting except in the case of matters deemed urgent by the President of the Board or two or more Board members, in which case notice will be given by email as soon as reasonably possible. The attendance of any member of the board at the meeting shall serve as a waiver of this notice requirement.

The senior minister and co/associate ministers have the right to attend all Board meetings, with the exception of those meetings or portions thereof that pertain to determinations of the ministers' salary and/or review of work record.

Section 6.06 Action without a Meeting. The board may take an action that is in alignment with current ministry business outside a regular monthly meeting without a meeting if consent in writing, setting forth the action so taken, is signed, or electronically acknowledged by all of the trustees and is thereafter ratified at a regular board meeting or special board meeting (via e-mail or zoom).

Section 6.07 Quorum. A majority of the total number of Trustees currently serving shall constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the Trustee's present shall be necessary for approval of the action being voted upon.

Section 6.08 Board Authority.

- A. Except as provided in these bylaws, all authority is vested in the board of trustees only when it meets in session after notice to all trustees and the senior minister (or co-ministers), and a quorum is present.
- B. When discussing the minister's (or co-ministers) compensation, or working on the annual evaluation review of the minister's annual evaluation review the board (including the minister) may decide to exclude the minister from that portion of the discussion.

Section 6.09 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 these Bylaws;
- B. Uphold the highest best interests of the membership in conducting the business of this ministry;
- C. Be conversant with these bylaws and establish policy for the operation of this ministry;
- D. Be faithful in attendance at services as well as board and membership meetings of this ministry;
- E. Harmoniously support and respect the Board of Trustees and Minister in all majority vote decisions;
- F. Determine the business needs of this ministry and authorize payment of funds for those purposes, except that expenditures in excess of twenty-five thousand dollars shall be voted on by the membership;
- G. Administer the real and personal property of this ministry;
- H. 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 twenty-five thousand dollars (\$25,000) in value shall be presented to the membership at a properly constituted membership meeting to be voted on;
- I. Employ a licensed or ordained Unity Minister(s) in good standing through cooperation with the employment management procedures of the UWM;
- J. When aware of conflict, make a good faith effort to encourage affected parties to come

together to resolve any concerns.

- K.** Seek UWM assistance in the event of a dispute adversely affecting the ministry. When conflict arises between the individual board members or between the board and 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 procedure and guidance of UWM, the Board of Trustees may terminate the employment of a senior minister (or co-ministers) by a two-thirds (2/3rds) vote (excluding the minister). If the senior minister (or co-ministers) position becomes vacant, the board shall notify UWM within three (3) business days;
- L.** As recommended by the Senior Minister, determine staff positions and authorize funds for their financial support; Senior Minister determines staff positions and the board of Trustees authorizes funds for their financial support in determination with budget as recommended by the senior minister in alignment with the budget (duties and responsibility of board – job descriptions.)
- M.** Establish the dates for the beginning and ending of the fiscal year;
- N.** Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the ministry;
- O.** Secure a fidelity bond or theft and dishonesty insurance for persons handling church funds;
- P.** Approve applicants for membership;
- Q.** Provide for the sending yearly membership renewal cards or such other documents as approved by the Board of Trustees to all active members and remove former members from the membership rolls;
- R.** Fill the unexpired term of any trustee;
- S.** Elect officers of the board and their successors to fill any unexpired term when necessary;
- T.** Create and ratify such board committee teams as needed to support the functions and responsibilities of the board;
- U.** Create and appoint members to subcommittees of the Board when appropriate, which are directed to do specific tasks as an extension of the work of the Board.
- V.** Advise the President of the Board on appointments to ministry teams;
- W.** Attend and actively participate in ongoing board education programs;
- X.** Consider other issues brought to their attention by the minister or members of the board;
- Y.** Keep or cause to be kept an accurate record of active and inactive members;
- Z.** Keep or cause to be kept records of attendance of children and staff present and involved with the children's programs;
- AA.** Assure annual reports for UWM are completed, complied with, and sent into UWM on or before the due date to keep 5013c current. Assure accurate records of gifts to

the ministry in compliance with Internal Revenue Service regulations;

- BB.** Is responsible for actively communicating with UWM in regards to any proposed amendment(s) to or general revision of these bylaws for approval by UWM before being adopted by the membership at the membership meeting. Any and all business / operations at Unity of Fort Lauderdale must be in alignment with UWM policies and procedures.
- CC.** Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations;
- DD.** Acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- EE.** Secure Directors & Officers and general liability insurance for all Board of Trustee members, the minister (and or co-ministers), and Board designated committees;
- FF.** Take such other actions as may be deemed necessary for the best interests of this ministry.
- GG.** Keep or cause to be kept a background check on all staff members and volunteers directly involved with the children's or youth programs.

Section 6.10 Duties of the Board Alternate. The Board Alternate, if elected, will attend all Board meetings so that he/she will be knowledgeable on the affairs of the ministry. The Board Alternate will serve as an active board member and have a voting presence whenever one or more regular board members is absent.

Section 6.11 Nomination and Election.

A. Nominating Committee.

- 1. Selection.** The Nominating Ministry Team will consist of three (3) members; the minister, who shall serve as an ex-officio member of the Nominating Ministry Team; one (1) Board member selected by the Board; and one (1) active member selected by the Board from the membership.

A Nominating Ministry Team will be formed at least ninety (90) days prior to the annual membership meeting, for the purpose of doing a search for active members who desire to serve on the Board of Trustees.

- 2. Duties and Responsibilities.** The Nominating Ministry Team will initiate and complete a search for qualified candidates to be presented at the annual meeting for election by the active membership to fill the existing vacant Board positions. The Nominating Ministry team will create a nominations window for fourteen (14) calendar days for active members to nominate themselves or other active members with their consent. Notice of the nominations window shall be communicated to active members through email and during announcements at the service at least ten (10) days prior to the beginning of the nomination window. All nominees, no matter how nominated, must qualify.

B. Nomination Procedure.

At the end of the nominating period, the Nominating Ministry Team will schedule interviews with the nominees, create a questionnaire based on the qualifications in the above (*Article VI (Board of Trustees), Section 6.12 (Nomination & Election A. Nominating Committee 3. Qualifications)*) and initiate Board recommended screening and a background check as appropriate. All qualified candidate nominations will be finalized by the Nominating Ministry Team no later than (10) days prior to the annual membership meeting and those names shall be included with the annual meeting Agenda in the required 10-day email notice to the active members for the annual meeting as required.

- C. **Interim Board.** In the event of an interim Board of Trustees, the Nominating Ministry Team shall complete its selection process within ten (10) days from the establishment of the Interim Board from the list of nominees that failed to achieve a position in order of the most votes.
- D. **Election Procedure.** As the presiding officer of the annual membership meeting, the President of the Board will:
1. Read *Article VI (Board of Trustees), Section 6.12 (Nomination & Election), (A) (Nominating Committee), (3) (Qualifications)* just prior to the presentation of the nominations.
 2. Call upon the Chairperson of the Nominating Ministry Team to present the ministry team's nominations.
 3. Request that each nominee present a two (2) minute overview of why they want to serve on the Board, their qualifications, and share how they have demonstrated principle in their life within the past year.
- E. **Voting.** Once presentations are completed by the Nominees, the election by paper ballot shall commence. Three active members that have been selected prior to the meeting by the Secretary of the Board of Trustees shall receive, secure and count the ballots. The nominees receiving the highest number of votes will be elected to the vacancies and a maximum of one (1) alternate position. All persons elected in such a manner shall be considered as fulfilling a term of office as stated in *Article VI (Board of Trustees), Section 6.02 (Eligibility And Term of Office), (B) (Term of Office)*.

Section 6.12 Removal of Board of Trustees Or Resignation.

A. Removal from Office by the Board of Trustees And Resignation

Any board officer may be removed by a majority vote of the other board members.

B. Removal from the Board of Trustees

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, failure to uphold the Code of Ethics and other ministry policies, disruptive behavior, unethical behavior, criminal behavior and / or failing to adhere to any section of these bylaws. Removal from office shall require a majority vote of the other board members.

Section 6.13 Vacancy and Replacement.

- A. **Vacancy.** The office of Trustee may be vacated by any of the following means:

1. The resignation of the Trustee.
2. The Board voting the removal of a Trustee due to absences from two (2) successive Board meetings, or a total of four (4) Board meetings within a twelve (12) month period. Absences may be excused by the Board upon review.
3. A fifty-one percent (51%) vote of the Board for the removal of a Trustee because of failure to fulfill the duties of the office.
4. The active membership voting for removal of a Trustee because of failure to fulfill the duties of the office.
5. If more than fifty-percent (50%) of the Board of Trustees is to be recalled, the entire Board of Trustees must be recalled.
6. If the entire Board of Trustees is recalled by the membership, then the membership may re-elect recalled Trustees. The number of re-elected must be less than fifty-percent (50%) of the recalled Trustees.

B. Replacement. Should a vacancy occur among the voting members of the Board of Trustees, the Board will proceed to fill the vacant, unexpired term at its next regular meeting. In case of emergency, a special meeting may be called.

1. Only persons meeting the qualifications specified in *Article IV (Members) & Article VI (Board of Trustees)* may be considered as replacements.
2. No replacement will have served as a voting Trustee during the year prior to their election.
3. A majority vote of those voting members of the Board present and voting will be necessary to elect.
4. In the event there is a vacancy in the office of alternate trustee the Board may select a qualified replacement to fill the position. A majority vote of the Board shall be necessary for election.
5. The term of service for all Board appointed replacements shall expire on the date of the subsequent annual meeting, however those individuals may seek nomination for a permanent Board vacancy pursuant to *Article VI (Board of Trustees)*.

C. Interim Board. If the entire Board of Trustees has been recalled, the active church membership may choose to elect an Interim Board whose term of office will not exceed sixty (60) days. At the end of the sixty (60) days a permanent Board must be elected pursuant to *Article VI (Board of Trustees)*.

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 6.14 Board of Trustee Officers.

The officers of the board of trustees shall be a president, a vice president, a secretary, a treasurer, and other officers as the board may decide. 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 board meeting called for the purpose of electing officers. The term of office for a board member shall be three (3) years, and the term of an officer shall be one (1) year or until

successors are elected.

Section 6.15 Duties of Officers.

- 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 Nominating Ministry Team; sign such papers and documents upon proper authorization as may be necessary; and be responsible for collaborating with the senior minister (and or co-ministers) 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 will be elected from among the remaining trustees to fill the remainder of the unexpired term.
- C. Secretary.** The Secretary shall keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings; and be responsible for all reports, contracts, other legal papers, and the meeting minute books which will be kept at the principal executive office of the ministry at all times or in such other depository as prescribed by the Board and attend to all official business as directed by the board; keep or cause to be kept accurate active and inactive membership lists; and send or cause to be sent yearly membership renewal cards to all active or inactive members, and , be a signatory to any legally required documents which the state or local government determine necessary.
- 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; keep, or cause to be kept, a record of all financial transactions; submit a monthly financial report, including cash flows, profit and loss and balance sheets at the 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 persons, all funds received being responsible to assure that they are deposited in accounts authorized by the board. When counting ministry funds there should be at least two (2) persons present. The treasurer is required to pass background checks for the faithful performance of his or her duties as the board may require.

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 two-thirds (2/3rds) 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 8.01 Administration. The government of Unity Church of Christ of Fort Lauderdale, Inc. shall be vested in the Senior Minister (or co-ministers) as the administrative director and the Board of Trustees elected from the membership.

Section 8.02 Minister(s).

A. Senior Minister or (or Co-Ministers). The senior minister (or Co-Ministers) shall be a duly licensed or ordained Unity minister (s) or someone serving under special dispensation. If the senior minister (or co-ministers) position becomes vacant, the board shall notify UWM within three (3) business days.

1. Qualifications. Any senior minister (or co-ministers) 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 (or co-ministers) shall be responsible for the scheduling, conduct, 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. Serve as ex officio member(s) of all ministry teams.
- d. Be responsible for creating specific ministry teams related to these duties; and appoint the members of these ministry teams.
- e. Be responsible for promptly seeking UWM's assistance in the event of a dispute adversely affecting the ministry.

3. Selection. The board of trustees shall select the senior minister (or co-ministers) following the employment procedures for ministerial personnel of UWM.

4. 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 (or co-ministers) with the consent and approval of the board of trustees. The senior minister (or co-ministers) shall select the associate and/or assistant minister (or co-ministers) following the employment procedures for ministerial personnel of UWM. 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 to 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-ministers).
- C. Vacancy.** The position of a minister (or co-ministers) may be vacated by any of the following actions:
1. Resignation, or
 2. Termination, subject to the Board's compliance by a two thirds (2/3rds) vote for failure to fulfill any duties of the position as specified in these Bylaws.
 3. Or violation of the mutually executed contractual terms between the Board of Trustees and the Minister (or co-ministers).
- D. Formation of Ministry Teams.** Ministry teams, except for the Nominating Ministry Team, shall be appointed by the minister (or co-ministers) and communicated to the President of the Board.

Section 8.03 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 minister 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.

ARTICLE IX – DISSOLUTION

In the event that this ministry is dissolved, after the liquidation of personal property, real estate, and all assets, the ministry shall deliver all 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 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 latest edition of ROBERT’S RULES OF ORDER will be the authority of this ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

ARTICLE XI – 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.

ARTICLE XII – AMENDMENT OF BYLAWS

Any amendment(s) to or general revision of these bylaws may be considered after approval of the proposed amendment or revision by UWM. After such approval, the proposed amendment or revision shall be adopted at any annual or special membership meeting provided that written notice setting forth the exact wording of such proposed amendment(s) or general revision has been sent by postal or electronic mail to all members at least ten (10) days prior to that meeting at which they shall be considered. An affirmative vote of two-thirds (2/3rds) of the members present and voting shall be necessary to adopt any amendment(s) to or general revision of these bylaws.

[NOTE: If the incorporating state requires the approval of the board for the adoption of amendments to the bylaws, the following provision shall be added: To take effect, any amendment(s) to or general revision of these bylaws must also be ratified by a two-thirds (2/3rds) vote of the members of the board of trustees present and voting at the first meeting of the board following the adoption of such amendment(s) or general revision.]

ARTICLE XIII – PRAYER

It is important that in addition to adhering to the normal procedures for legal functioning set forth in these Bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees, Senior Minister (co-ministers) or active members. During the discussion of an item of business, or at any meeting, any Trustee, minister(s), UWM Representative, or active member may request time for prayer about the issue. Upon request, the President, minister(s), or UWM Representative may provide a period of prayer and silence or call Silent Unity for Prayer Support.

ARTICLE XIV – UWM MEMBER SERVICES / SUPPORT TEAM

The Unity Worldwide Ministries Member Services / Support Team (memberservices@unity.org) must approve any revisions to these bylaws and are able and available to serve and support Unity Church of Christ of Fort Lauderdale, Inc. in effective governance, collaboration, and the ability to work as a team in awakening and transforming our world. The Unity Worldwide Ministries Member Services / Support Team is comprised of trained Unity ministers with expertise in bylaws that incorporate deep experience in effective governance practices for ministry.

ATTEST:

These bylaws, approved by Unity Worldwide Ministries, and adopted by the membership at the membership meeting on March 12, 2023 supersedes all previous bylaws adopted by Unity Church of Christ of Fort Lauderdale, Inc.

Bryan Sawchuk



03/12/2023

Minister or Spiritual Leader

Milagros Pinal-Rincon



03/13/2023

Board of Trustees President

Rev. Joanne Burns



03/14/2023

Member Services Unity Worldwide Ministries

Date

Seal: